|  |
| --- |
| **Job Description** |
| **Position Title** | **Interim Financial Accountant** |
| **Department** | **Finance** |
| **Accountable To** | **Head of Finance** |
| **Responsible For** | **Finance Officer** |

|  |
| --- |
| **Job Summary:**The Interim Financial Accountant will manage the accounts payable function; lead the month-end process and ensure that balance sheet accounts are reconciled on a monthly basis. The post-holder will also play a key role in maintaining existing as well as developing new processes and procedures in relation to the organisational accounting system – Microsoft Business Central. Additionally, the Interim Financial Accountant will provide support for the Head of Finance in relation to tax matters, overseas branches, and the production of schedules required in relation to the year-end statutory accounts. This role will be responsible for line managing the Finance Officer. |
| **Key Responsibilities:*****Financial accounting**** Maintaining a strong control environment, ensuring accounting records are complete and accurate.
* Lead on the development of financial process and systems, contributing to more effective financial control and adding real value to the organisation.
* Oversee all month end processes and perform the reconciliation of balance sheet accounts.
* Assist with the preparation of annual statutory accounts for the Group and supporting schedules for review by the Head of Finance.
* Assist the Head of Finance with year-end statutory audits and help coordinate branch and subsidiary audits across all jurisdictions.
* Maintain the organisational accounting system – Microsoft Business Central, including the associated reporting package.
* Oversee the monthly Payroll, Pension and statutory return.
* Provide training to staff across the organisation in relation to financial policies and procedures, including those within Microsoft Business Central.
* Act as administrator of the accounting system – assigning privileges to users, maintaining the chart of account, and ensuring efficient workflows.
* Act as the point of contact for external software support providers.
* Provide Business Central support to staff and liaise with our external software support providers for resolution of complex cases.
* Maintain the fixed assets register and inventory.

***Other**** Manage the Finance Officer including oversight of the weekly payment run, making sure transactions are posted accurately, reconciliation of bank accounts and monitoring of bank balances, including receipts.
* Maintain bank mandates and liaise with banks in relation to opening and closing of accounts and addition or removal of signatories.
* Liaising with bank manager to receive reports and follow up queries.
* Support finance staff of overseas branches in relation to financial accounting and reporting processes.
* Be the key point of contact for any transaction queries for the whole organisation and provide training and guidance as required.
* Advise local staff, consultants and partners on financial matters and provide support as required.
* Work collaboratively with the wider finance team ensuring knowledge and good practices are shared.
* Month end reconciliations and assist the Head of Finance in the completion of global consolidated monthly management accounts.
* Carry out monthly or quarterly balance sheet reconciliations for the UK entity, and overseas branches for nominated accounts, liaising with the International Accountant as needed
* Play a key role in supporting the Head of Finance on the year-end financial accounting close process and during the statutory audit for all entities. Assist in preparing the financial statements
* Contribute to ongoing Finance improvement processes
* Monitor and report on accounting discrepancies

Any other duties commensurate with the post as requested by the Head of Finance and Director of Finance and Operations. |
| **Requirements:*****Essential******Knowledge, Ability and Qualifications**** CCAB qualified accountant or equivalent professional experience.
* Excellent leadership, management, and people development skills.
* Outstanding communicator, bringing financial information and insight to life, engaging and inspiring diverse audiences to understand and use financial insights to understand performance and drive decisions.
* Comfortable working in ambiguity, managing risk, and anticipating and solving problems to deliver within a complex and changeable operational environment.
* Understanding of Charity SORP and other voluntary sector legal requirements (including knowledge on taxation requirements in the UK and different countries or ability to interpret tax requirements for our overseas contexts).

***Essential******Experience**** Experience maintaining and administering a financial accounting system (D365 BC).
* Experience of building statutory accounts from trial balance.
* Experience of supporting the closure of accounts and group reporting.
* Experience developing new financial accounting policies and procedures.
* Experience of producing other balance sheet reconciliations and using control accounts.

***Desirable Requirements**** Experience of VAT returns, including partial exemption calculations.
* Experience of working in the charity sector.
* Experience working in a grant-making organisation.
* Proven track record of working in a small team.
* Working knowledge of Microsoft Business Central.
 |
| **Key Relationships and Contacts:*** International Accountant
* Finance Business Partners
* Country Office Finance Team
* Regional Directors
* Countries Directors
* Programme and functional staff
* Auditors and financial regulators
 |