

JOB DESCRIPTION

Job Title:	Finance Officer
Location:	London
Reporting to:	Financial Controller
Key relationships:	<ul style="list-style-type: none"> • Global finance staff; • Programme teams • Fundraising team; • Project staff
Contract:	4 months fixed term contract with possibility of extension
Salary:	£31,000 - £35,000 Gross per annum
<p>Description of Saferworld:</p> <p>Saferworld is an independent non-governmental organisation that works to prevent violent conflict and build safer lives. We work with civil society, governments and international organisations to encourage and support effective policies and practices through advocacy, research and policy development, and through supporting the actions of others.</p> <p>Saferworld has undergone rapid change in the last 6 years, over doubling in size, and our global finance team has expanded to fit this new challenge. We are funded by a range of donor contracts from governments, the EC, trusts and other entities and have recently completed the introduction of a global financial system. Our HQ is in London and we have offices in East Africa, Central Asia, Yemen and Asia.</p>	
<p>Job Purpose:</p> <p>The Finance Officer will be responsible for all financial accounting associated with the charity including assisting with the production of budgeting and forecasting reports, donor reports and accounts. S/he will provide key business and management expertise to the organisation, working with the team to support the day to day running of the finance department as well as developing systems to drive efficiency.</p>	
<p>Roles and Responsibilities:</p> <p>1. Accounting and book keeping Work with colleagues to maintain the London accounting ledgers for Saferworld, including:</p> <ul style="list-style-type: none"> • Invoice processing (if needed), payment and balance sheet reconciliations • Analysis of results from country programmes and support to those programmes • Support to create and monitor budgets and analyse financial performance • Assist in preparing statutory accounts as well as assisting in the production of budgeting and forecasting reports <p>2. Donor reporting and financial discipline Create donor reports which:</p>	

- Reconcile to internal budgets and support and improve the reconciliations of donor budgets to all financial data
- Investigate and explain variances, ensuring all funds are reimbursed
- Journal posting

3. Training and communication

Provide training for colleagues from all disciplines in formal and informal settings to understand

- Core financial principles (accruals, control of cash, balance sheets)
- Financial control processes and financial performance
- Work with a range of colleagues to understand different needs of programme staff (accurate field activity reporting); fundraising (donor reporting); finance (control, accurate management reporting)

4. Other duties

The post holder will share responsibilities with London finance colleagues to support the global business:

- Support to funding colleagues on budget creation and monitoring
- Involvement with donor audits and statutory audits
- Assist the Financial Controller in the day to day running of the finance department as well as developing systems to drive efficiency. Maintain accounting controls by preparing and recommending policies and procedures
- Provide cover for colleagues in Finance Team

PERSON SPECIFICATION

- Experience in financial and management accounting processes (banking, procurement, invoice payment cycles)
- Graduate or part qualified member of any of the UK accounting bodies or equivalent
- Experience of creating and monitoring performance against budgets
- Experience of working with non-financial colleagues to improve their understanding of finance
- Experience of using computerised accounting software and an aptitude for system improvements and developments: experience of SunSystems desirable
- Excellent understanding of Excel and how to design a clear, user friendly report
- Experience of coaching country finance teams or training colleagues in groups
- Excellent communication skills

TERMS AND CONDITIONS

Probation: One month
Holidays: 28 days a year including 3 days during the Christmas holiday (pro-rata)
Pension: 9% contribution to a personal pension fund
Salary range: £31,000 - £35,000 Gross per annum
Hours: 37.5 hours per week

APPLICATION PROCESS

To apply: Please complete the application form (www.saferworld.org.uk/about/jobs) and email to HR team to jobs@saferworld.org.uk (please use subject heading: **Ref: FNCEO**)

Deadline for applications: 23 January 2020

We regret that only shortlisted candidates will be contacted.

Please note that this is an urgent vacancy, so we might be reviewing the applications as they come.