



Public  
Law  
Project

# Information pack

## Finance Assistant

January 2026





Public Law Project (PLP) is looking for a Finance Assistant to help our charity operate effectively. You will play an essential role in ensuring our team have the financial support needed to deliver our essential work. Whilst helping us to create a fair and inclusive society secured by a just and confident state, you will have the opportunity to use and develop your financial skills and experience.

This is an exciting time to join our team. Having secured funding for our long-term future, we are developing exciting plans to deliver our new and ambitious strategy. Within the finance team you will be working closely with our recently promoted Finance Manager. As you develop in your role at PLP we will provide a pathway through which the role can progress to Finance Officer level.

We're looking for someone who:

- Enjoys completing day-to-day financial tasks and keeping good records
- Is a team player and a kind, respectful and inclusive colleague
- Is trust-worthy, discrete and has excellent attention to detail.

This role includes a variety of responsibilities within day-to-day tasks such as identifying incoming receipts and investigating what they are, to liaising with budget holders for approval of expenses and posting transactions to our accounting system. You will also work with our Finance Manager to support the processing of payroll and have the opportunity to develop sector experience through the administration of restricted grants.

PLP support staff have the opportunity to be involved directly in the work of the charity through membership of one of our working groups (our cornerstones) to implement the new strategic plan.

PLP wants to work with the best possible person for this role and welcome applications for people of all backgrounds and characteristics. We are a highly flexible employer. This post is conceived as a part-time post (0.4 to 0.5 full time equivalent; 14-17.5 hours per week), and flexible working arrangements will be considered from day one. We can imagine this role working well over several shorter days for example. We work in a hybrid environment where most staff will attend the office at least once a week. Our Operations team work hard to provide a friendly office environment and will often be seen laying on a healthy breakfast before all staff meetings.

As part of our commitment to recruit fairly we use anonymised-selection processes until interview, offer additional interview opportunities to the highest-scoring candidates from under-represented communities, and use 'tie-breaker' provisions at all stages of our selection process.



## About Public Law Project

We are researchers, lawyers, trainers and public law policy experts. The aim of all of our work is to make sure that state decision-making is fair and lawful and that anyone can hold the state to account.

For over 30 years we have represented and supported people marginalised through poverty, discrimination or disadvantage when they have been affected by unlawful state decision-making.

- Our specialist lawyers represent individuals, campaign groups and charities, often in high profile, high stakes, public interest litigation.
- Our researchers work in partnership with the UK's leading academic institutions. We respond to consultations, policy proposals and legislation that have implications for public law remedies, access to justice and the rule of law. We provide evidence to inquiries, reviews, and parliamentary committees, and we publish independent research and guides to increase understanding of public law.
- Our events team runs a national programme of conferences and training for practitioners and those working with marginalised and disadvantaged groups, providing thought-leadership, expertise and insight to organisations and individuals who share our goals.



## Vision, Mission & Values

Our 2025-2030 strategy sets out our purpose which is to advance fairness in society through public law and our vision of a fair and inclusive society secured by a just and confident state. Our values are: equity, expertise, collaboration and courage. You can find out more about our strategy [here](#).

## Our 2025-2030 strategy at a glance





## Employment information

**Job title:** Finance Assistant

**Reports to:** Finance Manager

**Contract term:** Permanent

**Location:** Central London (EC1V). Homeworking within flexible working policies. New starters are required to work in the office 1 day a week for the first 3 months

**Hours:** Part-time: 0.4 to 0.5 FTE (14-17.5 hours per week), and flexible working arrangements will be considered from day one

**Salary:** £28,000 per annum pro rata

**Pension:** 10% per annum after one year. Statutory minimum during first year.

**Leave:** A full-time member of staff has 25 ordinary annual leave days each year in addition to bank holidays (usually 8).

**Probation period:** 6 months. Benefits may be offered at a reduced level during the probation period.

**Payment method:** Payment is made by electronic transfer on or shortly before the 15<sup>th</sup> of each calendar month covering payment for that same calendar month.

### Flexible working:

PLP is a family friendly employer. We are open to flexible working arrangements from day one, including those that will enable the post-holder to accommodate their care responsibilities.

PLP employees may be requested to attend occasional evening meetings. However, PLP recognises that post holders may have other commitments and seeks to be as flexible as possible in this regard. In addition, reasonable notice will be given of such commitments outside normal working hours where possible, and time off in lieu may be taken by arrangement.

These details are provided for information only and do not form part of an employment contract or job offer.





## Job Description: Finance Assistant

The Finance Assistant supports the day-to-day effective operation of PLP finances. This is a part-time role.

The role is line managed by the Finance Manager and works closely with other members of the Finance and Operations team.

### Primary Duties and Responsibilities

The following is an illustrative but not exclusive list of the primary duties and responsibilities of the role:

#### Finances

- Monitoring day-to-day financial operations of the charity including identifying incoming receipts and authorisation of expenditure
- Maintaining good financial records including verifying, posting, allocating and filing financial transactions accurately
- Supporting PLP payroll processes
- Supporting the administration of the charity's grant income from trusts and foundation
- Support audit preparation by collating and providing relevant financial documentation
- Prepare weekly or fortnightly supplier payment runs
- Management of petty cash receipts and reconciliation
- Assisting with routine financial administration
- Manage organisational credit cards, ensuring transactions are accurately recorded and supported by appropriate documentation
- Work collaboratively with the events team to process and reconcile event-related income, including ticket fees paid via online payment service providers such as PayPal

