

FINANCE OFFICER – MANAGEMENT ACCOUNTS

Reporting to:	Head of Finance
Line Management:	None

POSITION OBJECTIVES

- Prepare and circulate all management accounts for all WfWI-UK departments
- Financial administration of Grants
- Provide business partnering support to UK Budget holders

JOB DESCRIPTION

Key Responsibilities

Management Accounts

- Prepare and circulate all management accounts for all WFWI-UK departments
- Co-ordinate gathering of management accounts commentary from all budget holders and support Head of Finance with consolidation process

Grant Funding

- Review grant budgets – checking currencies, formulas and calculations of budgeted UK costs
- Review donor reports – for accuracy, agreement to finance system and inclusion of UK costs as budgeted
- Support Programme Funding team on financial areas where required
- Maintain Restricted Funding Tracker as LIVE and up to date database of all Restricted Grants for WFWI-UK

WFWI Business Partner

- Provide business partnering support to the UK budget holders, supporting on financial tasks, preparing financial donor reports and provide guidance and advice where necessary

Other Finance Tasks

- Assist with preparation of annual budgets and reforecasts
- Supporting the Head of Finance in daily financial operations
- Administering Finance & Audit Committee meetings and preparing minutes within agreed deadlines

Other Tasks

- Providing ad-hoc administrative support to the Head of Finance

PERSON SPECIFICATION

Knowledgeable about Management Accounts and their purpose with an organisation	Essential
Understanding of the role of a finance business partner	Essential
Comfortable using systems including Microsoft Word, Excel and Outlook	Essential
Excellent communications skills, both written and verbal including the ability to discuss financial concepts with non-finance colleagues in an accessible way	Essential
Able 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
Capable of working in a busy charity environment	Desirable
Awareness and understanding of grant reporting	Desirable

Diversity at Women for Women International is about inclusion, embracing differences, creating possibilities and growing together for better performance. We embrace diversity in our workforce. This means giving full and fair consideration to all applicants and continuing development of all employees regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, political opinions, and pregnancy and maternity.