

JOB DESCRIPTION

JOB TITLE:	Financial Accountant
TEAM	Finance
REPORTS TO	Director
OVERALL PURPOSE OF THE POST	Supporting the organisational financial functions
Hours per week	37.5hours
Salary	27,000 per annum
Location	93a-99a New Road, Dagenham, Essex, RM10 9NL
CLOSING DATE	06 th 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.

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

	deadlines under pressure.	
	Honest and with integrity - ability to handle cash	Essential
	Interest in the working of international programmes and the not-for-profit sector	Essential
	fluent in both written and spoken English and Kiswahili	Desirable
	Respect for diversity and sensitivity to other cultures	Essential
Widows and Orphans International aims and objectives	Understanding and commitment for the aims and objectives of Widows and Orphans International	Essential
Equal Opportunities	Understanding of and commitment to Equal Opportunities	Essential
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.