#### General

- Support a diverse and inclusive workplace
- Respond to internal finance queries from staff in a timely and professional manner
- Support the Finance Manager and Chief Operating Officer in discharging their duties
- Undertake other tasks appropriate to the role as requested by the Line Manager and/or the senior leadership team



## Person Specification: Finance Assistant

Knowledge, Skills and Competencies	Essential	Desirable
Proficiency at supporting the day-to-day effective operation of an organisation's finances	✓	
Proficient in the use of Microsoft Office software.	✓	
Intermediate Excel skills (confident user of vlookups, sumifs, basic pivots for example)		✓
Good mathematical skills and able to do financial calculations efficiently and accurately	✓	
Excellent attention to detail and thoroughness	✓	
Good time management skills	✓	
Good written communication skills	✓	

Personal qualities	Essential	Desirable
Embodying and role modelling PLP's values, including by actively	✓	
Commitment to teamwork: work collaboratively and supportively with other teams and negotiate competing priorities	✓	
Discretion to organise and handle confidential information appropriately	✓	
Attention to detail and a desire to maintain high and consistent standards	✓	
Ability and willingness to take on new knowledge, skills and	✓	
Right to work in the UK	✓	



## Application process

PLP is an equal opportunities employer and Disability Confident Employer. We welcome applications from individuals regardless of age, disability, gender, gender identity, marital status, pregnancy/maternity, race, religion and belief, sex or sexual orientation.

Candidates may ask for clarification of elements of the person specification and/or the application process, and may discuss any issues that might impact on how they would be able to undertake the work. PLP will not discuss issues that may give any candidate information that would give them an advantage in their application.

To apply please complete the application form which accompanies this information pack and send it to [hr@publiclawproject.org.uk](mailto:hr@publiclawproject.org.uk)

**The deadline for applications is Sunday 15 February 2026 at 11.59pm.**

A recruitment panel will be nominated for each vacancy. The recruitment panel will use the completed application form to assess each candidate's ability to meet the essential requirements of the job as set out in the person specification using a scoring system. The highest scoring applicants will be interviewed.

**Interviews will be held on Thursday 5 March 2026.**

Further information about the interview process will be provided to successful applicants. Interviews will usually consist of at least one practical test of your abilities relating to the role and a standard interview with a panel of at least two people. Please let us know in advance of your interview if you have a disability and require reasonable adjustments for the interview and/or assessment process to ensure the process is fair and equitable to all applicants.

Interview questions will be decided in advance based on their relevance to the job description and person specification and scored separately by interviewers. A score sheet will be set in advance, interviewers may only use information from the application form, the interview and any other assessment methods to inform their score.

PLP keeps assessment records/notes for all applicants, whether shortlisted or not, for 12 months. They are stored securely and then destroyed securely after the above period.

All short-listed candidates shall be notified of their selection decision and can obtain feedback from the assessment if they request it. All such requests are dealt with by HR who may pass them on to the relevant person if applicable.



## Equality statement of intent

As an employer, PLP will treat all employees and job applicants equally and fairly and will not unlawfully discriminate against them. This also applies to volunteers, interns and anyone undertaking work experience with PLP. Our commitment to equal treatment extends to arrangements for recruitment and selection, terms and conditions of employment, access to training opportunities, access to promotion and transfers, grievance and disciplinary procedures, demotions, selection for redundancies, dress code, references, work allocation and any other employment related activities. Specifically, PLP will endeavour to ensure that:

- i. Whenever practical, we will recruit and maintain a workforce which broadly reflects the diversity of the community in which we operate and serve. We will ensure that the style and content of our job adverts and recruitment materials convey this commitment and always includes the statement that "The Public Law Project is an equal opportunity employer".
- ii. Subject to cost, we will ensure that job opportunities are advertised widely and to diverse audiences. Where appropriate, PLP will take positive action measures to attract applications from all sections of society and especially from those groups which are under-represented in our workforce.
- iii. We treat all job applicants equally and fairly and do not unlawfully discriminate against them. We do this by ensuring that we operate an open and fair recruitment process and making decisions using selection criteria which do not discriminate.
- iv. We will take every possible step to ensure that employees and volunteers are treated fairly, with the aim of creating a culture that respects and values each other's differences, that is free of discrimination and promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.
- v. We recognise our continuing responsibility to develop the potential of all employees, removing any barriers, bias or discrimination that prevents progression or full contribution to the organisation's performance. We will ensure that selection for promotion, training or other benefit is free from discrimination of any kind and is based on the employee's experience and abilities and the needs of the job.
- vi. We will make clear to all employees, volunteers and trustees that anyone who works for PLP in any capacity is entitled to be treated with dignity and respect, and that unlawful discrimination, intimidation, harassment and victimisation are disciplinary offences which will not be tolerated by the organisation and may lead to disciplinary action. We will provide clear and accessible procedures allowing allegations of such conduct to be promptly and sensitively investigated.
- vii. We will provide flexibility to employees in relation to work requirements that may significantly impact on their personal needs and responsibilities, and we will seek, as far as possible, to foster a culture that ensures an appropriate work – life balance. We also aim to



be aware of days of cultural or religious significance that employees may wish to observe in an appropriate manner.

## Privacy notice

When you apply for a job with PLP we will need to collect information about you including your employment history and contact details so that we can assess your suitability for the role and inform you about the progress of your application.

Your records will be kept securely whilst we consider your application. If your application is unsuccessful, we will keep your data until 12 months after the decision was made. If successful, your recruitment information will be kept for 6 years after your last day working with us.

If you opt to provide equal opportunity data to PLP this will be anonymised and retained only as long as is necessary to record the recruitment decision against the anonymised data and no longer than twelve months.

We do not share recruitment information with third parties.