



## **JOB DESCRIPTION**

<b>Job title:</b>	<b>Finance Officer</b>
<b>Responsible to:</b>	<b>Head of Finance</b>
<b>Location:</b>	<b>Head office in London</b>
<b>Hours of work:</b>	<b>18 hours per week</b>
<b>Contract type:</b>	<b>Part-time, permanent</b>
<b>Salary:</b>	<b>£27,351 (pro rata)</b>

## **MAIN PURPOSE OF THE JOB**

**To support the work of the Head of Finance through:**

- Processing head office financial transactions
- Uploading PRI's regional offices' cashbooks to the accounting system
- Maintaining petty cash system
- Banking transactions
- Record-keeping of key data
- First point of contact for staff IT queries and liaison with IT support company

## **KEY ACCOUNTABILITIES**

- **Processing all head office financial transactions including:**
  - Creditors: processing and payment of invoices and supplier reconciliations
  - Debtors: handling all sundry income and processing of donor income
  - Banking: reconciliation of bank accounts / processing of all bank transactions
  - Balance sheet: processing of prepayments/accruals, reconciling balance sheet accounts
  - Credit cards: Processing and reconciliation of credit card expenditure
  - Petty cash: maintaining cash, ensuring transactions are correctly documented and processed, reconciling petty cash monthly
  - Processing of staff expenses, advances, per diem requests
- **Monitoring income, including:**
  - Raising donor invoices
  - Monitoring receipts and chasing outstanding amounts with debtors
- **Regional office cashbooks**
  - Uploading of all regional offices' cashbooks to system

- Reconciling regional office bank/cash accounts monthly
  - Making any adjustments to cashbook postings as advised by regional offices/ Head of Finance
  - Liaison with regional offices to ensure that financial information required by head office is received in a timely manner and follow-up of any cashbook-related issues
  - Liaison with regional offices regarding transfer requests
  - Checking and sending monthly financial reports for all projects
- **Internal audit**
    - Coordination of quarterly internal audit system as advised by Head of Finance
    - Liaison with PRI's regional offices to verify expenditure samples
    - Follow up, resolve and record any queries
- **Year-end and audit**
    - Provide support to Head of Finance when agreeing and finalising projects at year-end
    - Monitor balance sheet accounts, including regional office bank accounts
    - Work with Head of Finance to produce year-end accounts
    - Provide assistance throughout audit process, as advised by Head of Finance
- **Maintenance of regional office data**
    - In liaison with the Head of Finance ensure that key project information, including project contracts, budgets, donor reports, is filed on SharePoint and is up-to-date
    - Develop positive working relationships with the regional offices
- **IT support**
    - Be first point of contact for IT queries from PRI staff and liaise with IT support company to resolve queries
    - In liaison with IT support company and Head of Finance ensure IT systems meet PRI's needs and are regularly maintained
- **General support for the Head of Finance and head office team**
    - Provide cover for the Head of Finance, as required
    - Provide support on technical finance matters to other staff
    - Proactively deal with and resolve queries relating to all areas of responsibility
    - Proactively contribute to the development of the finance team to ensure efficient and effective working

**At all times the International Finance Officer will act under the guidance of the Head of Finance and in compliance with PRI's agreed financial procedures, as set out in the International Staff Handbook.**

## PERSON SPECIFICATION

<b>Essential</b>	<b>Desirable</b>
<b>EXPERIENCE</b>	
Experience of working with foreign currencies	Familiarity with UK Charity SORP accounting practices
Experience of using and updating a finance/accounting system	Working with SUN Systems accounts software and Infor Q & A
Experience of manipulating data in Excel	Experience of working for an international NGO/charity
	Experience of working with funds from donors such as FCO, EU, DFID, US State Dept
	Knowledge of apportionment procedures for office overhead costs
<b>SKILLS AND ABILITIES</b>	
Ability to communicate effectively with non-finance staff and regional staff whose first language is not English	
Excellent attention to detail	
Strong numeric skills and high level of accuracy	
Ability to work independently	
Strong MS Office skills, particularly Excel	
Fluent written and spoken English	
<b>EDUCATION AND QUALIFICATIONS</b>	
At least 2 years' accounts experience or studying for accounts qualification	
<b>PERSONAL QUALITIES</b>	
Commitment to PRI's mandate and values	
Flexibility and ability to manage a demanding workload	
Excellent interpersonal qualities, tact and patience	
Ability to take responsibility for own work but also act effectively as a team player	
<b>CIRCUMSTANCES</b>	
Unlimited legal right to work in the UK	

Reviewed: May 2018