# Finance Administrator

Job description

Change starts with you

WaterAid


WaterAid/Sophie Harris-Taylor

# We are WaterAid

## Our vision

Water, sanitation and hygiene.
Our vision is 'A world where everyone, everywhere has sustainable and safe water, sanitation and hygiene'.

## Our mission

Transform lives through sustainable and safe water, sanitation and hygiene.

**Photo: Fanny, 13, washes her hands with clean water from a tap at her school. Chinganji, Malawi. June 2024.**

## WaterAid's values in action

Our values define our culture and unite us across the many countries in which we work. They are at the very heart of WaterAid – who we are, what we do and how we do it.

**Respect:** We treat everyone with dignity and respect and champion the rights and contribution of all to achieve a fairer world.

**Collaboration:** We work with others to maximise our impact, respecting diversity and difference in the pursuit of common goals.

**Accountability:** We are accountable to those whose lives we hope to see transformed, to those we work with, and to those who support us.

**Innovation:** We are creative and agile, always learning, and prepared to take risks to accelerate change.

**Courage:** We are bold and inspiring in our actions and words, and uncompromising in our determination to pursue our mission.

**Integrity:** We act with honesty and conviction and our actions are consistent with openness, equality and human rights.

# About the role



## Job purpose

The Finance Administrator will undertake a range of financial processing, reconciliation and administrative activities, ensuring that information held within the accounting system is complete and accurate and that tasks are performed in accordance with organisational policies, procedures and internal controls. The role will also contribute to continuous improvement by identifying opportunities to make finance processes more efficient and effective. The areas detailed within the scope of this role represent activities that the post holder will support with as required by the Finance team, with priorities and responsibilities determined according to operational needs.

This is an entry-level finance role, suitable for someone looking to develop their career in financial accounting. Some previous finance or accounting experience is desirable, together with strong attention to detail, good organisational skills and a willingness to learn and develop.

## Team description

The Finance Administrator supports the effective day-to-day operation of the UK Financial Accounting team by providing accurate, timely and efficient financial administration and processing. Based within the UK Finance team reporting to the Finance Officer – Accounts payable in the London Office, the role supports finance operations across the global organisation and provides a high standard of service to internal and external stakeholders.

# Terms of appointment

| | |
|---|---|
| **Place of work:** | 20 Canada Square, Canary Wharf, London, E14 5NN<br><br>We support and enjoy a hybrid working environment. A minimum of 40% of working time is spent face to face, either in London office, for coordination, collaboration and connectivity across the team, or as a result of external engagement or travel for WaterAid. |
| **Pay band:** | Grade 7 |
| **Salary:** | £29,470 with excellent benefits |
| **Contract type:** | Full-time permanent |
| **Reports to:** | Finance Officer |
| **Manages:** | None |
| **Budget responsibility:** | None |
| **Travel:** | None |

# Accountabilities



The post holder will support the effective operation of the Finance function by carrying out financial processing and administrative activities accurately and within agreed timescales, in accordance with organisational policies, procedures and internal controls. Key responsibilities include:

- To perform invoice processing, reconciliations and other finance administration activities to a high standard of accuracy and within agreed timescales.
- To complete regular tasks and checks to ensure information held within the accounting system is complete, accurate and up to date.
- To perform duties in accordance with the organisation's finance policies and procedures, supporting the maintenance of a strong system of internal control.
- To contribute to the development and continuous improvement of finance processes and procedures, identifying issues and suggesting practical solutions where appropriate.
- To maintain, store, retrieve and archive financial information and documentation in line with departmental procedures, ensuring records are complete and readily accessible.
- To develop and maintain effective working relationships across the Finance team and with other internal and external stakeholders, supporting effective collaboration, knowledge sharing and use of resources.
- To develop knowledge and skills in financial accounting and finance operations, taking increasing ownership of responsibilities as experience and capability develop.

## Scope and Responsibilities

**Accounts Payable and Financial Processing**

- Scan and upload supplier invoices into Basware P2P via CloudScan.
- Review invoices for completeness and appropriate coding and approval by budget holders.
- Code expenditure invoices within the purchase ledger and route them to budget holders for approval.
- Update the purchase ledger following approval, ensuring expenditure is processed in accordance with organisational policies and procedures.
- Maintain accurate supplier master data.
- Reconcile supplier accounts to supplier statements, investigating and resolving differences as appropriate.
- Process staff expenses and Pliant card expense claims, ensuring compliance with relevant policies and procedures.
- Manage Accounts Payable queries and tickets in line with agreed service standards.
- Raise same-day/emergency payments in Sun for approval and release by authorised signatories.

