

# EIL UK

## Job Description



Experiment in  
International  
Living UK

Post:	Finance Officer
Responsible to:	Chief Executive
Working hours:	18¾ hours per week (50% FTE) 3¾ hrs per day
Post:	Permanent
Salary:	£26,000 - £30,000 pro rata, depending on experience
Annual Leave:	25 days annual leave p.a. + bank holidays
Location:	Malvern and occasional travel to other locations as required

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

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

### Key responsibilities

- Contribute to strategic planning and financial management
- Take the lead on financial accounting and reporting
- Oversee investments and disbursements
- Undertake management reporting, budgeting/forecasting and ad hoc analysis of finances
- Devise and maintain financial systems, procedures and internal controls
- Ensure legal compliance and contract/supplier compliance
- Obtain value for money and achieve sustainability goals on office procurement

### Main duties

#### 1. Audit

Work closely with the external management accountant to:

- Plan and co-ordinate the annual audit and prepare EIL accounts and schedules for audit
- Assist in the preparation of year-end accounts and audit information and files
- Ensure financial information and records are accurate, well organised and kept up to date

#### 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, update and monitor cashflows
- Monitor cash on a weekly basis and produce short term cash forecasts as required

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

- Process 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 and returns (e.g. Gift Aid)

- 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
- Keep Xero up to date and well-organised to facilitate reporting
- Reconcile and deal with enquiries on accounts (bank, credit card and supplier accounts)
- 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 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 charity carries appropriate insurance cover to protect its assets, and for all aspects of its operational activities
- Monitor contracted services and Service Level Agreements
- Manage the recording and reporting on grant 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 and assist in identifying opportunities to achieve value for money
- Office procurement and management of equipment contracts and maintenance
- Prepare monthly management accounts and financial reports to include the bank and credit card reconciliations and support the production of quarterly management reports
- 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
- Prepare regular finance reports, dashboards and scorecards
- 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 and support them
3. To maintain confidentiality at all times

#### **Key competencies**

1. AAT Level 4 Diploma or experience to the equivalent level. CIMA qualifications would be an advantage
2. Minimum of 3 years' experience of using Xero online accounts – Xero certification would be an advantage
3. Experienced in bookkeeping, handling petty cash and accounts work including reconciliation
4. Experience of financial reporting, scorecards and dashboard
5. Able to present financial information in a variety of formats so that it is accessible for staff and Board members who do not have a financial background
6. Able to deal appropriately with a wide range of people including colleagues, suppliers and members of the public in all parts of the UK and abroad

7. A professional and proactive approach, a person who works on own initiative and prioritises work with minimum supervision
8. Methodical, organised and attentive to detail
9. Quick and accurate under pressure.

#### **Skills**

- Communication skills and ability to work effectively with a wide range of people, including international partners
- Experience of financial administration in company or charity, including bank reconciliations, purchase ledger and sales ledger
- Skilled in achieving consistent and accurate records and reports from bookkeeping to audit
- Advance level skills in Excel and Microsoft Office Word and Outlook etc. is essential
- Experience of contracts and monitoring compliance
- Familiarity with databases

#### **Other requirements**

- A full enhanced DBS check (PVG in Scotland) will be required for this role which the charity will pay for

#### **Person Specification**

- Efficient and accurate
- A warm, friendly and helpful telephone manner
- Ability to deal with several tasks at once in a busy office and meet deadlines
- Basic understanding of charity accounting (SORP) and fundraising would be an advantage
- A sense of humour

Applications: By [application form](#) (CV's will not be accepted) No agencies thank you.

**Deadline: 12 noon Wednesday 20 March 2022**

**Interviews: Friday 6 May 2022**