

## Job description

### Finance Officer

Bath

### Company overview

Our mission is to work for an equitable, inclusive and sustainable world. We serve this mission through the provision of international consultancy in health, social justice and social development, focusing on fragile and conflict-affected states, to ensure that our work reaches the world's poorest and most vulnerable people. We aim to practice business as a force for social and environmental good and expect all our employees, partners and suppliers to abide by our Code of Business Ethics.

With companies in the UK, Cyprus, Kenya and Nigeria, we have a portfolio of international development programmes as well as fund management responsibilities. We are the Fund Manager for UK Aid Direct and UK Aid Match – The Foreign, Commonwealth and Development Office (FCDO) central funding mechanisms for awarding grants to small and medium sized UK and international civil society organisations, working to reduce poverty overseas and achieve the Sustainable Development Goals.

### Job context

As part of our expansion, we are looking to strengthen our finance team by recruiting a Finance Officer. The position is key to providing centralised financial processing support to the organisation's UK Group holding company and its main UK trading company and foreign subsidiaries, currently 6 companies in total. This is inclusive of all financial operational functions for core business support and service delivery contracts / projects.

### Principal accountabilities

- 1. Accounts Payable:** Processing of procurements, invoices and payments to a high standard, including but not limited to:
  - Maintenance of approval folders and supporting documentation
  - Recording creditor invoices on Sage
  - Review and coding of creditor invoicing and payments and applicability to overhead/projects, ensuring compliance with contract conditions and company policies
  - Processing and facilitation of creditor payments inclusive of multiple payment streams (multiple banks and payment agents) and where applicable foreign currencies
  - Recording payment of suppliers on Sage
  - Recording bank payments and receipts on sage
  - Supplier reporting
  - Receipt and processing of consultant and staff advance/expense payment requests
- 2. Accounts Receivable:** Processing of Revenue invoicing and receipts to a high standard, including but not limited to:
  - Processing revenue invoices, inclusive of electronic file logging
  - Recording of revenue invoices on Sage
  - Recording of bank receipts including foreign currency accounts, inclusive of electronic file logging
  - Recording of revenue receipts on Sage
  - Debtor reports
- 3. Project Accounting:** Processing project and contract accounts work to a high standard, including but not limited to:
  - Ensuring project account processing is accurate from primary functions
  - Ensuring project balances reconcile to aggregations in management accounts
  - Provision of project accounts including variance reports
  - Project contracts billing due and receipt of payment

- Communication of project financial operations and liaison with external contractors and internal management team for project / contracts
- 4. Month End:** Processing of accounting tasks around month end to a high standard, including but not limited to;
  - Assistance in preparation of journal entries, accruals, prepayment and other month end inputs
  - Assistance in posting of journal entries, accruals, prepayment and other month end inputs to Sage
  - Assistance in any month end reconciliations required
- 5. Systems improvements:** Carrying out project work as required to ensure continuous improvement of finance systems and procedures

## Person specification

### Essential

- Educated to A level standard with GCSE grade A-C in Maths
- At least 3 years' experience working in accounting and finance supplier processing and payments, preferably in a consultancy and or professional services environment
- Essential IT skills inclusive of MS Office and desired Sage Accounting Software
- Interest in international public health and development
- Good familiarity with Microsoft Office and online management systems.
- Proven ability to operate in a team environment liaising with diverse teams.
- Ability to manage a varied workload and prioritise tasks, work under pressure and meet deadlines.
- Experience of using own initiative, with a proactive and problem-solving attitude.
- Good commercial acumen and attention to detail

### Desirable

- Qualified in financial accounting to AAT Level 4
- Advantageous to have foreign currency conversion and processing experience

## Reporting and Organisation

This is a UK based position reporting to the Senior Finance Manager and is based in Bath. It is a permanent role/ fixed term contract for 12 Months. This is a full-time position and requests for flexible working arrangements will be considered. Occasional travel may be required.

## Salary and package

Starting salary range: £23,000 to £26,500 (within band 5)  
Holiday: 25 days per annum + public holidays (pro-rated for part time employees)  
Pension: 8% employer contribution after qualifying period  
Life insurance: Company life insurance scheme  
Benefits: Access to a flexible benefits including salary sacrifice schemes such as cycle to work and gym membership as well as retail discounts through Perkbox

***All applicants will be asked to provide proof of identity, right to work documentation and professional references as part of the recruitment process.***

***MannionDaniels is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of vulnerable children and adults. All our employees are expected to share this commitment and abide by our Business Code of Ethics at all times.***