

JOB DESCRIPTION

Post:	Finance and Administration Officer (Fixed Term for 12 months initially)
Location:	York City Centre
Reporting to:	Director
Hour:	Full Time 37 hours
Salary:	£26k

Background to Charity

Good Neighbours UK (GNUK) is the UK affiliate of an international humanitarian development NGO – Good Neighbors (GN). The parent organisation was founded in Korea in 1991 and has been granted General Consultative Status by the UN Economic and Social Council. GN works in over 40 countries with a focus on community development to protect children’s rights and encourage the self-reliance of communities in addressing the most pressing of needs in the least developed countries in the world.

There are seven support country offices across the globe, and GNUK was established as such in 2019. Our staff are based either at the headquarters office in York or London. The organisation has opened its first UK Head Office in York, with a satellite presence in New Malden, London.

The role will suit an individual with excellent financial and organisational skills, attention to detail and strong interpersonal skills as they work with the team to provide operational and administrative support. You will play an important part in the growth of the UK office, and you will possess a strong, positive attitude to team working.

Summary of the Roles

We have an exciting opportunity for an experienced and self-motivated Finance and Administration Officer to join a rapidly growing team. The post holder will be responsible for day-to-day financial accounting and provide general administrative support to assist the team with HR, Events planning and Communication and Marketing. The role provides variety as well as an opportunity to take responsibility for the accountancy function.

Main Responsibilities and accountabilities

Finance (approx. 60 per cent)

- Experience with financial statements in accordance with UK GAAP and the charity SORP (FRS102)
- Experience in managing payroll (outsourced), payment and accounting, and it is desirable that you have some experience in foreign currency transactions
- Responsible for Control Accounts receivable / Payable: Raising and processing invoices, investigating invoices raised and payments received
- BACs weekly payment runs
- Being responsible for monthly bank reconciliations to make sure all data is accurate through the systems already in place (QuickBooks – Stripe – Donorfy – Bank)
- Updating the finance system with payments that have been sent out, Managing the cash flow on CRM (Donorfy) and Payment system (Stripe)
- Prepare the monthly financial report, including a regular donation statistics report, and review it with the Director
- Quarterly review of Budget vs Actual expenditure by activities to provide feedback to the team
- Support accountant to keep the accrual basis accounting data on the online QuickBooks
- Ad hoc financial duties
- It is desirable that the successful candidate has either experience or interest in working for a Charity, Good knowledge of finance and QuickBooks, Excellent communication skills are essential

Office Operations (approx. 40 per cent):

- To work with the outsourced technology support partner regarding hardware supplies and supporting new colleagues with their remote office set-up
- To ensure that the general office space is effectively managed, including ensuring adequate supplies of print and stationery are available
- Manage the general charity internal email inbox and respond to general enquiries and escalate issues as required
- To provide administration support to the HR process
- To provide ad-hoc support and cover for the Senior Management Team and Trustees
- To help out as required with fundraising events and donor service.

Job descriptions cannot be exhaustive. The post holder may be required to undertake other duties from time to time, broadly in line with the above responsibilities.

How to apply

To apply, please submit your CV and a cover letter at recruit@goodneighbours-uk.org by midnight on **11th December 2022**. The interview will be on **14th December 2022**.

Applicants must have the legal right to live and work in the UK with NO Visa Restrictions.

Person Specification: Finance and Administration Officer

	Essential	Desirable	How assessed*
Skills & Knowledge			
First-class organisational skills, including the ability to prioritise work, balance priorities and monitor progress	✓		AF/INT/R
Ability to work flexibly on own initiative and enjoys working effectively as part of a team	✓		AF/INT/R
Excellent communication and interpersonal skills, oral and written	✓		AF/INT/R/AT
Excellent IT skills, experienced in using Microsoft Office (Word, Excel, Powerpoint) and email (Outlook) to an advanced level	✓		AF/INT/R/AT
Ability to analyse and interpret financial data	✓		AF/INT/R
Experience in working with global teams		✓	AF/INT/R
Strong administration skills and attention to detail	✓		AF/INT/R
Comfortable supporting several areas of work simultaneously	✓		AF/INT
Experience			
AAT or above level of the accounting qualification	✓		AF/CERT
Experience in using online QuickBooks or similar system	✓		AF/INT/R
Experience in supporting Charity annual finance reporting		✓	AF/INT/R
Experience working for a Charity		✓	AF/INT/R
Values and Personal Attributes			
Awareness of international aid development and challenges in developing countries		✓	AF/INT/R
Excellent time management and organisational skills with the ability to prioritise work, handle conflicting demands and meet tight deadlines	✓		AF/INT/R
Ability to work flexibly	✓		AF/INT/R
Proactive approach, self-motivated with a willingness to get involved	✓		AF/INT/R

* Key to how skills are assessed

AF = Application Form; INT = Interview; AT = Assessment/Task exercise; R = References; CERT - Certificate of qualification

Prepared/Reviewed by: CS/HY

Date: November 2022