

JOB DESCRIPTION

Job Title:	Finance Assistant
Location:	London
Reporting to:	Financial Controller
Key relationships:	Finance team, Programme teams, Funding team, partner organisations
Salary range:	£20,140 - £24,700 gross per annum
<p>Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with local people affected by conflict to improve their safety and sense of security. We do this by supporting effective policies and practices through advocacy, research and policy development, and through supporting the actions of others.</p> <p>Saferworld has undergone rapid change in the last 6 years, over doubling in size, and our global finance team has expanded to fit this new challenge. We have recently completed the introduction of a global financial system. We are funded by a range of donor contracts from governments, the EC, trusts and other entities.</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 officers and financial controller when required 	

PERSON SPECIFICATION

- Proven understanding of book-keeping principals
- Experience of financial administration ideally within the non-profit sector
- Experience of computerised accounting software (SUN) is preferable
- 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
- Attention to detail
- Ability to work under pressure

TERMS AND CONDITIONS

Probation: There will be a three month probation period
Holidays: 28 days per calendar year including 3 days during the Christmas holiday
Salary range: £20,140 - £24,700 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 Natalia Arkhipova at jobs@saferworld.org.uk (please use subject heading: Ref: LondFA19)

Deadline for applications: 26th May 2019

Please notes interviews for this post are likely to be held on 29-30 May 2019.