

Job Description: Finance Officer (Maternity cover: 1 year)

LOCATION: LONDON OFFICE

1 YEAR FIXED TERM CONTRACT

FULL TIME POSITION OF 37.5 HOURS PER WEEK

REPORTING TO: OPERATIONS FINANCE MANAGER

About the Freedom Fund

The Freedom Fund (www.freedomfund.org) is a leader in the global fight against modern slavery. The Freedom Fund:

- **generates** private funding by demonstrating how effective interventions can protect those at risk of being enslaved and free those in slavery.
- **invests** in those countries and sectors with the greatest incidence of slavery.
- **analyses** which interventions work best and **shares** that knowledge.
- **brings** together a community of activists committed to ending slavery and empowered by the knowledge of how best to do so.

The Freedom Fund has programs in India, Ethiopia, Thailand, Nepal, Brazil, Bangladesh and Myanmar. It currently supports and funds over 140 organisations in these regions, the vast majority of which are frontline, community-based NGOs.

About the position

The successful candidate will be a finance professional with experience of working in an accounts payable function in an international environment. The successful candidate will come either from a similar position in another charity or from industry, looking to move into the international charity sector. Strong interpersonal skills, attention to detail, flexibility and tenacity are essential requirements of the post-holder as these will enable the successful candidate to communicate with both with finance and non-finance staff around the world as well as helping the finance and operations team to maintain robust financial systems and processes. This is an exciting opportunity to become part of a growing, highly regarded organisation doing incredible work around the world.

The Finance Officer will provide all staff with day-to-day advice and support on finance matters to ensure that there is good understanding of and compliance with financial controls and processes. The Finance Officer will lead on accounts payable, including all cash advances and staff expenses both in the UK and for staff and consultants overseas. The Finance Officer will also provide support for the Operations Finance Manager in the preparation of monthly balance sheet reconciliation; bank and treasury management; and

the production of schedules required in relation to the year-end statutory accounts. The Finance Officer will also be operating in a support function to the wider Finance team.

Responsibilities

Accounts payable

- Preparing weekly payments runs in accordance with the agreed timetable and financial control procedures and ensuring correct coding of all costs;
- Checking monthly expense returns from field-based staff;
- Checking staff expenses claims;
- Acting as a point of contact for all accounts payable queries;
- Maintaining a strong control environment, ensuring accounting records are complete and accurate; and
- Assisting on process and systems improvements which lead to more effective financial control.
- Monitoring Expensify and providing training to new users as required

Financial accounting

- Ensure all transactions are processed accurately within the accounting system (Microsoft Business Central) – posting adjustments where necessary
- Reconcile all bank and credit card accounts
- Prepare the UK payroll journal for the Operations Finance Manager review.
- Assist the Operations Finance Manager with all balance sheets reconciliations
- Assist the Operations Finance Manager with the maintenance of the fixed asset register and inventory
- Assist the Head of Finance and the Operations Finance Manager to maintain the organisational accounting system including the development of new systems and processes
- Help generate supporting schedules required in relation to the year-end statutory accounts and audits
- Assist the Operations Finance Manager with month-end tasks as required
- Assist the Operations Finance Manager updating the monthly management accounts templates using Jet Report.

Banking and treasury management

- Provide administrative support in relation to all bank accounts;
- Monitor bank balances and currency requirements; and
- Ensure staff travelling overseas requests for advances and credit card top ups are dealt with in a timely manner.

Other

- Resolve queries from suppliers, funders and other external customers; and
- Advise local staff, consultants and partners on financial matters and provide support as required.
- Participate in new field-based staff inductions

Any other duties commensurate with the post as requested by the Operations Finance Manager and Head of Finance.

Qualifications and experience

Essential

- Experience managing accounts payable for an international organisation;

- Experience working with multiple currencies;
- Experience of performing bank reconciliations;
- Experience of producing other balance sheet reconciliations and using control accounts;
- Excellent numerical skills;
- Excellent excel skills and strong general IT skills;
- Excellent verbal and written communications.

Desirable

- Accounting / book-keeping qualification;
- Experience of working in the charity sector;
- Experience in the anti-slavery sector;
- Experience working in for a grant-making organisation;
- Proven track record of working in a small team;
- Working knowledge of Microsoft Business Central.

Personal attributes

Essential

- Thoroughness and attention to detail - producing work with a high degree of accuracy, first time;
- Flexible, “can-do” attitude;
- Ability to work independently, displaying strong initiative and tenacity in solving day-to-day problems with limited direction;
- Strong organisational skills and efficient time management, ability to manage multiple tasks and priorities;
- Team player committed to the Freedom Fund’s values;
- Ability to prepare accurate, relevant and clearly presented financial information;
- Ability to build relationships with a wide range of individuals from diverse backgrounds.

Compensation

- £28,548 – £30,801 per annum pro rata, plus 10% non-contributory pension scheme.
- 25 days holiday pro rata, plus public holidays.

Application procedure

Applications should be submitted in English and include a CV, cover letter (maximum one page) and contact details of two professional referees, one of which must be the applicant’s current / most recent line manager or current / most recent Head of HR.

Please send applications by email in PDF format to jobs@freedomfund.org, including ‘Finance Officer’ in the subject line, before **9.00am (BST) on Wednesday 24th November 2021**

Please note that only candidates selected for further consideration will be contacted. No agencies please. Applicants must be entitled to work in the UK without work permit sponsorship by the Freedom Fund.

The Freedom Fund is an equal opportunities employer. In line with our values of respect, agility and excellence, we value the strength of a diverse workforce and encourage applications from people with disabilities, Black, Asian or Minority Ethnic (BAME) backgrounds, LGBT+ and from different socio-economic backgrounds.

The Freedom Fund is committed to the importance of meaningful survivor inclusion and leadership. As such, particular consideration will be given to applicants with lived experience of trafficking and/or forms of modern slavery.

The Freedom Fund prioritises Safeguarding. As part of our commitment to the protection of children and vulnerable people in our work, any offer of employment with the Freedom Fund will be subject to satisfactory pre-employment checks to ensure we recruit only those who are suitable to work with children and vulnerable persons. These checks include Disclosure and Barring Service and/or International Criminal Records Checks, satisfactory references, proof of eligibility to work in the national location of this role and checks against the Office of Foreign Assets Control data list (OFAC) which highlights any connections to terrorism or trafficking. Any offer of employment or consultancy with The Freedom Fund will only be made following both successful background checks being conducted on the applicant and upon receipt of satisfactory pre-employment checks by former employers. Such checks may be updated periodically during the course of the period of employment or consultancy. By submitting a formal application, you agree to the Freedom Fund carrying out these checks.