



JOB DESCRIPTION

Finance Officer (Maternity Cover)

Women for Women International (WfWI) is an international NGO that helps women survivors of war to rebuild their lives. We believe that with access to rights, education and resources, women can lead change towards peaceful and stable societies. Since establishment in 1993, WfWI has reached over 500,000 women in Afghanistan, Bosnia and Herzegovina, Democratic Republic of the Congo, Iraq, Kosovo, Nigeria, Rwanda and South Sudan. The UK office was established in 2006, and over the last thirteen years has steadily grown its programme funding from grants from various sources, including governments, trusts and foundations, companies, and individuals.

We are seeking a Finance Officer (Maternity Cover) to support the Finance & Resources team in our busy and dynamic London office. As part of the Finance Team in a vibrant and growing organisation, this role has enormous potential for variety, challenge and career development for the right person. We are looking for someone with excellent attention to detail, able to work well under pressure to deadlines, and with excellent communication skills. Transaction processing is an essential part of the role, but the position covers a varied workload that encompasses financial management, budgeting, supporting the Finance Director, and other operational matters.

The **Finance Officer** would be expected to work within the framework of WfWI-UK's core values.

WfWI-UK is an equal opportunities employer and we positively welcome applications from all suitably qualified persons regardless of their religious beliefs or political opinions, sex, marital or family status, ethnicity, sexual orientation, age or disability status. All candidates must have the right to work in the UK.

WfWI-UK is a registered charity (charity number: 1115109) and a company limited by guarantee (company no: 05650155), registered in England and Wales.

TITLE:	FINANCE OFFICER (MATERNITY COVER)
REPORTING TO:	FINANCE MANAGER
LOCATION:	Old Street, London
SALARY:	Band starts at £23,690 depending on experience
DEADLINE:	7 th November 5pm
INTERVIEWS:	TBC
DATES:	Starting December 2 nd 2019, until 4 th January 2021.

Key Responsibilities

Working in close liaison with the Finance Manager to manage:

Purchase Ledger

- Coding and input of invoices and expense claims into the accounting system (Sage Intacct, which is hosted by WfWI-HQ)
- Prepare the regular payment runs (usually weekly), including processing BACS and manual payments
- Processing direct debit payments
- Regular review and maintenance of the AP ledger, and reconciliation to supplier statements.
- Processing staff expenses

Income Processing

- Monitor all incoming receipts, including donations, grants, events and other revenue streams, making sure all income is properly coded and input into the accounting system
- Liaise with the relevant departments to ensure the agreed gift processing procedures are followed for cheques, credit cards, bank transfers, online transactions or direct debits
- Ensure all gifts eligible for Gift Aid are properly recorded [and make monthly Gift Aid claims in a timely fashion].

Bank and Cash

- Bank cheques on the day they are received
- Circulate a daily analysis of income received to the income budget holders so they are aware of receipts and can thank donors
- Prepare monthly bank reconciliations for accounts in several currencies
- Responsible for the monthly reconciliation and reimbursement of the petty cash system in several currencies
- Credit card reconciliations

Month End

- Prepare month end journals – to include fixed assets and prepayments
- Self-review of all postings
- Maintain analyses of all key balance sheet account
- Maintain analyses of all key income and expenditure account
- Filing and sending pension reports
- Prepare management accounts for Gender Action for Peace and Security (GAPS) – a network hosted by Women for Women International UK.

Other Finance Tasks

- Managing other online fundraising tools, i.e. Just Giving, Charities Aid Foundation

- Assist with preparation of annual budgets
- Raising sales invoices and receipts

Other Tasks

- Supporting the Finance Manager in daily financial operations
- Providing ad-hoc administrative support to the Finance Director and Finance Manager

Person Specification

Excellent IT literacy, including Microsoft Word, Excel and Outlook	Essential
Experience of processing accounting transactions into accounting software	Essential
Experience of managing administrative tasks within an office environment	Essential
Experience of reconciling ledger accounts	Essential
Excellent communications skills, both written and verbal.	Essential
Ability to communicate well with staff, funders, trustees and suppliers. Ability to represent the organisation in a professional manner and communicate with all levels of staff, volunteers, and high-level donors	Essential
Self-starter with the ability to work independently and within a team	Essential
An understanding of the importance of confidentiality/ data protection	Essential
Ability to meet deadlines and deal with an unpredictable workload	Essential
An interest in the work of Women for Women International	Essential
Studying for a professional accountancy qualification	Desirable
Experience of working in a busy charity environment	Desirable
Experience of using Sage Intacct	Desirable

To apply, please send your CV, and a covering letter (2 pages maximum) outlining how your previous experience, knowledge and skills equip you to meet the requirements of the person specification by **7th November 2019, 5pm** to ukrecruitment@womenforwomen.org