

Job Description

Job title:	Finance Officer
Department:	Executive Team
Responsible to:	Senior Financial Accountant
Location:	London (UK) - hybrid working
Salary:	£33,900 per annum
Working pattern:	Full-time (38.5 hours per week)
Duration of contract:	Permanent

Job purpose

The Finance Officer plays a key role in supporting the management of the organisation's financial operations. Their responsibilities focus on ensuring accuracy, compliance, and efficiency in all financial transactions, contributing to the overall financial health and integrity of the organisation.

The Finance Department is a small team managing the financial operations across three distinct entities: a London-based charity, a Berlin-based charity, and a limited company in London.

The role requires accuracy in inputting data, the ability to uphold high-quality standards, and the capability to efficiently complete tasks in compliance with accounting standards and regulations.

Key responsibilities across all three entities

- Ensure accurate and timely processing of payments and invoices while maintaining precise accounting records.
- Record and monitor donations, ensuring they are error-free.
- Support staff members with expenses processing, using an expense management tool.
- Support internal teams, suppliers, and external stakeholders with financial queries providing sound advice and guidance.
- Perform general financial data entry and maintain accurate physical and online filing systems for accounting documents.
- Assist the Senior Financial Accountant with preparing documents for the annual audit and Finance and Audit Committee meetings.
- Assist the Senior Financial Accountant with preparation of consolidated accounts.
- Work closely with the Berlin-based external bookkeeper to address specific financial needs and challenges of the Berlin charity.

General support

- Take an active role in implementing and improving financial systems, policies and procedures.

- Maintain professionalism and organisation in all aspects of work, including upholding confidentiality.

The above is not an exhaustive list. The job holder will perform other duties as assigned by their line manager.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment after consultation with the post holder.

Person Specification

	Essential criteria	How it will be assessed*
Experience	<ul style="list-style-type: none"> • Proven experience in a finance or accounting role, with clear understanding of accounting principles and standards. • Prior experience in the charity sector or working in International finance departments (desirable). 	A, I, UT
Skills & knowledge	<ul style="list-style-type: none"> • Ability to understand the different principles to be adopted for Charity and for profit accounts. Knowledge of accounting principles (GAAP/IFRS/SORP). • Ability to carry out reconciliations and run reports for budget holders. • Good financial reporting and analysis skills using tools like Excel or accounting software. • Good knowledge of Microsoft Dynamics or a similar CRM-based accounting system is essential. • Excellent attention to detail • Excellent verbal and written communication skills in English. • Experience in managing multi-currency transactions (desirable). • Experience with Continia or a similar expense management solution and Jet Reports (desirable). • Intermediate to advanced proficiency in Excel and a Competent user of Google sheets and Google documents. • Familiarity with Raiser's Edge fundraising software and Power-BI (desirable). • Proficiency in German or another language (desirable) 	A, I, UT
Qualifications	<ul style="list-style-type: none"> • Currently studying or have achieved an accountancy qualification such as AAT, ACA, ACCA, CIMA, or CIPFA. 	A

Competencies	<ul style="list-style-type: none"> ● Ability to plan effectively and prioritise own work and support others to manage their work so that deadlines are met. ● Ability to re-prioritise own workload in response to changes within the team or other departments and help others do the same. ● Ability to prepare and present information in an engaging manner, free of ambiguity (both written and verbal). ● Is resilient when faced with obstacles. ● Treats others with respect and inclusivity, speaks up when these are not demonstrated. ● Can carry out work to expected standards based on feedback. ● Keeps up to date with industry trends and assesses appropriateness for implementation to improve processes and procedures. 	A, I, UT
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*A = Application Form - I = Interview - UT = Unseen task - P = Presentation - AC = Assessment Centre

Safeguarding children and young people

UWC International is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including a Basic Disclosure and Barring Service (DBS) check. The post holder will take an active role in ensuring that we are meeting our safeguarding obligations through attending regular training and following the principles learned at all times.