



HEAD OF FINANCE AND LOGISTICS

Salary: £50-55,000 per annum

Contract: Full-time, permanent (options for part-time and flexible working)

Location: UJS London office

Reports to: CEO

About UJS –The Voice for Jewish Students

We are the Union of Jewish Students, representing 10,000 Jewish students spanning over 80 Jewish Societies (JSocs) on campuses across the UK and Ireland. For over 100 years, we have been leading, defending and enriching Jewish student life.

We are the democratic representative body of Jewish students and the only peer-led Jewish student organisation in the UK. We build Jewish campus communities that are run by students, for students, and empower Jewish students to live active, involved and safe Jewish lives on campus.

As a minority community, we understand and promote the rights of others to express their identities free from hate or prejudice. We are cross-communal, bringing together students from across the Jewish spectrum and creating a space that reflects the diversity of Jewish student life.

We are a small but ambitious organisation with a turnover of approximately £1.8 million. At the heart of UJS is a distinctive peer-led model. Each year, an elected President and team of sabbatical officers, recent graduates working on fixed-term contracts, lead the organisation's student-facing work. They design and deliver programmes, campaigns and national activity, working directly with students across the UK and Ireland.

Locally, nationally and internationally, we run diverse and dynamic programmes, provide access to kosher food and accommodation, and engage with Israel, interfaith and social action projects.

Alongside this, a permanent staff team provides continuity, expertise and organisational leadership. This team ensures that the work of successive Presidents and Sabbatical Officer teams is sustainable, well-supported and able to grow year on year, while building the partnerships and infrastructure that underpin UJS's impact.

That is the context in which this role sits. UJS needs a steady, experienced hand to provide the financial and operational backbone that allows everyone else from the CEO to the sabbatical team to do their best work with confidence.

About the Role

This is a senior, hands-on leadership role combining strategic financial oversight with direct operational delivery. There is no large team beneath you, at least not yet. You will be supported by an Operations Officer and will work alongside outsourced external auditors and if required external accountants, but the day-to-day responsibility sits with you.

If you are the kind of finance professional who thrives only when managing a large team or delegating broadly, this role is probably not for you. But if you enjoy genuine ownership, variety, and the satisfaction of building strong systems in a mission-driven organisation and you want the scope to grow a function as the organisation scales this could be an exceptional opportunity.

You will own everything from bookkeeping and payroll through to board-level reporting, facilities management, supplier contracts, insurance, data protection compliance and ICT. You will be the person who makes UJS run smoothly behind the scenes, providing the consistency and structure that a student-led organisation especially needs. This will ensure UJS is financially and operationally efficient, effective, sustainable, risk managed and able to deliver its work within budget with confidence and consistency.

Key Responsibilities

Financial Management & Reporting

- Own all aspects of day-to-day financial management: bookkeeping, invoicing, payments, expenses, payroll, pensions, Gift Aid and banking
- Produce monthly management accounts, cash flow forecasts and support the development of annual budgets
- Prepare quarterly finance and operational reports for the Board of Trustees, providing clear analysis and commentary
- Provide proactive financial advice and analysis to budget holders, project managers and the sabbatical team, noting that many of these colleagues will not be experienced financial professionals.
- Coordinate the annual audit process end-to-end, liaising with external auditors and ensuring timely, clean completion
- Support fundraising by providing accurate costings, financial narratives and compliance documentation for grant applications

Controls, Compliance & Governance

- Ensure compliance with charity law, financial regulations, HMRC requirements, data protection legislation (GDPR) and UJS's own policies

- Act as the organisation's Data Protection Officer (DPO), maintaining records of processing activities and responding to any subject access or breach matters
- Develop, maintain and continuously improve financial policies, procedures and internal controls
- Support the CEO and Board in organisational risk management, maintaining and reviewing the risk register
- Maintain audit-ready financial records and documentation at all times

Operations & Logistics

- Oversee operations at Hillel Houses: facilities management, maintenance, capital projects and health and safety compliance including risk assessments
- Manage organisational insurance, ensuring all policies remain appropriate and up to date
- Manage procurement of supplies, equipment and services, maintaining strong supplier relationships and value for money
- Oversee ICT contracting, ensuring the organisation has fit-for-purpose systems and appropriate support arrangements
- Manage travel logistics and accommodation arrangements for staff and programmes as required
- Ensure the London office runs smoothly and that colleagues have what they need to operate effectively

