

DETAILS OF ROLE		
Role title	Finance & Administrative Officer	
Reports to	Head of Finance	
Directorate & Team	Finance & Resources Finance	
Contract type	Maternity cover, 1-year fixed term	
Location	17-21 Wenlock Road, London, N1 7GT	
Salary	£33, 000 to £34, 000 per annum	Grade 3 / Zone 1-2

This job description is a guide to the nature of the work required of the position at the DEC and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required as the DEC learns and evolves in response to global emergencies.

Who we are and what we do

The Disasters Emergency Committee (DEC) is a unique and dynamic membership organisation which comprises 15 of the UK's leading humanitarian agencies: ActionAid, Action Against Hunger, Age International, British Red Cross, CAFOD, CARE International, Christian Aid, Concern Worldwide (UK), Islamic Relief Worldwide, International Rescue Committee UK, Oxfam GB, Plan International UK, Save the Children, Tearfund and World Vision.

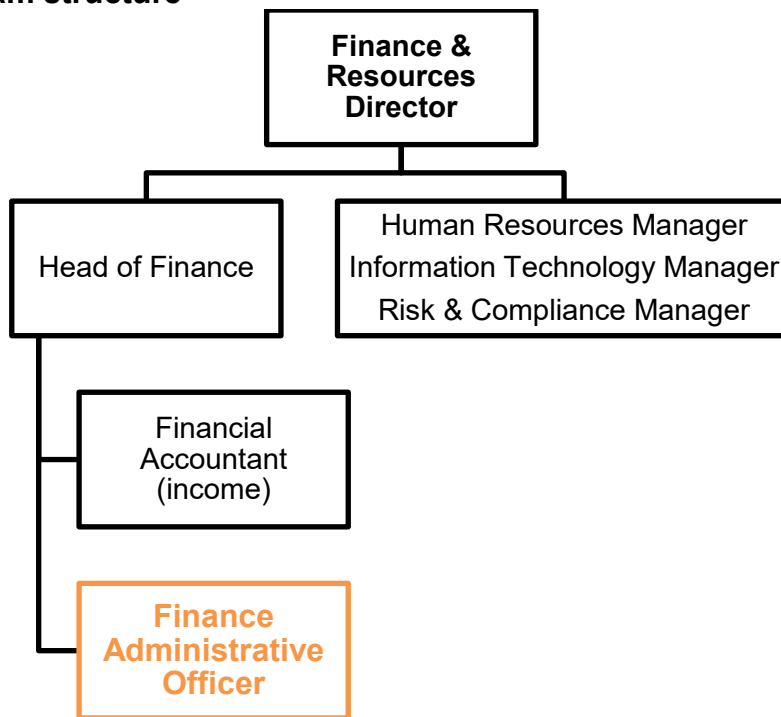
Since it was founded in 1963, the DEC has run over 80 fundraising appeals and raised more than £2.5 billion to help save lives and protect livelihoods in disaster-affected communities around the world.

The DEC launches appeals when there is a humanitarian emergency of such magnitude to warrant a national UK response. DEC fundraising appeals benefit from unique corporate partnerships through our Rapid Response Network and the combined expertise of our member agencies, resulting in wide reaching appeals across high profile TV, radio, and an increasing number of digital channels.

Most DEC funds are raised over an intensive two-week period following a disaster. Appeal funds are specifically for overseas humanitarian work and are normally spent over a two or three-year response period. An important part of the DEC's remit is in learning, accountability and sharing information.

The DEC Secretariat is funded by contributions from its member agencies and a range of core cost funders, and is responsible for the day-to-day running of the DEC. There are currently 43 staff members and a small number of dedicated volunteers, working together to promote the strategic values of collaboration, accountability & transparency, learning, humanitarian, and impartiality.

Department & team structure



Purpose of the role

The Finance & Administrative Officer will assist in processing the day-to-day transactions, and reporting cycles associated with an income and grant giving driven operation. The post holder will ensure responsibilities assumed in this role are carried out in line with DEC's policies and procedures, Government and HMRC guidelines and the Charity Commission.

The role will work closely with, and support, the Head of Finance and Financial Accountant (Income), as well as providing general support to the Director of Finance & Resources and the Human Resources Manager.

RESPONSIBILITIES

Financial Processing & Reconciliation

1. Process, log and bank cheques, cash and foreign currency using a bank-linked digital scanning system, ensuring the cheque scanning equipment and processes are maintained and functioning effectively.
2. Manage supplier relationships and oversee supplier expenditure and purchase invoice processing, including but not restricted to:
 - 2.1.1 Creation and posting of purchase invoice journals into the finance system with appropriate expenditure coding in collaboration with secretariat teams.
 - 2.1.2 Due diligence checks (validating supplier bank details and contract compliance)
 - 2.1.3 Oversight of an automated payment system integrated with the finance system that generates payment files for bank upload.
3. Code, reconcile and process business credit card and personal expense claims, liaising with budget holders to ensure accuracy and compliance, and manage credit card administration, including liaison with the bank to ensure account functionality is maintained.