**Banking, Cash and Reconciliations**

- Perform monthly bank reconciliations, comparing bank statements to balances recorded in the accounting system and investigating and resolving differences.

- Support the BACS income process, providing cover as required and ensuring income is accurately identified and recorded.
- Manage the issuing and recording of staff advances, and petty cash, ensuring Sun records remain complete and accurate.
- Support the accurate recording of legacy transactions, including communicating relevant income information to the Legacy team.
- Reconcile intercompany accounts between the UK and Country Programme offices.

**Payroll and Financial Reporting**

- Provide cover for payroll processing and related activities, ensuring established procedures, controls and deadlines are followed.
- Prepare the exchange rate and inflation report, ensuring underlying information is accurate and reports are produced within agreed timelines.
- Prepare the quarterly forward rate report, supporting the monitoring and management of foreign exchange exposure.

**Audit and Finance Projects**

- Provide information, documentation and other support for internal and external audits, responding to requests and helping ensure audit evidence is complete and readily available.
- Support finance projects, process improvements and systems initiatives, including testing, data preparation, documentation and other activities as required.
- Identify opportunities to improve the efficiency and effectiveness of finance processes and contribute to the implementation of agreed improvements.

**Stakeholder Support and Relationship Management**

- Develop and maintain effective working relationships across the Finance team and wider organisation, providing responsive and professional support to stakeholders.
- Liaise regularly with key stakeholders including budget holders, staff, suppliers, the UK and International Finance teams, banking partners, foreign currency providers, international payment platforms and finance system providers.
- Provide clear and timely support in relation to invoices, expenses, payments, income, reconciliations and other finance queries.
- Undertake other appropriate finance activities as required to support the effective operation of the Finance function.

# Person specification



## Essential skills

- Grade B/6 or above in GCSE Maths and English or equivalent
- Strong time management and general organisational skills, with the ability to work within tight deadlines whilst dealing with interruptions.
- Excellent customer service skills, with a strong focus on meeting the needs of internal and external users
- Good verbal and written communication skills, confident speaking with senior colleagues
- Good task management skills ensuring accuracy & completeness
- To ask for help when needed whilst you develop and while learning along the way
- Ability to work collaboratively as part of a team
- Positive, proactive and flexible approach – a 'can do' attitude
- Commitment to WaterAid's values and a working style that reflects these

## Desirable skills

- Previous experience of studying business or accountancy at GSCE, AS or A Level
- Previous experience of maintaining accounting records for a business or working in an office environment
- Degree level education. Please ensure your CV clearly lists your degree
- Advanced Excel
- Knowledge of financial accounting and/or invoice approval system
- Experience in using online banking platforms

# Our commitments

## Our People Promise

We will work with passion and focus to make sure everyone everywhere has clean water, decent toilets and good hygiene. WaterAid is a place of purpose – where people have a real commitment and shared responsibility for the impact we have. We are a global community with diverse backgrounds and perspectives, motivated by inspiring, stimulating work. We are determined to be a place where people feel safe and able to contribute their voice and truly live our values.

## Equal Opportunities

We welcome applications from people of all backgrounds, beliefs, customs, traditions, ways of life and status. This includes, but is not limited to, race, ethnicity, caste, colour, gender, language, religion, political or other opinion, national or social origin, property, birth, disability status, neurodiversity, age, marital and family status, sexual orientation and gender identity, health status, place of residence, economic and social situation.

## Safeguarding

We are committed to protecting everyone we come into contact with. We have a zero- tolerance approach to abuse of power, privilege or trust across our global work, and to any form of inappropriate behaviour, discrimination, abuse, bullying, harassment, or exploitation. Safeguarding the people and communities we work with, our staff, volunteers and anyone working on our behalf is our top priority, and we take our responsibilities extremely seriously. All offers of employment are subject to satisfactory references and appropriate screening checks (which can include counterterrorism, safeguarding and criminal records checks).

**Wherever you work in WaterAid and whatever job you do,
you'll be joining a global network determined to reach everyone,
everywhere with clean water, decent toilets and good hygiene.
For health, for life, forever.**

# WaterAid has one goal:

To change the world through clean water, decent toilets and good hygiene.

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WaterAid