Finance Officer

Location: London and remote (currently London Bridge)
Salary: Up to £30,500 dependent on experience (pro rata)
Reports to: Director of Finance
Terms: 24.5 hours per week (3.5 days) with opportunity for flexible working – eg: hours spread over 5 days

Role Specification

Overview of the role

This is a crucial role within the small 3-person finance team and the successful applicant will play a vital role in ensuring the smooth financial running of the charity. Working closely with the Director of Finance, the post holder will manage the day-to-day accounting of the charity.

The post holder will be a confident and experienced user of Sage accounting software with advanced Excel knowledge and will ideally have experience of working in the charitable sector with knowledge of fund accounting. They will be a qualified accountant (or qualified by experience) who thrives on taking responsibility and who is organised, thorough and confident in working within a small team.

The successful applicant will play a key role in ensuring that we provide quality financial information which ultimately allows us to reach even more children with cancer in the developing world.

Key elements of the role

Day to day financial management

- To record all income and expenditure in the charity’s accounting software with detail surrounding nominal ledger, departments and restricted fund.
- To set up payments to suppliers and programme countries, in accordance with the charity’s policies.
- To prepare monthly bank reconciliations on both the UK and overseas bank accounts and covering both GBP and foreign currency bank accounts.
- To be confident in managing income and expenditure in GBP and foreign currencies.
- To carry out month-end actions including recording voluntary income, depreciation, foreign exchange revaluations and adjustments to accruals and prepayments.
- Monitor and accurately record all transactions on charity credit cards.
- Process the monthly payroll journals.
- Process the monthly petty cash reconciliation.
- Maintain the detailed worldwide fixed asset register.
- Accurately source and analyse reports from third party fundraising platforms (such as Enthuse) and work with the fundraising team to identify how that income should be recorded. Advanced Excel knowledge is required for this.
- To be confident in dealing with year-end actions and closing years on Sage 50.
- To have detailed knowledge and hands-on experience of using Sage 50 including the foreign currency modules and maintaining the chart of accounts (nominal ledgers, departments, funds etc).
- Review and input quarterly financial reports from programme countries, raising queries with staff in-country as necessary.
- Ensure month-end processes are completed in a timely manner.

**Other financial reporting**

- To prepare and submit gift aid claims on a quarterly basis using data from third party payment platforms.
- Generate invoices as required to be sent to customers.
- Carry out monthly internal due diligence reviews on programme countries.
- Provide regular financial information to the programmes team regarding restricted fund income and expenditure and to allow detailed financial reports to be made to funders.
- Provide regular financial information to the fundraising team to allow them to thank and engage with donors and to record the data on Raiser’s Edge.
- Maintain the record of regular donors and advise of new or lapsed donors.
- Advise the fundraising team of any unidentified income or new donations so that donors can be thanked as appropriate.
- Deal with ad-hoc queries from around the organisation for a variety of financial information such as restricted fund reports and department reports.
- Assist with the preparation of information for the annual audit such as preparing lead schedules and to work closely with the auditors at year-end.
- Respond to ad-hoc finance queries from in-country finance and programme staff.
- Induct new finance staff in-country regarding the use of financial reporting templates.
- Ensuring all staff understand and adhere to financial policies.
- Maintaining excellent order of all financial records, both hard and soft copies.

**Other responsibilities**

- Maintain the quarterly IATI reporting for the FCDO grants held by the organisation.
- Maintain the IT inventory register, working with the charity’s IT provider.
- Managing some office administration such as utilities, post, banking of cheques, provision of staff ID cards.
- As necessary, assist with set-up of, and due diligence from, new funders eg: FCDO.
Person specification

<table>
<thead>
<tr>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
<tbody>
<tr>
<td>A minimum of 2 years’ experience in a finance environment. E</td>
<td>D</td>
</tr>
<tr>
<td>Experience of working in the charitable sector and therefore with a good understanding of fund accounting. E</td>
<td>D</td>
</tr>
<tr>
<td>Educated to degree level. E</td>
<td>D</td>
</tr>
<tr>
<td>Detailed knowledge and experience of Sage accounting software. (The charity used Sage 50 so experience of this would be even better). E</td>
<td>D</td>
</tr>
<tr>
<td>Accountancy qualification or extensive qualification by experience. E</td>
<td>D</td>
</tr>
<tr>
<td>Strong IT literacy skills, particularly advanced Excel skills including IF formulas and index match functions. E</td>
<td>D</td>
</tr>
<tr>
<td>Experience of working on multiple projects at the same time and managing competing deadlines. E</td>
<td>D</td>
</tr>
<tr>
<td>Ability and confidence to build and maintain external relationships (with bank, auditors, Trustees, suppliers). E</td>
<td>D</td>
</tr>
<tr>
<td>Ability to work collaboratively and flexibly as part of a small team, with some working hours being worked from home. E</td>
<td>D</td>
</tr>
<tr>
<td>Ability to work independently, set own objectives and priorities and to manage competing priorities under pressure. E</td>
<td>D</td>
</tr>
<tr>
<td>Excellent communication skills, with the ability to communicate effectively and creatively both verbally and in writing. Fluent in written and verbal English. E</td>
<td>D</td>
</tr>
<tr>
<td>Ability to achieve a high output, whilst maintaining a high level of quality and demonstrate resilience when faced with setbacks. E</td>
<td>D</td>
</tr>
<tr>
<td>Empathy and diplomacy surrounding the issues of children’s health and the passion to want to improve the lives of children with cancer. E</td>
<td>D</td>
</tr>
</tbody>
</table>

Terms and Conditions

- Permanent contract with 2 months’ notice either side.
- Right to live and work in the UK.
- 25 days Annual Leave plus UK Bank Holidays - pro rata.
- Pension contribution of 10% annual salary after probation period.
- Flexible working arrangements.
- Cycle to work scheme available.

Application process

Please send a cover letter explaining why you feel you fit the requirements of the role, alongside your CV to rebecca.ross@worldchildcancer.org by 16th September 2022.

Interviews will take place week commencing 19 September 2022.

The start date is as soon as possible.

If you have any queries regarding this role, please contact Rebecca Ross via email for a confidential discussion – rebecca.ross@worldchildcancer.org