

## Job description: Finance Officer

### General

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|---------------|-----------------------------|
| Job Title:    | Finance Officer (Full time) |
| Location:     | London                      |
| Reporting to: | Senior Finance Officer      |
| Duration:     | 12 Months                   |

### Job Overview

#### Finance Team

The Finance Officer sits within a Finance Team which provides the full range of financial support, reporting and services across Conciliation Resources to support the efficient and effective running of the organisation and the delivery of its work.

The team consists of an Acting Head of Finance, Finance Manager, Senior Finance Officer x 2, Finance Officer x 2 and Finance Assistants x3.

#### Job Purpose

The purpose of this role is to provide financial, accounting and administrative services to monitor the financial activities and assist in achieving internal and external reporting requirements through the use of systematic day to day financial procedures, retrieval of information for individual programme needs and provision of accurate, up to date financial information ensuring financial regulations are adhered to. The Finance Officer will work closely with the Team to prepare monthly reports.

#### Scope and Accountability

The Organisational Support team provides support to all parts of Conciliation Resources in the areas of financial management, personnel (HR) management, fundraising, information and communications technology, facilities and organisational communications.

The Finance Officer reports to the Senior Finance Officer. The post-holder works closely with others in the Finance Team and other staff across Conciliation Resources as well as our organisational partners. This is a key role in both delivering and developing our financial controls framework, processes and procedures and being able to respond to and resolve problems.

#### Specific Responsibilities and Tasks

##### Finance and Financial Systems

##### Finance Systems

- Responsible for day to day entry of financial information and maintaining all financial records for projects and for the organisation in accordance with established financial procedures.
- Responsible for handling key aspects of the end to end process for processing and posting expenditure entries onto Access. For accounts payable this includes:
  - supporting the Finance Assistant in posting invoices entries & ensuring remittances are sent
  - together with the other Finance Officer, managing the suggested payment and payment process on applicable online platforms
  - Together with the Finance Officer & Finance Assistant, responding to internal & external payment queries

- Process authorised transactions following established accounting procedures and ensure they are charged to the correct approved budget. This is a shared responsibility with the other Finance Officer and Finance Assistant and responsibilities are changed from time to time.
- Maintain and update payment / receipt / payment logs.
- Identify, introduce and / or work on projects to improve financial processes, systems and technologies as both the knowledge and confidence levels in the use of Access grow and the organisation develops its operating model. Ensure that all changes are captured in “How To Guides” and that they are available to all staff.
- Responsible for maintaining and updating user records system administration within Access and FocalPoint Systems
- Responsible for maintaining donor contract information in the project module within Access including open/closing of project, uploading key information and contract budgets

#### **Audit**

- Assist in the preparation of audit file for internal and external audit processes as requested.

#### **Financial Management, Reforecasting and Reporting**

- Complete all month end procedures in line with reporting to the budget holder in accordance with agreed deadlines.
- Preparing and posting journals.
- Be responsible for a number of month-end and quarter-end account reconciliations as agreed and ensure each is signed off by the Senior Finance Officer or in their absence the Finance Manager/Acting Head of Finance.
- Be responsible for a number of programme team partner finances, including ensuring receipt and reconciliation of reports, liaising with programme lead to resolve queries and posting journals into Access system, keeping the Senior Finance Officer, or in their absence the Finance Manager/Acting Head of Finance, informed.
- Maintain and update supplier details in the accounts system and organisational database seeking appropriate sign-off for changes.
- Assist teams to meet their financial responsibilities and compliance with the accounting and reporting requirements.
- Contribute to the Finance team’s part of the Organisational Support team’s quarterly report to the Executive Management Team.

#### **Budget and Proposal Support**

- Maintain and update project and ledger codes in consultation with the Finance Manager or Acting Head of Finance.
- Support the strategic and financial development of the organisational support team during the annual planning and half yearly reforecast processes.

#### **Filing, Administration and Internal Communications**

- Support colleagues across the Finance team in developing and maintaining strong relationships across Conciliation Resources and with external agencies and partners.
- Post updates / content to the intranet, particularly on Finance team activities and innovations in internal systems.
- Maintain proper physical and electronic files and folders including current and archived information to enable retrieval of information by the organisation and others.

#### **Other Responsibilities**

- Participate in regular Finance team meetings.
- Participate in internal meetings and organisation wide meetings and initiatives.
- Participate in regular line management sessions, semi-annual and annual appraisals and keep the HR Information System up to date.

- To provide cover for other members of the Finance team during holidays, sickness or other absences and in emergencies.
- Positively engage in CR's work on safeguarding and help us all to keep people safe.
- Engage in programme and organisational learning, contributing to organisation learning events (including organisational retreats and other activities).
- Perform other duties and tasks, consistent with the skills and expertise of the post-holder, as required in non-routine circumstances.

## **Person Specification**

### **Knowledge**

- Qualified through experience or professional / academic qualification in accounting such as AAT or CAT, or progress towards.
- Proficient knowledge of an accounting system preferably Access.
- Proficient knowledge of MS Office (excel) and database software.
- Working knowledge of French, Spanish or Russian desirable.

### **Experience**

- Experience of using financial accounting software to maintain ledgers, prepare bank reconciliations, exporting data for subsequent interpretation and other financial systems to place orders or retrieve information to support budget holders and keeping Conciliation Resources' financial records up to date
- Experience of undertaking a range of financial administrative duties including data input and retrieval.
- Experience of processing financial transactions for expenditure in multi-currencies.
- Excellent computer and IT skills, preferably in a Mac environment including Excel and Word.
- Experience of working with staff who are not office based on financial issues.

### **Skills**

- Excellent computer and IT skills, preferably in a Mac environment including Excel and Word.
- Excellent numeracy and accuracy skills with a high level of attention to detail.
- Good problem-solving skills/innovative.
- Able to work quickly and accurately to tight deadlines.
- Excellent English verbal and written communication skills.
- Willingness to be self-servicing, with a proven ability to work as part of a team as well as independently.
- Commitment to our goals and values.

January 2019