



## Job Description: Financial Accountant

LOCATION: LONDON OFFICE, KINGS CROSS

REPORTING TO: HEAD OF FINANCE

DIRECT REPORT: FINANCE OFFICER

SALARY: £46,999 - £51,946 PER ANNUM INCLUSIVE

WORKING PATTERN: FULL-TIME

HOURS PER WEEK: 37.5 HOURS PER WEEK (HYBRID WORKING TWO DAYS PER WEEK IN THE OFFICE)

### About the Freedom Fund

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The Freedom Fund ([www.freedomfund.org](http://www.freedomfund.org)) is a global fund with the sole aim of helping end modern slavery.

We are a catalyst in the global effort to end modern slavery, working in the countries and sectors where it is most prevalent. We invest in and partner with organisations and communities on the frontlines of ending exploitation.

By partnering with those at risk of modern slavery as well as visionary investors, governments, and anti-slavery organisations, we bring together the knowledge, the capital and the will needed to dismantle the systems that allow slavery to exist and thrive.

Through our investments and support, we aim to shift power, so that frontline organisations and communities can shape and drive the change required to bring modern slavery to an end.

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

### About the position

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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 (currently in Ethiopia and Brazil) 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 and flexibility 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 whose main responsibility is to manage accounts payable.

## Responsibilities

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### **Financial accounting**

- Oversee all month end processes including recharges and perform the reconciliation of balance sheet accounts in line with the monthly finance timetable.
- Maintain the organisational accounting system – Microsoft Business Central
- Act as administrator of the accounting system – assigning privileges to users, maintaining the chart of account and ensuring efficient workflows.
- Provide training to staff across the organisation in relation to financial policies and procedures, including those within Microsoft Business Central.
- Act as the point of contact for external software support providers.
- Lead on updates and upgrades to the accounting system.
- Produce the quarterly VAT return for the Head of Finance review and approval before the submission to HMRC via MTD.
- Maintain the fixed assets register and the inventory list.
- 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.
- 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.
- Ensure the efficiency and effectiveness of the accounting system and associated reporting package.

## Other

- Manage the Finance Officer ensuring timely production of the weekly payment runs, making sure all suppliers and staff are paid on a timely basis and that transactions are posted accurately with relevant documentation.
- 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

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### Essential

- Part-qualified, CCAB or Qualified by experience.
- Demonstrable experience maintaining a financial accounting system.
- Demonstrable experience of building statutory accounts from trial balance and administering accounting software
- Demonstrable experience of supporting the closure of accounts and group reporting
- Demonstrable experience developing new financial accounting policies and procedures.
- Demonstrable 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
- Demonstrable experience of VAT returns, including partial exemption calculations
- Excellent numerical skills.
- Excellent excel skills and strong general IT skills.
- Excellent verbal and written communications; and
- Experienced in financial planning & analysis, including management information.  
An eye for detail and a concern for accuracy, together.

### 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

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### Essential

- 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

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- £46,999 - £51,946 per annum plus 10% non-contributory pension scheme.
- 25 days holiday pro rata, plus public holidays.
- Season ticket loan and childcare voucher schemes available.

### Application procedure

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Applications should be submitted in English and include your CV and cover letter. Your covering letter should be a maximum of two pages and should outline how you meet the essential criteria of the role.

Your application should include contact details of two professional referees, one of which must be your current/most recent line manager or current/most recent Head of HR. If professional referees are not applicable, personal references are welcomed, providing they are able to speak to the strengths listed in the above description.

Please send applications by email in PDF format to [jobs@freedomfund.org](mailto:jobs@freedomfund.org), including Financial Accountant in the subject line before **10am on Wednesday 27 March**.

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 will aim to meet candidates' access requirements throughout the recruitment process. If this is applicable, then please notify us.

**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 human trafficking and/or forced labour.**

The Freedom Fund offers any candidates with lived experience of human trafficking and/or forced labour the opportunity to have an informal and confidential pre-application chat with a member of our team to

discuss suitability for the role as well as any reasonable adjustments that may be needed for the recruitment process. This conversation is intended to provide support to the candidate and will not have any negative impact on the recruitment process. Please get in touch at [jobs@freedomfund.org](mailto:jobs@freedomfund.org).

## Background checks

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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.

At the Freedom Fund, we are conscious that some candidates may have criminal records resulting from their experience of human trafficking and/or forced labour. Applications from individuals with a criminal record, or who have been formerly incarcerated are accepted. We welcome a confidential conversation on this as part of the pre-application chat noted above or at the point of an offer being made.

Any offer of employment or consultancy with The Freedom Fund will only be made following successful background checks conducted on the applicant. Such checks may be updated periodically during the period of employment or consultancy. Initial checks will only be undertaken at the point of a job offer being made, and always with the prior permission of the candidate.