JOB DESCRIPTION

**JOB TITLE:** Financial Accountant

**TEAM**
Finance

**REPORTS TO**
Director

**OVERALL PURPOSE OF THE POST**
Supporting the organisational financial functions

**Hours per week**
37.5 hours

**Salary**
27,000 per annum

**Location**
93a-99a New Road, Dagenham, Essex, RM10 9NL

**CLOSING DATE**
06th September 2010

Introduction:

Widows and Orphans International (WOI) is a UK based charity that was registered in 1997. Our aim is to provide the highest quality service geared towards promoting, protecting and developing the health and training needs of Black and ethnic minorities in the community.

The role of the Financial Accountant is to assist the Director in his job of keeping the organisational accounts to the highest professional standard, as well as to support any member of the organisation and/or partners with their financial needs. In addition, the post holder will give support to the programme team by taking responsibility for processing transfers to partners, managing visit expenses, coordinating project financial information for organisational budgeting as well as assisting the Programme Managers to monitor and evaluate the project accounts.

**Principal objectives and tasks of the job:**

**Organisation Finance**

1. Managing the receipts and deposits of cash and bank transactions, including foreign transfers, to ensure the accuracy of WOI’s financial position.

2. Managing the payables process including processing invoices, writing cheques, setting up BACS payments, monitoring payment terms and maintaining appropriate records.

3. Operating bookkeeping and accounting systems to record accounting transactions on quickbooks, and preparing bank, foreign currency and petty cash reconciliations.

4. Being responsible for the integrity of the accounting system by ensuring that accounting transactions are correctly posted and financial and management reports are produced on a timely basis.

5. Preparing the monthly management accounts and investigating variances with Budget Holders.

6. Working with fundraising and programmes to provide financial reports for grant-making trusts, statutory or partner organizations.

7. Maintaining the fixed assets register.
8. Assisting the Director with the preparation of year-end accounts and providing information for external auditors.
9. Assisting the Director with the preparation of the annual budget and quarterly forecasts.
10. Suggesting updates to the accounting manual and procedures as appropriate.
11. Advising and updating the Director on any irregularities or concerns about invoices or any other financial matters.
12. Liaising with the bank and daily online checking of the bank accounts.
13. Running payroll on a monthly basis

Programme Finance
1. Working closely with the programme team to ensure coherent knowledge/understanding of existing programmes.
2. Liaising with the programme team to provide financial analysis on all aspects of project budgets.
3. Assisting the programme team to monitor and evaluate project quarterly accounts to support overseas work.
4. Taking the lead role in the process of transferring funds to partners.
5. Monitoring currency exchange rates.
6. Co-ordinating project financial information for organisational budgeting and forecasting.
7. Revising and rationalising the Quickbooks recording system.
8. Carrying out monthly reconciliations of programme and Quickbooks records.
9. Co-ordinating and rationalising travel advances and expenses returns.

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<th>CRITERIA</th>
<th>Essential / Desirable</th>
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<tr>
<td>Knowledge</td>
<td>Specific knowledge, may be acquired through education, qualifications or life/work learning</td>
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<td>ACCA part qualified with 2-3 years book-keeping experience</td>
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<td>Experience</td>
<td>Previous relevant experience, work or life</td>
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<td>Experience of Quickbooks</td>
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<td>Skills/Abilities</td>
<td>Transferable skills and abilities requires by the job e.g. planning skills, ability to think strategically, facilitation skills, team working skills.</td>
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<td>Understanding of full range of financial processes including management and year-end accounts and meticulous attention to detail</td>
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<td>Ability to demonstrate a flexibility of approach and to work effectively as part of a team.</td>
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<td>Computer literate - word processing, database and spreadsheet skills</td>
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<td>Intermediate Financial Modelling skills</td>
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<td>Ability to work on own initiative; meet objectives and tight</td>
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PERSON SPECIFICATION
Job Title: Finance Officer
deadlines under pressure.

Honest and with integrity - ability to handle cash

Interest in the working of international programmes and the not-for-profit sector

fluent in both written and spoken English and Kiswahili

Respect for diversity and sensitivity to other cultures

Widows and Orphans International aims and objectives
Understanding and commitment for the aims and objectives of Widows and Orphans International

Equal Opportunities
Understanding of and commitment to Equal Opportunities

Annual Leave
25 days per year

Probationary period
Three months

Interested candidates should download and complete an application form from WOI’s website www.worphan.com

Email your CV and cover letter to: recruitment@Worphan.com

or post to

Director Widows and Orphans international
Widows and Orphans International
93a-99a New Road
Dagenham Essex
RM10 9NL

by: 06th September 2010.