

Recruitment of a Finance Manager

Position: Finance Manager

Salary: £20 per hour

Hours: 10 hours per week – flexible, to be agreed

Location: Remote working or office based (in Hungerford, Berkshire)

Reporting to: Chief Executive

Application deadline: Friday 21st March

Action Through Enterprise was established in 2012 and is now a well-respected, growing charity, transforming communities and creating opportunities in Upper West Ghana through key initiatives in education, enterprise and inclusion. We have almost 50 local staff working through village hubs in Lawra and Nandom Municipalities in Ghana, backed by a small UK team. Find out more at www.ateghana.org

The role

This exciting new role is crucial in enabling our wonderful small charity to thrive. The Finance Manager will be responsible for developing and strengthening our financial systems at an important time of growth. They will support the growth of the organisation through leading our financial management, providing detailed financial reporting, and strategic financial support to the Senior Leadership Team.

The Finance Manager will be responsible for:

- Set-up and ongoing management of accounting software (all records currently held on Excel)
- Bookkeeping (UK and Ghana)
- Monthly gift aid submissions to HMRC
- Regular financial reporting
- Cash flow forecasting
- Managing payroll (UK and Ghana, 50 total staff)
- Database management
- Working with and providing support and training to build financial capacity of Ghanaian colleagues

Person specification

Essential:

- Professional accountancy experience, ideally in a charity context
- Confident use of accounting software
- Experience of strengthening financial systems and delivering process improvements
- Advanced Microsoft Excel experience and skills, including importing data into accounting systems from third party sources and analysing data
- Excellent communication skills including the ability to translate and explain financial information to non-finance colleagues and stakeholders
- Good independent judgment
- Ambitious, results and impact-focused
- Outstanding attention to detail and organisational skills
- Happy to work independently, prioritising your own workload

- Ability to work as part of a team, cross culturally, with kindness and respect
- Committed to understanding and supporting the vision, values and ethos of Action Through Enterprise

Desirable:

- Experience in leading financial management in a growing organisation
- Experience in setting up accounting software
- Experience of producing statutory accounts, including audit and budget preparation
- Passion for making a difference for vulnerable children and adults
- Understanding of charity accounting and the charities SORP

What we offer

A vibrant, supportive international team

Flexible working hours

Remote working or office based (in Hungerford, Berkshire)

Brilliant inspiration – you will be an important part of something wonderful

Opportunities to grow the role as the charity grows

Application Instructions:

To apply, please email your CV and a cover letter, detailing why you are applying for the job and how you meet the person specification to sarah@ateghana.org before the closing date of Friday 21st March.

If you need further information about the role or have any questions, please feel free to reach out via email at sarah@ateghana.org or call us on 07909091920.

The deadline for applications is: Friday 21st March

Interview date: 27th March or 31st March

Salary: £20 per hour

Hours: 10 hours per week – working hours to be agreed

Start date: As soon as possible – to be agreed

Disclaimers

- ATE is a fair, non-discriminatory employer and will consider all applications, shortlisting on merit and suitability against our recruitment policy.
- You will be asked to declare any personal or family relations with current ATE employees - this will not affect your application.