

Job Description

Job Title: Finance Officer

Reports to: Finance Director

Hours: Full Time (40 hours per week)

Contract: 3 months (subject to extension)

Location: London

About the Organisation:

At Al-Ayn, we are committed to ensuring that every orphaned child living in poverty has access to the tools and opportunities they need to overcome their difficult experiences. We believe that when a child fulfils their potential, their own future is transformed as well as their families', their communities', and society at large. In order to achieve that, we are led by our core values of transparency, dignity and empowerment.

Job Overview:

A Finance officer performs various types of activities within the Finance department. Working with the Finance Director and the finance team in the UK and liaising with relevant staff in international offices of Al-Ayn, the successful candidate will play an important part in ensuring that finances are managed effectively and in line with internal policies and statutory requirements.

Key Responsibilities:

- Ensuring the complete and accurate bookkeeping of sales and purchase transactions and updating the accounting software in a timely manner. This includes accounts payables, accounts receivables, cash accounts, and payroll, with all transactions documented appropriately and relevant accounts reconciled on a weekly or monthly basis.
- Working with multi-currency accounting files.
- Preparing sponsorships' financial reports and ensuring compliance with rules and regulations.

- Leading on the improvement of existing processes and the creation of new processes, particularly around accounts payable and receivable. This includes the enhancement of MS Excel spreadsheets.
- Receiving, reviewing, and processing employee and staff expenses reimbursement forms in line with Expenses Policy.
- Ensuring compliance with all relevant financial legislation in the UK and any relevant legislation in the countries where the Charity operates. This includes preparing other statutory returns such as Companies House reports and HMRC returns.
- Supporting the Finance Director in the consolidation of yearly accounts and the completion of the audit.
- Other duties as required by Finance Director.

Person Specification:

Skills:	Essential	Desirable
AAT level 4 qualification or equivalent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minimum of three years' experience in a similar finance role.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A track record of achievement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience in use of accountancy/financial management systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong knowledge of Microsoft Office Programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Competent to advanced Microsoft Excel , and Word, Outlook.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent written and verbal communication skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Basic level of written and spoken Arabic	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Educated to degree level in a related subject	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge or experience working in the voluntary/charity sector.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Willingness and ability to take the initiative not only in identifying problems but also in suggesting and implementing solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Competencies:	Essential	Desirable
Strong attention to detail, i.e., meticulous in their work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proactivity and self-motivation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to manage, and work as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to manage pressure, conflicting demands and prioritise tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hard working and eager to learn	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Additional Requirements:

Flexibility of working outside working hours

Note:

Unit 5, 297-303 Edgware Road, Colindale, NW9 6NB, UK

enquiries@alayn.co.uk | www.alayn.co.uk

+44 (0) 203 719 5221

England and Wales Registered Charity Number 1163706

This job description does not form a part of the contract of employment but indicates how that contract should be performed. The job description will be subject to periodic review and amendment in the light of experience and in consultation with the postholder. The postholder may be required to perform duties other than those in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.