

Job Description

JOB TITLE: Finance Executive (0.6 FTE)

LOCATION: Homebased or London (hybrid working available)

PAY BAND: £31,535 per annum homebased salary (full time equivalent), pro rata for 0.6 FTE.

RESPONSIBLE TO: Senior Head of Finance

RESPONSIBLE FOR: No direct reports

About The King's Trust International

The King's Trust International (KTI) has been supporting young people worldwide since 2015. We were founded by HM The King to tackle the global crisis of youth unemployment.

Our **vision** is that every young person should have the chance to succeed.

Our **mission** is to empower young people to learn, earn and thrive.

Our programmes and interventions are now present in 20 countries within the Commonwealth and beyond, across Asia, Africa, the Caribbean and Europe.

We are committed to amplifying the voices of young people on the global stage and putting their needs at the very heart of the design and delivery of our work. This complements global efforts to deliver the Sustainable Development Goals, particularly those relating to quality education and decent work.

We seek to work to the highest quality standards and to ensure the health and safety of all the young people we work with as well as the well-being of our colleagues and partners.

Ways of working

The King's Trust International works with local partners around the world to deliver education, employment and enterprise programmes that empower young people to learn, earn and thrive. We provide opportunities to develop the skills and confidence to succeed and deliver tangible employment outcomes, supporting young people to build their own futures.

We work with a mixture of governments, NGOs, and corporate partners and employers on our programmes and are increasingly thinking about how we can support the creation of green jobs to help deliver the low carbon transition.

See our [website](#) for details of our programmes and case studies celebrating some of the amazing achievements of a selection of young people.

Purpose of the Role

As we move into our 10th Anniversary year, this is an exciting time for King's Trust International as we aim to significantly upscale our operations and to make a tangible and sustainable difference. To support our fundraising and delivery colleagues it is vital that the financial support we provide is accurate, timely and relevant.

We are looking for an experienced part-time Finance Executive to join our existing part-time Finance Executive to support the Senior Head of Finance with all aspects of financial management in The King's Trust International.

Key Relationships

- The King's Trust International Programme Delivery & Fundraising Teams
- The King's Trust Finance Teams
- The King's Trust International Leadership Team

Key Areas of Responsibility

- Maintain accurate and up to date records, paper and electronic, as required by The King's Trust International.
- Control the petty cash floats of the King's Trust International – maintain the central log, posting all general ledger entries and reconciling to the balance sheet.
- To record and review expenditure on Procurement Cards ensuring accurate coding and posting to the agreed timescales.
- Cover for the KTI procurement system iPOS, processing payments in a timely manner to ensure all costs are accurately reflected in the management accounts.
- Working closely with fundraising colleagues to record, analyse and report income and expenditure across both KTI and the King's Trust International Trading Subsidiary.
- Assist fundraising teams in the recognition, analysis and reporting of restricted income streams.
- To update the monthly reports for the fundraising and marcomms teams.
- To prepare Balance Sheet reconciliations for all King's Trust International balance sheet accounts.
- Preparation and upload of monthly journals to the accounting system.
- To assist the Senior Head of Finance in preparing the King's Trust International's annual accounts.
- To support the Senior Head of Finance in the preparation of accurate annual plans and forecasts, including uploading to the forecast software.
- Work with KTI staff to ensure that they are familiar with financial procedures and supported by providing timely financial information.
- Carry out other duties as may reasonably be required by The Trust, including covering as appropriate on activities relevant to area of responsibility.

Budget No direct budget responsibility

Person Specification

Please read these notes carefully:

The King's Trust International (KTI) is committed to representing, at all levels, the global communities and young people that we serve. We value transferable skills and know that women, gender non confirming folx, disabled and global majority/ Black, Indigenous and People of Colour (BIPOC)/racialised people are statistically less likely to apply for a role if they feel that they do not meet at least 90% of criteria on the job description/person specification. KTI is dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging - so we only include essential criteria on our person specification that is genuinely required to do the job. We focus on your aptitude, transferable skills and behaviours to assess your potential with us.

Essential criteria describes the skills, knowledge or qualifications that are necessary to do the role. Some criteria will be assessed at the shortlisting **(s)** stage and this will be based on the information you have provided in your CV and supporting statement. Skills or experience can be gained in a variety of ways, in your personal life as well as professionally. Do not just say, for example, 'I have good communication skills.' Tell us how you have gained experience or used a particular skill or knowledge. Other criteria may be assessed as part of an assessment **(a)** or at interview **(i)**. Desirable criteria will only be used where a large number of people meet all the essential criteria, or at interview to differentiate extra skills. **As a minimum, address how you meet all essential criteria in your application.**

