

Senior Finance Accountant

Department/ Team	Finance
Location	FIGO House, Waterloo Court, 10 Theed Street, London, United Kingdom
Job context	The International Federation of Gynecology and Obstetrics (FIGO) is the world's largest alliance of national societies of obstetrics and gynecology, bringing together professionals from more than 139 countries and territories. For over 70 years, FIGO has collaborated with the world's top health, rights, and donor bodies. We are in official relations with the World Health Organization and consultative status with the United Nations. FIGO is dedicated to the improvement of the health and rights of women and girls and to the reduction of disparities in health care, as well as to advancing the science and practice of obstetrics and gynecology. We pursue our mission through education, research implementation, advocacy, and capacity building with our member societies.
Main purpose of job	Financial control responsibility for accurate, complete, Charity SORP compliant balances in the balance sheet. Review of all monthly balance sheet reconciliations, completeness and of income and expenditure lines and controls accounts. This includes ownership of fixed assets register, KPIs for debtor and creditors aged balances, correct processing of taxes (PAYE/NI and VAT) and banking administration. Responsible for administering the Procurement Policy and Delegation of Authority. Manage and delegate the financial systems. This includes all aspects of systems management, continuous development and full utilisation of the enterprise resource planning (ERP) cloud-based software. Lead and support system-led financial and procedural controls to elevate current practices to meet best practices in accounting and reporting as per IFRS102 and Charity SORP regulatory standards. The role includes change management and process embedding, upskilling end-users and improving user experience. Business partner across internal and external stakeholders to ensure reporting requirements are met. Achieve high level of assurance and integrity in reports including interrogation and correction as required. Support variance analysis and commentaries on all levels of reporting. Support finance colleagues in delivery of overall Finance objectives when required i.e. absence cover and deputise for the Head of Finance.
Reporting to	Head of Finance

Budget responsibility	Ensure accuracy and completeness of financial information
Posts that this role manages	None

Working hours	37.5 hours a week excluding lunch breaks
Organisational Relationships	Senior Leadership Team, Finance colleagues and other internal and external stakeholders
Major responsibilities	The Finance Business Partner will: • Meet 3 day month-end close deadline and deliver consolidated accounts and departmental performance by day 7. • Grant reporting for restricted funds • Ensure compliance against FRS102 and Charity SORP • Balance sheet reconciliation • Ensure accuracy and completeness of debtor and creditor control accounts, accruals, prepayments, reserves and fixed assets • Support HOF with partnering across non-programme departments • Year-end statutory accounts per FRS102 and Charity SORP • System management includes management of systems upgrades, licenses, explore enhanced and reporting functionality, DOA controls, improvements on customer and supplier databases • Cash flow management • Ad hoc reporting and processing • Provide cover for within the team • Shared management of account inbox • Engage in regular knowledge-sharing activities with internal colleagues to achieve best practices • Support on audit related queries and production of statutory accounts • Support in monitoring Finance inboxes • Uphold and embrace Figo's vision and values by working in partnership with internal colleagues and other stakeholders to deliver an efficient and effective service. • Assist in ad hoc finance related tasks

Generic Responsibilities	• To adhere to and comply with FIGO Policies and Procedures. • To contribute to the work of the department and/or team and FIGO. • To travel to / attend international meetings and events (and represent FIGO at external meetings and events if required). • The above list of responsibilities does not define or limit the work which you are employed to do, and you may be required to do any work within your capability which FIGO requires of you from time to time.
---------------------------------	--

N.B: This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and subject to amendment in consultation with the job holder.

Name of job holder	Signature	Date of agreement
---------------------------	------------------	--------------------------

End

PERSON SPECIFICATION

Job title:	Systems Accountant (Acting)
Department/ Team:	Finance
General and professional education	
<i>Essential</i>	
Fully qualified with 3-year post-qualification experience (ACA, ACCA, CIMA or equivalent)	
<i>Desirable</i>	
- Exposure to grant accounting - Previous experience/ training at audit firm - Evidence of continuous professional development and qualified by experience - Bachelor Level degree in Finance or another relevant topic	
Knowledge and experience	
<i>Essential</i>	
- Familiar with FRS102 reporting standards and IFRS15 revenue recognition - Excellent people skills - Excellent written and verbal communication skills, ability to communicate complex information with clarity to range of diverse audiences - Good organisational and workload management skills. - Proficient in MS Office applications i.e. Excel, Power Point, Outlook and Teams - Ability to manage change effectively - Demonstrable commitment to collaborative teamwork - Demonstrable commitment to inclusive working, ensuring equality and valuing diversity - An initiative-taking approach with good critical thinking skills. - Excellent general IT skills	
<i>Desirable</i>	
Charity experience	
<i>N.B.FIGO is committed to equality and diversity and encourages applications from all sections of the community. The job holder will need to provide evidence of their ability to work in the UK.</i>	

Version 20260210

End