

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Finance Officer

REPORTS TO: Finance Accounting Manager

REPORTING TO POSTHOLDER: None

LOCATION: London

DURATION & HOURS: 2 years fixed-term, 17.5 hours per week (2.5 days)

PURPOSE OF THE ROLE

The post holder will help support the finance team's with a variety of tasks including, processing payments, preparing bank transactions, maintaining petty cash and other book keeping activities. The purpose of the role is to contribute to the proper maintenance of both the UK and the global financial accounting systems, maintenance of finance filing systems (both electronic and paper) and other ad-hoc duties as requested by members of the finance team.

KEY TASKS AND RESPONSIBILITIES

Process all payments made from Farm Africa's UK office and maintain the purchase ledger

- Ensure that the purchase ledger is operated accurately, efficiently and to agreed timescales, ensuring all creditors are paid on time
- Log invoices received, prepare payment request forms and distribute them to budget holders for authorisation
- Enter all invoices and employee expenses claims into excel prior to their upload into the accounting system
- Send cheques and (where requested) remittance advices to suppliers.

Prepare bank transactions

- Prepare weekly donations and cheques for banking
- Monitor credit card accounts, including liaising with employee card holders, reviewing transaction summaries, completing full month reconciliations and uploaded expenses to the accounting system
- Enter all bank transactions into Excel prior to their upload into the accounting system, including all coding requirements
- Prepare monthly bank reconciliation of the UK bank accounts for review
- Maintain petty cash, including performing monthly reconciliations and ensuring adherence to controls.

Month-end and balance sheet

- Update Aged creditor and debtor reports, post any invoices paid by direct debits
- Post correction journals required by the budget holders
- Set up new sales invoices as and when required.

Support to UK Finance

- Maintain the UK finance system paper filing structure, ensuring that documents are filed consistently on a year on year basis and can be easily found when required
- File bank statements, CAF remittance, direct debit statements, creditors remittances and other financial documents on a timely basis
- Assist the financial analyst in setting up programme budgeting and forecasting templates
- Assist on annual audit queries and budget uploads to accounting systems
- Refer all other correspondence to the relevant person.

PERSON SPECIFICATION	
Essential	Desirable
Education, qualifications & other knowledge	
GCSEs (or equivalent) English and Maths at grade A-C	Educated to degree level or equivalent
	Working towards an accountancy qualification
Experience	
Experience in a similar accounting role within a professional environment	
Strong practical experience of basic bookkeeping and clerical tasks	
Skills & abilities	
Excellent numeracy skills	Knowledge of SUN /Q&A
Commitment to the charity / overseas development sector	
Ability to work well in a team environment	
Good IT skills, including Microsoft Office	
Flexible, proactive approach to managing own workload and strong time management skills	
Proven organisational ability	
Intermediate excel skills	
Ability to pay close attention to detail and accuracy	
Excellent personal communication and interpersonal skills	

Our Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

- **EXPERT:** Expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.
- **GROUNDLED:** Our teams and partners work closely with local communities, engaging them in every level of decision-making.
- **IMPACTFUL:** We deliver long lasting change for farmers, their families, and the environments they live in.
- **BOLD:** We model innovative approaches and are not afraid to challenge strategies that are failing.

Contact details:

www.farmafrica.org

recruitment@farmafrica.org

Farm Africa, 3 - 5 Bleeding Heart Yard, Off Greville Street, London EC1N 8SJ

Tel: +44 (0)20 7430 0440

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