

Job Description

Job Title: Finance Officer

Term: Permanent contract, full time (35 hours per week, excluding lunch break) with six months probationary period.

Location: London (Colindale).

Based in: Mix of office and hybrid.

Reports to: Director of Finance

Salary: £31,000-£37,000 (depends on the experience)

Annual leave: 29 days of annual leave plus bank holidays

Job description:

Al-Ayn international (AA INT) is looking for an experienced Finance Officer to join our small, friendly, and dynamic London team. Working with the Director of Finance and the finance team in the UK and liaising with relevant staff in the Al-Ayn International offices, the successful candidate will play an important part in ensuring that Al-Ayn finances are managed effectively and in line with internal policies and statutory requirements.

This is an ideal position for a finance professional with previous experience in a similar finance role. Do you want to work for an organisation that helps and supports orphaned children to reach their full potential? We are offering a rewarding opportunity for a highly effective finance officer to play a crucial role at Al-Ayn International.

You will be working as part of the head office staff for a charity that operates internationally, you will gain broad experience of how the finance function works in the international development sector.

Key Responsibilities:

- Enter all financial data on our accounting system.
- Ensuring the complete and accurate bookkeeping of all AA INT fundraising and field offices 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 each month or weekly.
- Administer accounts payable and fully maintaining an accounts payable inbox.
- Ability to work with multi-currency accounting file.
- Prepare monthly bank reconciliation.
- Receiving, reviewing, and processing employee and staff expenses reimbursement forms in line with AA INT Expenses Policy.
- Preparing sponsorships financial reports, ensuring compliance with AA INT head rules and regulation.
- Leading on the improvement of existing processes and the creation of new processes, particularly around accounts payable and receivable. This includes the enhancement and of MS Excel spreadsheets.

- Ensuring that AA INT complies with all relevant financial legislation in the UK and any relevant legislation in the countries where AA INT operates. This includes preparing other statutory returns such as Companies House reports and HMRC returns.
- Managing payroll process, including liaising with the outsourced payroll company in the UK, and ensuring the UK process payroll in a timely and accurate manner.
- Conduct an internal income audit and identify any miss match between income codes and receipts issued to donors.
- Supporting the Finance Director in the consolidation of the yearly accounts and the completion of the audit.
- Other duties as required by Finance Director.

Person specification

Required knowledge, skills and experience

- Minimum of 3 years' experience in a similar finance role
- AAT level 4 qualification or relevant experience.
- A track record of achievement.
- Team management, including the skills to inspire, motivate and ensure performance and timely project delivery.
- Excellent IT skills with experience of operating financial management systems (AA INT uses QuickBooks online).
- Competent to advanced level in Microsoft Excel, and MS Office - Word, Outlook.
- An eye for detail and a concern for accuracy, together with the ability to keep sight of the broader picture.
- Understanding of standard business procedures around financial controls.
- Strong intellectual ability, with the capacity to flexibly manage multiple tasks/priorities.
- Willingness and ability to take the initiative not only in identifying problems but also in suggesting and implementing solutions.
- Excellent communication skills.
- Permission to live and work in the UK

Desirable

- Educated to degree level in a related subject.
- Knowledge or experience of working within the voluntary/charity sector and how it works.

Special Notes

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.