

JOB DESCRIPTION

Job Title:	Finance Assistant
Location:	London
Reporting to:	Financial Controller
Key relationships:	Finance team, Programme teams, Funding team, partner organisations
Salary range:	£19,000 - £22,687 gross per annum
<p>Saferworld is an international non-governmental organisation that works to prevent and reduce violent conflict. We believe that everyone should be able to lead peaceful and rewarding lives free from insecurity and violence. . Our head office is in London and we have offices in East Africa, Central Asia, Yemen and Asia..</p> <p>The organisation has estimated income in 2016-17 of £14.5 million and is funded by some 60 donor contracts from governments, the EC and other bodies.</p> <p>Saferworld has undergone considerable growth over the last 5 years, our global finance team has expanded accordingly, with finance staff based in all our country offices.</p>	
<p>Job purpose</p> <p>To maintain accurate financial records of Saferworld, effective control systems, and to produce donor reports and accounts.</p> <p>The Finance Assistant will be responsible for providing a range of financial support services. S/he will work as part of the finance team and be responsible for providing financial assistance to programme staff and partners both in the UK and overseas.</p>	
<p>Roles and responsibilities</p> <ul style="list-style-type: none"> • Manage payments and receipts, including cash handling, direct debit processing, bank charges etc. • Input data onto financial system (Sun). Sales and purchase ledger • Processing Sales Invoice and reconciling Debtors • Suppliers statements and reconciliations • Credit card processing and reconciliations • Monitor and liaise with staff and other organisations to ensure that financial receipts and payments are accurate, timely and appropriately handled. • Maintain petty cash processing and reconciliations • Manage bank payment transfers and reporting from partner organisations • Assist with the preparation of cash flows and funding reports as required • Prepare invoices as required and ensuring payments are made • Prepare tax repayment claims on Gift Aid/covenants • Provide support to the Finance Officer when required 	

PERSON SPECIFICATION

- Proven understanding of book-keeping principals
- 3 years' experience of financial administration ideally within the non-profit sector
- Experience of computerised accounting software (SUN)
- Excellent working knowledge of Microsoft Excel
- High level of numeracy skills
- Excellent planning and organisation skills and efficient working methods
- Ability to work as part of a team and unsupervised
- Ability to work to deadlines

TERMS AND CONDITIONS

Probation: There will be a three month probation period
Holidays: 28 days per calendar year
Salary range: £19,000 - £22,687 gross per annum
Hours: 37.5 hours a week
Pension: 9% employer contribution, 2% staff contribution

APPLICATION PROCESS

To apply: Please complete the application form (www.saferworld.org.uk/about/jobs) and email to Marie Aziz at jobs@saferworld.org.uk (please use subject heading: Ref: FAlon)

Deadline for applications: 25 April 2017