

JOB DESCRIPTION

ROLE DETAILS

Job Title:	Finance Assistant
Reports to:	Management Accountant
Line management responsibility:	N/A
Budget responsibility:	N/A
Salary band:	P3 (Professional)

Our salary bands are benchmarked externally. New staff usually join at the bottom of the salary band to allow for progression and consistency with existing staff.

Location: London, Cardiff, Edinburgh, Manchester or remote within the UK.

We operate a remote first working environment whereby staff are able to choose to work from home or their office of reference. Staff are expected to attend in person meetings on a monthly basis (at most) to support collaboration and connection with team members.

Hours: Full time (35 hours per week)

We aim to support flexible working as much as possible and requests for non-standard or part time hours will be considered.

ABOUT US

We are Elrha. A global organisation that finds solutions to complex humanitarian problems through research and innovation. We are an established actor in the humanitarian community, working in partnership with humanitarian organisations, researchers, innovators, and the private sector to tackle some of the most difficult challenges facing people all over the world.

Under our [Strategy](#) we aim to work within the humanitarian community to build a global research and innovation system that is relevant, responsive to need, and able to effect transformative solutions. Our strategy sets out our [values](#) which are demonstrated across our work and how we hold ourselves accountable.

- Putting people at the centre
- Working with others
- Acting responsibly
- Committed to learning
- Inspiring change

Details of our programmes and how we're improving outcomes for people affected by humanitarian crises through research and innovation is available on our [website](#).

TEAM

This role sits within our Grants Operation and Finance team (GOF), which is part of the larger operations function under the Director of Finance & Operations. A central strategic function of Elrha, GOF works closely with all other teams, and is responsible for managing Elrha's financial planning, management, and reporting; and for leading on the operational aspects of grant management. The team has a particular focus on risk management in Elrha's grant-making, and ensuring appropriate systems and processes are in place to comply with all donor requirements.

JOB PURPOSE

The Finance Assistant works closely with all other GOF team members and across the organisation to coordinate and complete a range of finance and administration tasks. This is key to ensuring the team delivers accurate and timely financial reporting, grant disbursements, donor reporting and internal management accounts.

As an independent subsidiary of Save the Children UK, our teams need to work in close collaboration with SCUK colleagues to ensure that the details relating to all grantee and suppliers of goods and services are correctly recorded in the shared finance system (Agresso) in a timely fashion. The Finance Assistant plays an essential role in maintaining this information in the system and positive relationships with colleagues.

The Finance Assistant contributes to the continuous development and improvement of our financial and grant management processes in order to ensure Elrha is always maintaining best practice.

KEY ACCOUNTABILITIES

Financial Administration

- Ensure payments for Elrha grantees (both existing and new) are disbursed when due, collaborating closely with team members to share information and ensure accuracy.
- Process all Elrha supplier invoices accurately and in a timely manner, escalating any issues to the Management Accountant for resolution.
- Work closely with the Management Accountant to ensure that all costs are correctly coded and allocated to the appropriate cost centre and donor, preparing correctional journals where required.
- Ensure that all new suppliers of goods and services are correctly set up in the accounting system.
- Collect and input purchase order requisition requests into the accounting system.
- Ensure that requisitions are approved by the authorising signature on receipt on invoice.

- Support change requests to purchase orders.
- Maintain accurate filing of information in the relevant SharePoint site.
- Provide assistance related to grantee expenditure verification checks as required.
- Liaise with SCUK colleagues in resolving issues related to payments to suppliers and grantees.

General Administration

- Support the GOF team members in the development and updating of policies and procedures, design or roll-out of new processes or system, and other risk management projects as required by the Head of Grants Operations and Finance.
- Monitor the shared email inboxes to ensure that all requests are allocated to the appropriate team members, promptly actioning assigned tasks.
- Proactively maintain the SharePoint sites owned by the GOF team, including intranet and document management sites, ensuring that information is accurate and up to date.
- Assist with publishing IATI financial information requirements as requested by the Management Accountant. Responsibilities of all Elrha employees
- Promote and adhere to our organisational values at all times, demonstrating behaviour which supports the achievement of our strategy.
- Work within Elrha's guidelines for flexible and remote working practices, including attending in person meetings in Cardiff and/or London on occasion and as required.
- Undertake any other duties as assigned in support of Elrha's purpose and objectives.

PERSON SPECIFICATION

Essential

Qualifications and experience

- Previous experience of undertaking a range of transactional tasks associated with financial administration.
- Experience of adding and updating financial information in financial systems and applications to support prompt and accurate payments and disbursements.
- Experience of working within an NGO / charitable organisation.

Skills, abilities and attributes

- Good knowledge of basic finance and accounting principles and processes
- Advanced MS Excel skills supported by excellent numeracy and problem-solving skills.
- Excellent attention to detail and organisational skills including the ability to plan, prioritise and ensure implementation of work to required standards and tight deadlines, sometimes under pressure.
- Resourceful, proactive, flexible and with the ability to work in a constantly changing environment.
- High degree of computer literacy, including knowledge and experience in the use of Microsoft packages, including SharePoint.
- Excellent communication skills with the ability to work with a broad range of people internally and externally.

Desirable

- AAT Level 4 Diploma in Professional Accounting.
- Experience contributing to the development and implementation of new or updated policies, processes and procedures.
- Awareness of procurement best practices, particularly with regard to the requirements of institutional donors.
- Experience in the publication of IATI data.
- Previous knowledge of Agresso finance system.
- Experience working in the humanitarian/development sector.
- Experience and knowledge of institutional and non-institutional donors.
- Experience of managing complex stakeholder relationships.

CHILD PROTECTION LEVEL 1

The responsibilities of the post do not require you to have contact with children or young people.

We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. This post is subject to a range of vetting checks including a criminal records disclosure.