

Job Description: Financial Accountant

LOCATION: LONDON OFFICE

1 YEAR FIXED TERM CONTRACT (MATERNITY COVER)

REPORTING TO: HEAD OF FINANCE

About the Freedom Fund

The Freedom Fund (www.freedomfund.org) is a leader in the global movement to end modern slavery. The Freedom Fund works to combat many different forms of extreme exploitation, including forced labour, sex trafficking, forced marriage, and the worst forms of child labour. It:

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

In its first eight years, the Freedom Fund has supported over 140 organisations in Bangladesh, Brazil, Ethiopia, Indonesia, India, Myanmar, Nepal, and Thailand.

About the position

The successful candidate will be a finance professional with experience working on the maintenance of financial systems in a complex, international environment. The purpose of this role is to ensure all financial accounting is undertaken in an effective and efficient manner and to ensure all appropriate financial controls exist. You will oversee financial processing for the whole organisation including overseas branches as well as providing a high level of support to all financial system users. You will also maintain and develop the financial systems to meet the growing demands of the charity.

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 Financial Accountant 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

Financial Accountant will manage the accounts payable function; lead the month end process and ensure that balance sheet accounts are reconciled on a monthly basis. The post-holder will also play a key role in maintaining existing as well as developing new processes and procedures in relation to the organisational accounting system – Microsoft Business Central. Additionally, the Financial Accountant will provide support for the Head of Finance in relation to tax matters, overseas branches; and the production of schedules required in relation to the year-end statutory accounts. This role will be responsible for line managing the Finance Officer.

Responsibilities

Financial accounting

- Maintaining a strong control environment, ensuring accounting records are complete and accurate.
- Lead on the development of financial process and systems, contributing to more effective financial control and adding real value to an organisation.
- Oversee all month end processes and perform the reconciliation of balance sheet accounts.
- Assist with the preparation of annual statutory accounts for the Group and supporting schedules for review by the Head of Finance.
- Assist the Head of Finance with year-end statutory audits and help coordinate branch and subsidiary audits across all jurisdictions.
- Maintain the organisational accounting system – Microsoft Business Central.
- Provide training to staff across the organisation in relation to financial policies and procedures, including those within Microsoft Business Central.
- Act as administrator of the accounting system – assigning privileges to users, maintaining the chart of account, and ensuring efficient workflows.
- Act as the point of contact for external software support providers.
- Provide Business Central support to staff and liaise with our external software support providers for resolution of complex cases.
- Lead on updates and upgrades to the accounting system.
- Ensure the efficiency and effectiveness of the accounting system and associated reporting package.
- Produce the quarterly VAT return for the Head of Finance review and approval and submission to HMRC via MTD.
- Maintain the fixed assets register and inventory.

Other

- Manage the Finance Officer including oversight of the weekly payment run, making sure transactions are posted accurately, reconciliation of bank accounts and monitoring of bank balances, including receipts.
- Maintain bank mandates and liaise with banks in relation to opening and closing of accounts and addition or removal of signatories.
- Liaising with investment managers to receive periodic reports and post related journals.
- Support bookkeepers and finance staff of overseas branches in relation to financial accounting and reporting processes.
- Be the key point of contact for any transaction queries for the whole organisation and provide training and guidance as required.
- Advise local staff, consultants and partners on financial matters and provide support as required.
- Work collaboratively with the wider finance team ensuring knowledge and good practices are shared.

Any other duties commensurate with the post as requested by the Head of Finance and Managing Director, Finance and Administration.

Qualifications and experience

Essential

- CCAB part-qualified or QBE.
- Experience maintaining a financial accounting system.
- Experience of building statutory accounts from trial balance and administering accounting software.
- Experience of supporting the closure of accounts and group reporting.
- Experience developing new financial accounting policies and procedures.
- Experience of producing other balance sheet reconciliations and using control accounts.
- Extensive experience of international accounts payable functions.
- Experience of treasury and currency management.
- Knowledge of charity tax.
- Experience of VAT returns, including partial exemption calculations.
- Excellent numerical skills.
- Excellent excel skills and strong general IT skills.
- Excellent verbal and written communications.
- Experienced in financial planning & analysis, including management information.
- An eye for detail and a concern for accuracy, together with the ability to keep sight of the broad picture.

Desirable

- 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

- Ability to prepare accurate, relevant, and clearly presented financial information.
- Team player committed to the Freedom Fund's values.
- 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.
- Ability to build relationships with a wide range of individuals from diverse backgrounds.

Compensation

- £44,761 - £45,938 per annum (dependant on experience)
- 10% non-contributory pension scheme.
- 25 days holiday, plus public holidays.
- Season ticket loan and cycle scheme available.

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 'Financial Accountant' in the subject line before **9.00am GMT on Monday 30th January 2023**.

Please note that only candidates selected for further consideration will be contacted. No phone calls please. **No agencies please.**

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 strongly encourage applications from people with disabilities, Black, Asian, or Minority Ethnic backgrounds, LGBTQ+ and from different socio-economic backgrounds. Applicants must be eligible to work in the London office.

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 forced labour.

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.