People & Leadership

- Line manage the Operations Officer, providing regular supervision, development and support across their finance, operations and HR responsibilities
- Act as a senior point of continuity for incoming sabbatical teams each year — providing structured onboarding to financial processes and ensuring they have the information they need to manage their programmes and budgets with confidence
- Contribute to organisational strategy as a member of the senior permanent team
- Represent the finance and operations function in senior team meetings and trustee forums

What Success Looks Like

In your first year, you will have settled into the role, taken ownership of the financial systems and processes and built trusted relationships with the CEO, Board and sabbatical team. Over time, success will be evidenced by:

- Balanced budgets with reduced variance between forecast and actuals
- Improved financial visibility for trustees, the senior team and sabbatical officers
- Clean, timely audits with no material findings
- Clear cost allocation and programme-level financial insight
- Documented, robust financial policies and controls

- A well-run office and facilities function that colleagues rely on
- A confident, well-supported Operations Officer
- A financial function ready to scale if and when the organisation grows

Person Specification

Essential

- Significant experience in a finance management role with direct responsibility for management accounts, budgeting and financial reporting
- Experience working in or with charities, non-profits or similar mission-driven organisations, familiarity with fund accounting and charity SORP an advantage
- Proven ability to manage a broad operational remit alongside core finance responsibilities
- Strong working knowledge of financial compliance, GDPR and charity governance requirements
- Highly organised with exceptional attention to detail and the ability to manage multiple priorities simultaneously
- Clear, confident communicator able to present financial information accessibly to non-finance audiences including trustees and elected student officers
- Comfortable working autonomously in a small team environment where you will be expected to get things done without extensive infrastructure or support
- Collaborative and collegiate willing to work across all levels of the organisation with professionalism and patience

Desirable

- Qualified or part-qualified accountant (ACA, ACCA, CIMA or equivalent) or demonstrably equivalent experience in a similar role
- Experience as or acting as a Data Protection Officer
- Experience managing facilities or office operations
- Familiarity with Xero or similar cloud-based accounting software
- Experience working with elected boards, student organisations or membership charities
- An affinity with UJS's mission and the UK Jewish community

What We Offer

- Genuine seniority and ownership - you will be a key voice in a small, senior team with real influence over how the organisation runs
- Variety - few finance roles will give you this breadth of responsibility across finance, operations, compliance and strategy
- Mission - UJS exists to support cross communal Jewish student life and leadership development in the UK and Ireland; if that matters to you, it makes a difference

- Autonomy - you will not be micromanaged; you will be trusted to lead your function
- Scope to grow - as UJS develops, there is a genuine opportunity to build a larger team beneath you and be a lead in our growth ambitions.
- Flexibility we are open to discussing hybrid working arrangements for the right candidate
- A collaborative, close-knit team that takes its work seriously without taking itself too seriously

All permanent staff at UJS receive the following benefits:

- 20 days annual leave plus public and Jewish holidays
- Pension scheme (3% employer contribution) for staff aged 22+
- Professional development and training opportunities
- Birthday Day (extra day's leave for your birthday, to be taken within 2 weeks)
- Access to charity worker discounts
- Occasional opportunities to participate in high-profile meetings and events and to travel on UJS delegations to conferences abroad
- Community and wider networking opportunities

Equal Opportunities

UJS is committed to equality, diversity and inclusion. We welcome applications from all backgrounds and communities and particularly encourage applications from underrepresented groups. We are happy to make reasonable adjustments to our recruitment process as needed.

How to Apply

Please send your CV (maximum 2 pages) and a cover letter (maximum 1,000 words) to recruitment@ujs.org.uk

Your cover letter should:

- Explain why you are interested in this role and UJS
- Demonstrate how your skills, knowledge and experience meet the criteria in the person specification
- Provide specific examples of relevant experience

If you would like to discuss the role informally before applying, please contact the CEO at mervyn.k@ujs.org.uk

All applications are confidential and will be reviewed by the CEO and relevant trustees.

Application Deadline: 5pm, Monday 27 April 2026

Interviews: W/C 5 May 2026

Expected Start Date: Mid June 2026