Criteria	Essential	Why is this needed?	How will this be assessed?
Skills and Knowledge	Part qualified accountant or equivalent part qualified by experience	Having strong financial experience is essential to this role in being able to accurately account for both income and expenditure	S
	Good financial analysis and accounting skills	in both the charity and trading subsidiary. You will be working with those who may have little or no financial knowledge and therefore also need to explain financial terms and practices so that these are easy to understand.	S,I
	The ability to work both independently and as part of a team	In this role you will be involved in multiple tasks with different timeframes. Some will require working closely with colleagues and some working independently. Consequently, you must be able to plan ahead and organise your time and workload in order to meet reasonable deadlines.	S,I
	Good planning and organisational skills and the ability to manage multiple priorities		S,I
	Ability to work under pressure and to meet deadlines		S,I
	Knowledge of Microsoft Office, Intermediate Excel skills	The charity uses Microsoft Office software and management information reports are prepared monthly in excel.	S
	Conscientious, proactive and flexible approach to working, with an ability to use initiative and problem-solve	You will need to be flexible and re-organise priorities in order to deal with new and unexpected matters. It is important that you are able to show resilience, adapt to circumstances and meet challenges posed including identifying potential issues, being solutions-focused and achieving the best outcomes.	S,I
Experience	Experience of using e-mail, internet, word-processing and particularly spreadsheet packages, accurately and with good attention to detail	These are all packages used by the charity and required to be used to carry out this role.	S
	Financial control experience, including accurate coding of expenditure and adherence to the financial policies.	Having strong financial control experience is essential to this role in being able to accurately account for both income and expenditure in both the charity and trading subsidiary.	S,I

Criteria	Desirable	Why is this needed?
Skills and Knowledge	• Good written and oral communication skills	In this role, strong written and oral communication skills are essential for conveying complex information in a clear, straightforward manner to diverse audiences.
	• Ability to use database software, ideally SUN, Q&A, IPOS & Adaptives	These are all software packages currently used by the Finance team and so experience of using these packages already would be desirable.
Experience	• Experience of preparing annual financial statements for a charity, trading subsidiary and consolidation, including annual financial audits.	In this role you will support the Senior Head of Finance with the preparation of the annual financial statements and supporting audit evidence.
	• Experience of preparing budgets and forecasts	In this role you will need to contribute towards the annual budgets and quarterly reforecasts prepared for both the charity and trading subsidiary.
	• Experience of managing restricted funds	In this role you will need to ensure restricted income streams are recorded accurately according to the funders wishes.

WHAT DO WE EXPECT FROM YOU?

OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

 Youth-centred	 Nurturing partnerships	 Impact	 Diversity	 Honesty	 Integrity
We believe in placing youth at the centre of all activities and decisions	We value robust relationships based on mutual trust and respect	We focus our passion and attention on what we believe will create a positive impact	We understand, value and promote diversity of experience and thought to enable our staff, partners and young people to thrive and achieve their full potential	We value sincere, authentic and straightforward communications and behaviours	We believe in applying strong morals, high standards and ethical principles to our work

Here at The King's Trust International, we are committed to equality, diversity and inclusion. We want to be an organisation that is representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability including neurodiversity, ethnicity, gender, socio-economic background and perspective. We want to ensure that everyone can be their authentic selves at work.

We are a Race at Work signatory and a Disability Confident employer. Our staff and volunteers are supported by PT CAN (our Cultural Awareness Network), PT GEN (our Gender Network), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQ+ Network). Talk to us about flexible working hours.

THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust International is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a basic Disclosure. Having a criminal record will not automatically exclude applicants.

OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public.

These are our core behaviours for all staff.

 Effective communicators	 Approachable	 Solution-oriented	 Inclusive	 Emotionally intelligent & resilient
We demonstrate an open, honest, jargon-free and clear communication style to build rapport and nurture partnerships with internal and external stakeholders. We communicate core expectations, for example around safeguarding, clearly and effectively to ensure young peoples' safety is at the centre of our work and never compromised. We value the importance of transparency, honest feedback, setting clear expectations, understanding roles and responsibilities, and speaking up for what we believe is right.	We demonstrate characteristics of open-mindedness, respect and honesty to anyone wishing to approach us. We apply our behaviours to support this by being mindful of our own reactions and being receptive to ensure people want to engage with us, we actively listen and demonstrate our appreciation of their input.	We focus our energy on enabling solutions to the challenges we meet. We demonstrate leadership by owning our work, taking responsibility for our actions and pro-actively engaging with our stakeholders and partners to gain deep understanding of the environments we work in and the young people we work for. We support our partners, colleagues and youth in solving problems and delivering impactful programmes. We plan and adapt our interventions and processes and employ proactiveness to enable the most meaningful outcomes.	We value different backgrounds, experiences and opinions and believe that these will make us better equipped to make quality decisions, apply sensitivity to context and mutual exchanges, as well as recognise potential throughout our organisation and our partnerships. We actively invest in rapport building with all stakeholders and strive to support team work internally and externally. We respect others and our planet. We apply humility and empathy and strive for reciprocity and equality in all exchanges.	We nurture awareness and reflection, including being mindful of self-biases, cultural differences, as well as our own and other people's circumstances. We foster the capacity to be aware of, control, and express our emotions, and to handle interpersonal relationships judiciously and empathetically. We use emotional intelligence to build resilience. We risk making mistakes as a way of learning. We celebrate creativity, curiosity, eagerness to learn and open-mindedness.