

Job Description

Title:	Accounts Assistant (Part Time, 21 Hours a week)
Responsible to:	Financial Accountant
Location:	London
Responsible for:	People: N/A Budget: N/A
Key Working Relationships:	All Staff within WAGGGS group
UK Salary Grade	B

Job Context:

The role operates at an assistant level within the context of a volunteer led, global charitable organisation, supporting the Finance Managers to provide financial and accounting expertise to the organisation.

Job Purpose:

This role will assist the finance team with finance related queries and process of all financial transactions. This includes ensuring all purchase orders and invoices are authorised, and coded correctly, and payments are set up correctly so as to be paid in accordance with agreed terms.

Key Responsibilities: Assist the Finance office and Financial accountant with the below:

- Processing of all financial transactions ensuring purchase orders and invoices are authorised and coded correctly into the system and payments are set up correctly to be paid in accordance with agreed terms – for World Bureau and AISBL.
- Setting up the suppliers on the finance system.
- Control of the purchase ledger.
- Executing timely and accurate payment runs.
- Raising the EVC invoices and managing receipts
- Operation and control of the sales ledger, ensuring that invoices are produced and raised in accordance with contract terms; checking that those payments are received in accordance with agreed terms; and taking appropriate action including liaising with finance managers where amounts are not received.
- Accurate and appropriate income recording and liaising with Fund Development regarding donations received.
- Processing and recording of petty cash payments in accordance with the WAGGGS petty cash policy.

- Processing and payments of staff and volunteer expenses in accordance with the WAGGGS expenses policy.
- Distribution of cash advances, processing the receipts from the expenses and reconciling the cash advance given.
- Banking cheques and excess cash held on the premises
- Bank and petty cash reconciliations for review by the finance manager or Finance Director.
- Provide first-line advice on queries around financial transactions and operations ensuring responses consider WAGGGS financial policies and procedures and the appropriate business context.
- Administration of the WAGGGS Company Credit Cards in conjunction with finance managers and to process the credit card receipts.
- Take responsibility for and able to evidence own personal development by undertaking relevant training, attending meetings, conferences and events ensuring that you are updated in all matters relevant to the role within your Personal Development Plan agreed with your manager.

Other Responsibilities (3 to 4 days a month) - Main bookkeeper for AISBL

- Process all Invoices and Payments
- Process all Sales invoices and receipts
- Keep the day books and logs updated for administrators
- Bank reconciliations
- Process payroll journal
- Balance sheet reconciliations where necessary
- Assist Director of Finance and/or Management accountant with audit preparation

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements.

The job description will be reviewed regularly and may be subject to change.

Person Specification

Area:	Essential:	Desirable:
Qualifications:	<ul style="list-style-type: none"> • Good standard of English and Mathematics. • Formal training in accrual accounting, financial principles, systems and procedures 	<ul style="list-style-type: none"> • AAT level 1,2, or 3 or higher
Experience:	<ul style="list-style-type: none"> • Working in a busy finance team • Processing transactions in a computerized accounting system. • Reconciling and maintaining balance sheet accounts • Broad experience of computerised financial accounting systems and spreadsheets 	<ul style="list-style-type: none"> • Budgeting and financial management • Charity sector experience • Dealing with transactions and balances in foreign currency • Working with group accounting and understanding of intercompany processes • Business partnering with budget holders
Skills and Knowledge:	<ul style="list-style-type: none"> • Good communication skills - written and verbal. • Strong MS Office skills; especially Excel • Understanding of computerised financial accounting systems and spreadsheets • Ability to build and maintain relationships with third parties • A track record of problem solving 	<ul style="list-style-type: none"> • Advanced Excel skills (e.g. database functions, Pivot tables, LookUps) • FRS 102 Charities SORP

<p>Personal Qualities:</p>	<ul style="list-style-type: none"> • Excellent attention to detail • Able to work on own initiative. • Able to work in a changing environment • Able to multitask and has the ability to focus on details • Able to deliver against tight deadlines • Strong team player • Self confidence together with knowing when to ask for advice and assistance • Desire to learn and to help others to learn • Able to challenge in a constructive manner 	<ul style="list-style-type: none"> • Ability to explain financial matters and processes to non-financial staff. • Creative approach to work – willingness to suggest new approaches to improve efficiency and reliability of processing transactions and providing information •
<p>Other Requirements:</p>	<ul style="list-style-type: none"> • Fluent in spoken and written English • Occasional work outside regular office hours 	
<p>Working for WAGGGS:</p>	<ul style="list-style-type: none"> • Able to commit to WAGGGS’ organisational values of: Member Driven; Brave; Inclusive; Empowering; Transparent; Professional Recognises the importance of placing the interests of WAGGGS as a whole above those of the role and other roles 	<ul style="list-style-type: none"> • A passion and commitment for issues affecting girls and young women on a global level, and demonstrable ability to engage with girls and young women, either through a professional or personal background.