

EIL UK

Job Description

Post:	Finance Officer
Responsible to:	Chief Executive
Working hours:	22 per week
Status:	Permanent
Salary:	£21,000 - £24,000 pro rata depending on experience
Annual Leave:	25 days per annum pro rata + bank holidays pro rata
Location:	Malvern and occasionally other locations as required

The Finance Officer is responsible for the provision of all financial services, contract compliance and financial administration of EIL UK. This will involve both financial and management accounting services.

The overall purpose of the job is to ensure effective strategic and operational financial planning, monitoring and reporting to enhance the decision-making process of EIL UK and to ensure the organisation complies with all internal policies and procedures and external statutory requirements and regulations. The Finance Officer has a key role in creating and maintaining the performance of EIL's financial and associated administrative functions.

Key responsibilities

- Contribute to the strategic planning and financial management
- Take the lead on financial accounting and reporting
- Oversee investments and disbursements
- Undertake management reporting, 3-year planning, budgeting/forecasting and ad hoc analysis of finances
- Devise and maintain financial systems, procedures and internal controls
- Ensure legal compliance and contract/supplier compliance

Main duties

1. Audit

Work closely with the external management accountant to:

- Plan and co-ordinate the annual audit and prepare EIL accounts for audit
- Assist in the preparation of year-end accounts and audit files for the charity

2. Budgeting and planning

- Collate and co-ordinate the annual budget, and monitor performance and variances
- Prepare, co-ordinate and track Programme and Project Budgets
- Prepare and monitor monthly cashflows
- Monitor cash on a weekly basis and produce short term cash forecasts

3. Administer the day to day finances of the charity and account for all income and expenditure for the charity:

- Processing income from donations and other sources (e.g. grants and postage) and bank all monies received by the charity in line with the banking guidelines
- Deal with all aspects of petty cash - administer, reconcile and banking
- Authorise and raise invoices and purchase orders in a timely manner
- Chase late payments and respond to queries from suppliers
- Manage any tax schemes (VAT/Gift Aid) and returns

- Raise cheques, deal with remittance advice and deal with all aspects of the purchase ledger for the charity (process receipts and payments via internet banking and Xero)
- Ensure the authorisation process for expenditure is followed
- Ensure Xero is kept up to date and the chart of account is organised to facilitate reporting
- Reconcile and deal with enquiries on accounts (bank, credit card and supplier accounts)
- Record and calculate staff absences including sickness and annual leave records
- Collect payroll data and submit to the payroll provider

4. Compliance

- Monitor and manage the charity's internal financial controls
- Ensure compliance with administration and financial regulations in relation to charity, trust and company law and regulations
- Assist in the preparation of EIL's Annual Returns for the Charity Commission and Companies House
- In conjunction with brokers, ensure that the Trust carries appropriate insurance cover to protect its assets, and for all aspects of its operational activities
- Manage contracted services and Service Level Agreements
- Manage grants, recording and reporting on expenditure
- Process and file all financial and contract paperwork

5. Monitoring and making the most of the charity's financial resources

- Ensure all free funds are utilised to the best advantage of the charity and report to the Chief Executive on all funds and investments
- Meet with Department Managers on a regular basis to review financial performance against agreed budgets
- Prepare monthly management accounts and financial reports to include the bank and credit card reconciliations and support the production of quarterly management reports
- Assist in identifying opportunities to achieve value for money
- Improve financial and non-financial procedures to assist non-financial users

6. Prepare financial information to inform decision taking about the charity's strategic direction

- Prepare financial information and analysis to inform and support strategic planning
- Prepare information for the Chief Executive as appropriate
- Input strategic direction to the charity's long term financial planning

Other duties

1. Undertake other duties as required by the Chief Executive from time to time
2. To work flexibly with other members of the team
3. To maintain confidentiality at all times

Key competencies

1. AAT Level 4 Diploma or experience to the equivalent level
2. Knowledge and experience of online accounts. Experience of Xero would be an advantage
3. Experienced in bookkeeping, handling petty cash and accounts work including reconciliation
4. Familiarity with Microsoft Office (Word, Outlook etc.) is essential
5. Able to deal appropriately with a wide range of people including colleagues and suppliers
6. Demonstrate a professional and proactive approach at all times
7. Able to work on own and as part of a team
8. Able to take initiative and prioritise work with minimum supervision
9. Methodical and organised
10. Quick and accurate under pressure

Skills

- Experience of financial administration in company or charity, including bank reconciliations, purchase ledger and sales ledger
- Skilled in managing the chart of accounts to achieve consistent and accurate records and reports from bookkeeping to audit
- Advance level skills in Excel or another spreadsheet package
- Familiarity with databases

Other requirements

- A full enhanced DBS check will be required for this role which the charity will pay for

Person Specification

- A warm, friendly and helpful telephone manner
- Ability to deal with several tasks at once in a busy office and meet deadlines
- Ability to communicate effectively with a wide range of people
- Basic understanding of charity fundraising would be an advantage
- A sense of humour.