

EIL UK Job Description



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International
Living UK

Post:	Finance Officer
Salary:	£25,000 - £30,000 pro rata, depending on experience.
Working hours:	0.6 - 0.8 Full Time Equivalent (22½ - 30 hours per week) Hours to be spread across 4 - 5 days per week.
Flexible working:	Flexible options are available for this post. Every other Friday non-working. TOIL (time off in lieu) for evening, weekend and any out of office hours. Family friendly work practices e.g. reduced hours in school holidays.
Annual Leave:	25 days p.a. pro rata + bank holidays. Additional leave for long service.
Benefits:	Pension scheme, death in service cover, health plan with options to add family members. Reductions for family and friends on overseas travel.
Status:	Permanent
Place of work and other locations:	Hybrid: 3 days a week or more at the EIL UK Offices at 17 Graham Road, Malvern, Worcestershire with options for occasional home working - must live within 1 hour of the EIL offices. Occasional travel to other locations as required.
Responsible to:	Chief Executive

Overview of the role

This role leads on the smooth running of all aspects of financial management for the charity - creating, developing and maintaining EIL's financial and associated administrative functions to:

- Ensure effective strategic and operational financial planning, accounting, monitoring and reporting
- Devise, develop and maintain financial systems, procedures and internal controls
- Ensure the organisation complies with internal policies and procedures and external statutory requirements and regulations
- Prepare and update budgets
- Undertake day to day accountancy and bookkeeping
- Prepare, develop and analyse management accounting information and provide sound financial advice to the Chief Executive, Board of Trustees and others to inform strategic decision making
- Ensure legal and contract/supplier compliance
- Obtain value for money (VFM) and achieve sustainability goals for office procurement

Main responsibilities

Take the lead on financial accounting and reporting, budgeting, forecasting and analysis of finances.

1. Budgets and planning

This will include but is not limited to preparing and updating the annual budgets, monitoring performance against budgets including programme budgets, monitor and report on cashflow, involvement in strategic business planning projections.

2. Day to day accountancy and Bookkeeping services

Manage all income and expenditure processing through our computerised accounting system including processing bank receipts and payments and bank reconciliations. Authorise purchase orders and raise

invoices in a timely manner and chase any late payments. Input supplier invoices and deal with any queries.

3. Reports

Produce regular management information on how the charity is performing against budget, including preparing statutory accounts for the year end audit, quarterly financial reports for the board of trustees, preparing information for filing the annual return to the Charity Commission. Prepare financial information and analysis to inform dashboards and scorecards and support strategic planning.

4. Audit

Work closely with the external management accountant to plan and co-ordinate the annual audit, prepare the year end accounts and audit schedules, liaise with external auditors and ensure financial information and records are accurate, well organised and kept up to date.

5. Fundraising

Assist with applications for funding, manage the reporting on grant expenditure and ensure the most tax efficient solution is applied to fundraising income.

6. Compliance

Monitor and manage the charity's internal financial controls, ensure compliance with administration and financial regulations, assist in the preparation of the annual returns for the charity and company, ensure the charity has adequate insurance cover.

7. Communication and coordination

Ensure efficient circulation of the financial information , liaise with and maintain good working relationships with auditors, partner finance officers etc, improve finance related procedures to assist users who are unfamiliar with finance.

8. Professional / technical

Keep up to date with financial developments across the sector, changes in requirements for charity reporting and changes in legislation.

9. Other duties

- Undertake other duties as required by the Chief Executive from time to time
- To work flexibly with other members of the team and support them
- To maintain confidentiality at all times

Key competences

Skills and experience

- AAT Level 4 Diploma or experience to the equivalent level. CIMA qualifications would be an advantage
- Minimum of 3 years' experience of using Xero online accounts – Xero certification an advantage
- Experienced in bookkeeping, handling petty cash and accounts work including reconciliation
- Experience of financial administration in company or charity, including bank reconciliations, purchase ledger and sales ledger. Basic understanding of charity accounting (SORP) and fundraising would be an advantage.
- Experience of financial reporting, scorecards and/or dashboards
- 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

Interpersonal skills and approach

- Communication skills and ability to work effectively with a wide range of people, including international partners
- 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
- 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
- A warm, friendly and helpful telephone manner
- A professional and proactive approach, a person who works on own initiative and prioritises work with minimum supervision
- Quick and accurate under pressure, methodical, organised and attentive to detail.
- Ability to deal with several tasks at once in a busy office and meet deadlines on top of routine tasks
- A sense of humour

Other requirements

- An enhanced DBS check (PVG in Scotland) will be required for this role, which the charity will pay for.

EIL UK is an equal opportunities employer that values diversity, and we are committed to providing equal employment opportunities for all employees and all applicants for employment.

How to apply

Applications will be accepted on EIL's [application form](#) (no CVs) including a personal statement outlining how you meet the needs of the role.

Email your application to info@eiluk.org or post your completed application form to:
Sue Preece, EIL UK, 17 Graham Road, Malvern, Worcestershire WR14 2HR.

Applications: [application form](#)

Agencies: No agencies thank you.

Deadline: The closing date for receipt of applications is **12 noon on Friday 10 March 2023**.