4. Lead bank reconciliations across a range of accounts and multiple banking providers, including income coding and participation in month-end and income reporting processes.
5. Support with review of gift aid claims in preparation for internal sign off and submission to HMRC.
6. Provide administrative support during accounting periods, i.e., month end, annual returns, budget preparation and audits.
7. Support the budget process and reforecasting throughout the year for core, appeal, and strategic budgets, including coordinating inputs from teams, attending budget meetings, consolidating final figures, and uploading approved budgets into the finance system.
8. Support the financial audit process by providing accurate information and ensuring supporting documentation is organised and readily available.
9. Prepare and post month-end and year-end journals, including prepayments, accruals, fixed assets, accrued expenditure, and other balance sheet adjustments.
10. Lead the monthly management accounts process, including reviewing expenditure coding against the chart of accounts, preparing recoding journals, and managing Power BI reporting outputs to ensure accurate records and audit trail.
11. Provide support for the Head of Finance in the processing, reconciliation and verification of wider accounting data as directed.
12. Collaborate with colleagues and external consultants on improvements to finance systems and processes where required, including automation initiatives and supporting the implementation of a new purchase invoice system.
13. Support the development and maintenance of Power BI reports and dashboards to enhance financial reporting, analysis, and decision-making.
14. Manage finance administration activities, including bank mandates, online banking access, account monitoring, payment support, and credit card administration.
15. Maintain accurate bank records, coordinate mandate documentation with authorised signatories, and contribute to process improvements that strengthen controls and efficiency.
16. Support onboarding and training of colleagues on finance processes and systems where required.
17. Update policies and procedures within the finance manual when required.
18. Carry out any other tasks as requested by the Head of Finance.

Communication and Collaboration

1. Actively engage with budget holders to ensure correct codes are used for all departmental spending and transactions.
2. Actively participate in wider team meetings to ensure financial requirements are understood and timelines for processing are adhered to.

3. Manage the finance inbox, and support monitoring of the legacies inbox, ensuring queries are responded to or appropriately signposted in a timely and accurate manner.
4. Coordinate quarterly Finance Director meetings, including scheduling, circulating agendas and supporting materials, coordinating team inputs, and taking accurate minutes.

Administration

1. Provide financial information for organisational reporting, across the secretariat and as required for HR updates.
2. Assist wider finance & resources teams, with administration and technical support for projects, staff meetings, learning & development initiatives.
3. Support membership administration, including annual membership contributions, maintenance of membership records and statements, and monitoring compliance with Companies House and Charity Commission filing requirements.

General

1. Provide proactive administration support during regular accounting periods and in an appeal (Period of Joint Action-PJA).
2. Support the team with other work as and when required.
3. Attend weekly Fundraising and Communications meetings on behalf of the Finance team, providing updates and responding to finance-related queries.
4. Provide help and efficient administrative support to the wider Secretariat team and Director of Finance and Resources as required.

Person Specification

Competencies	Grade	Description
1. Delivering Quality Results	B	Demonstrates excellent project management skills within team.
2. Planning	B	Is aware of others' activities and vice versa in planning activities.
3. Analytical and Innovative Thinking	B	Works confidently with data and uses evidence to support work and come up with new solutions.
4. Communications	B	Fosters two-way communication and adapts communications effectively.
5. Team Working and Collaboration	B	Collaborates effectively across teams and builds strong networks.
6. Leading and Motivating	B	Manages own development and seeks opportunities.
7. Resilience	B	Remains professional under external pressure

Person specification, continued

Experience & Knowledge	• Proven experience of invoice processing and dealing with supplier payment queries. • Proven experience of cash and credit card reconciliation. • Demonstrable knowledge of charity & accounting cycles, procedures, and compliance. • Demonstrable knowledge of accounting and bookkeeping procedures. • Demonstrable general administration experience. • Knowledge of onboarding processes.
Skills	• Excellent attention to detail and accuracy, with good analytical and numeracy skills. • Excellent working MS Excel proficiency (creating spreadsheets and using financial functions). • Proficient with Microsoft Word and Adobe Acrobat. • Familiarity with accounting software (e.g., Sun Accounts, and Power BI). • Effective time management and organisational skills including, the ability to manage a busy workload with competing priorities. • Excellent written and verbal communication skills, delivering both with confidence. • Highly organised with a pro-active and flexible approach to financial/ office administration.
Secretariat culture and mind set	• Ensure DEC's values are upheld and integral to all your work throughout your DEC journey. • Open to effective, personalised support for managing a healthy work-life balance. • Acute self-awareness, maintaining behaviour and conduct of the highest standards of professionalism and respect as an ambassador for the DEC. • Actively contributes to make the DEC a diverse and equitable workplace through inclusive practice and openness to different perspectives, cultures, and ideas. • Embrace the working culture of progressive learning, and demanding humanitarian secretariat, seeking insight and using problems as opportunities to learn.