

Job Description: Finance Assistant

Job Title:	Finance Assistant
Location:	Hybrid: Home and London office based
Reporting to:	Finance Officer
Duration:	Permanent

Conciliation Resources

Conflict is difficult, complex and political. The world urgently needs to find different ways to respond. Conciliation Resources is an international organisation committed to stopping violent conflict and creating more peaceful societies. We work with people impacted by war and violence, bringing diverse voices together to make change that lasts.

For over 27 years, we have been making peace possible. We currently have over 80 full and part-time staff members, working mainly out of the London and Australian offices. We work with over 80 locally-based and international partners worldwide.

We are headquartered in London, UK with branch offices in Australia, Kenya and Belgium and smaller satellite offices in the Philippines, Ethiopia and Central African Republic.

General Criteria

Conciliation Resources' core values of Collaboration, Creativity, Challenge and Commitment underpin everything we do, and staff are expected to apply these values to their work and in their interactions with others. In addition, we foster an internal environment of transparency, mutual respect, integrity and professional discretion.

Finance Team

The Finance Assistant position sits within the Finance Team. The team has responsibility for a range of finance functions/services including Accounting, Reporting, Planning and Cash management. The team is also responsible for providing technical finance assistance to the rest of the organisation including the programme teams to ultimately support the delivery of the work of Conciliation Resources.

The London-based Finance Team consists of three sub-teams: Finance Business Partnering (2 staff), Income & Treasury (2 p/t staff) and Financial Control (3 staff), led by a Finance Director. The Finance Assistant post sits within the Finance Control sub-team, alongside a second Finance Assistant, one Finance Officers and a Financial Controller.

Job Purpose

The purpose of this role is to provide administrative and financial processing support in the Finance Team. Reporting to the Finance Officer, the post holder will work with the Finance Officers through the accounts payable process, preparing and posting expenditure into the accounting system. They will manage electronic filing of financial documentation and provide administrative support. The role will also support Donor and Statutory Audit processes as appropriate. The Finance Assistant is expected to work with a degree of autonomy and display diligence in carrying out the above tasks.

Scope and Accountability

The Finance Assistant is part of Conciliation Resources' Finance team responsible for the efficient upkeep and smooth running of all accounting functions. The Finance Assistant reports to the Finance Officer and works closely with all other members of staff.

Specific Responsibilities and Tasks

a. Finance and Financial Systems

- Responsible for daily processing of authorised financial information principally supplier invoices, partner transfers requests, staff expenses and credit card statements, ensuring that transactions are accurately posted to the approved budget lines.
- Responsible for maintaining and updating accounts payable in the Proactis P2P System for authorisation by budget holders and that all necessary supporting and required documentation is held and is valid.
- Ensure that information entered on the system is up to date, accurate and complete.
- Collect and examine supporting documentation that support reconciliation of expenditure associated with field trips or payments sent to partner organisations. Raise and resolve queries that may arise.
- Prepare journals based on prepared reports including checking receipts against set criteria.
- Post approved journals and file all supporting documentation promptly and in an orderly fashion.
- Participate in projects to improve finance processes, systems and technology
- Maintain and update supplier details in the accounting system (Sun Systems) on a regular basis.
- Support, as needed, the Finance Officers in tasks relating to payment runs and account reconciliation.

b. Support during statutory and Project Audits

- Support the process of Statutory and Project Audits through assisting with the location/retrieval of supporting documentation whether held electronically or as hard copy files.

c. Filing, Administration and Communications

- Filing of finance paperwork (principally digital/soft copy) and ensure electronic files are consistently named and accurately filed, ensuring accessibility to all Finance colleagues.
- Post updates/content to the intranet particularly on Finance team activities and innovations in internal systems.
- In liaison with other Finance colleagues and Operations team, following up on internal and external financial queries when appropriate.
- Manage the Finance email inbox - responding to and redirecting queries in a timely and professional manner.
- Respond to queries from colleagues in person and online
- Assist with finance inductions and refreshers for colleagues

d. Other Responsibilities

- Participate in line management, annual appraisals and other internal processes and in keeping internal systems up-to-date.
- Participate in team and organisation-wide meetings.

- Perform other duties and tasks, consistent with the skills and expertise, as required in non-routine circumstances.

Person Specification

Knowledge

- A good appreciation of the basic principles of double entry accounting.
- Some knowledge of using an accounting or book-keeping system.
- Working knowledge of a second language (French, Spanish or Russian would be an advantage but is not required).

Experience

- Some experience of undertaking a range of administrative and financial duties including processing financial transactions and exporting financial information into other software (desirable).
- Good computer skills with a good degree of proficiency in Excel.
- Experience of professionally responding to telephone and email enquiries would be an advantage.
- Experience of working in a multicultural environment.
- Experience of handling information in a confidential and sensitive manner.

Skills

- Excellent numeracy skills with a keen attention to detail.
- Able to work quickly and accurately to tight deadlines, effectively managing one's time and prioritising competing demands in a methodical and systematic manner.
- Excellent English verbal and written communication skills.
- Proven ability to work as part of a team, follow instructions and guidance as well as independently.
- Initiative, enthusiasm and a common-sense approach to problem solving.
- Strong administrative and organisational skills.

Aug 2023