

Job Description

Title:	Finance Officer (Part Time)
Responsible to:	Finance Manager
Location:	London
Key Working Relationships:	All Staff, Volunteers and External Suppliers. In particular: Director of Finance, Finance Managers, Pax Lodge World Centre Manager; Head of Membership

Job Context:

The role operates at an officer 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 act as a first point of contact for 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:

- 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.
- Setting up the suppliers on the finance system.
- Control of the purchase ledger.
- Accurate and appropriate income recording and liaising with Fund Development regarding donations received.
- Processing staff and volunteer expenses in accordance with the WAGGGS expenses policy.
- Bank and petty cash reconciliations for review by the finance manager or Finance Director.

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"> • IRIS Financials • Working in a busy finance team • Processing transactions in a computerized accounting system. • Broad experience of computerised financial accounting systems and spreadsheets 	<ul style="list-style-type: none"> • 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
Personal Qualities:	<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 •
Other Requirements:	<ul style="list-style-type: none"> • Fluent in spoken and written English • Occasional work outside regular office hours 	

Person Specification

<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.
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