



<b>Job Title:</b>	Finance Assistant – Operations
<b>Reports to:</b>	Finance Manager – Operations
<b>Department:</b>	Finance & Operations
<b>Location:</b>	London, UK
<b>Salary:</b>	£33,000 to £35,000 per annum
<b>Grade:</b>	8A
<b>Contract:</b>	Permanent
<b>Hours:</b>	Full Time (37.5 hours per week)
<b>Work arrangement:</b>	Hybrid

## **Job Description**

### **BACKGROUND**

Over the past 90 years, the International Rescue Committee (IRC) has developed unparalleled expertise in responding to emergencies and helping uprooted communities to rebuild. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. The IRC is on the ground in more than 40 countries, providing emergency relief, relocating refugees and rebuilding lives in the wake of disaster.

The IRC is committed to a culture of bold leadership, innovation in all aspects of our work, creative partnerships and, most crucially, accountability to those we serve. The IRC is a tireless advocate for the most vulnerable.

### **IRC UK**

IRC UK is part of the IRC global network, which has its global headquarters in New York. Our team in the UK works to raise profile, deliver policy and practice change, and increase funding to help restore health, safety, education, economic wellbeing and power to people devastated by conflict and disaster. Since 2021, IRC UK has also provided integration services directly to refugees in England, a programme that is rapidly growing.

In Europe, the IRC also has offices in Berlin, Bonn, Brussels, Geneva and Stockholm.

### **Job Description**

The IRC UK's Finance Team seeks to achieve excellence in financial management by providing accurate and timely financial information to IRC management and programs and by adhering to established financial practices and accounting principles. We do this by supporting the UK office; by implementing and monitoring IRC and donor policies and procedures; leading financial forecasting and planning, proactive risk management; consolidating financial results; and ensuring reliable financial reporting (internal and external).

The Finance Assistant – Operations assists the UK Finance team in delivering its objectives and providing effective support to IRC UK. This position works closely with the UK Finance and Operations department, wider UK office and suppliers. Furthermore, the incumbent plays a key role in ensuring that Finance remains a critical organizational business partner delivering accurate, insightful, and timely financial management information.

The role is part of the UK Finance Team and reports to the Finance Manager – Operations.

## **Major Responsibilities**

- Maintain accurate files for supplier invoices, staff expenses claims, petty cash and credit card expenses
- Assist in maintaining an up to date – London Finance mailbox, ensuring mails are dealt with in a timely manner.
- Check and prepare invoice journals for all direct debits and ensure supporting invoices and approval are filed.
- Assist with NATWEST bank income and payment journals and the bank reconciliation.
- Post invoices and credit notes in Integra (Dynamics 365), ensuring authorization, budget codes and supporting documents have been provided in a timely manner for payment runs.
- Reconcile supplier statements to creditor accounts in Integra and follow up any queries to ensure they are dealt with in a timely fashion
- Arrange travel advances for staff, check all staff expense claims for compliance with IRC-UK Travel Policy and reconcile against advances in Integra.
- Reconciliation of credit card expenses in Integra.
- Prepare correction journals and post on Integra
- Prepare the weekly payment run as directed and ensure bank sign off staff are allocated well ahead of the run.
- Participate in the development and delivery of plans, goals, objectives, and priorities for the UK Finance Team and undertake other duties as assigned.

## **PERSON SPECIFICATION**

- Knowledge of accounting demonstrated by an accounting qualification such as AAT or part Qualified Accountant. We would consider an AAT trainee/apprentice for the role as well.
- Excellent written / verbal communication skills, and follow-up skills.
- Strong analytical skills and creative problem-solving skills
- Advanced MS Excel skills
- Excellent attention to detail; data driven
- Able to work with diverse teams in diverse locations, engaging their input and dedication to success.

Candidates must have the right to work in the UK.

The application deadline is XX.

IRC UK strives to be an equal opportunities employer. IRC UK is committed to equality of opportunity and to non-discrimination for all job applicants and employees, and we seek to ensure we achieve diversity in our workforce regardless of gender, race, religious beliefs, nationality, ethnic/national origin, sexual orientation, age, marital status or disability.

IRC UK welcomes applications from all candidates, including underrepresented groups and refugees who have the right to work in the UK.

IRC UK will ensure that individuals with disabilities are provided reasonable adjustments to participate in the job application and/or interview process, and for essential job functions if appointed to a role. Please contact us if you may need such adjustments.

If you have any questions or need assistance with the online recruitment process, please contact the IRC UK HR team at [applications@rescue-uk.org](mailto:applications@rescue-uk.org)

