

JOB DESCRIPTION

Job Title:	Financial and Systems Accountant
Department:	Finance, IT & Support Services (FITSS)
Grade:	Competitive salary plus benefits
Contract:	Permanent, Full Time
Location:	London Office
Responsible to:	Head of Finance
Relations with Others:	There will be a need to work closely with staff of all other departments and International Offices. There will also be liaison with outside organisations such as banks, auditors, HMRC, and Network Members.

Background

HelpAge International's vision is one of a world where older people fulfil their potential to lead active, dignified, healthy and secure lives. We are the Secretariat of the HelpAge network, bringing together more than 114 affiliates and 200 partners working with older people in over 50 countries.

HelpAge International raises and manages a budget of approximately £27 million per annum. The accounting functions for the organisation are performed by the Finance Unit at the Secretariat and by local accountants in 19 overseas offices, in liaison with Programmes and Resource development department staff. The Finance Unit is part of the Finance, IT and Support Services department. The Finance Unit provides financial and management accounting, training and audit services to the organisation.

Job Purpose

The Financial and System Accountant is responsible for the accounting of financial transactions relating to the London office, the processing of financial returns and the maintenance of the financial system. Supporting the UK and International teams in their financial accounting and reporting needs for their restricted and unrestricted funds and local statutory reporting requirements from the financial system. Supporting UK based departments other than Emergency department in their financial and contract management needs. The post holder will be responsible for all financial system administration activities.

Job Responsibilities

The Financial and Systems Accountant has the following list of responsibilities.

Financial Accounting

The Financial and Systems Accountant is the primary point of contact for the London managed offices and Programmes staff in relation to all aspects of financial accounting.

Key areas of responsibilities are:

- Prepare UK statutory accounts with the assistance of other UK finance staff.
- Review the correctness of the bank, cash and other reconciliations in collaboration of UK finance team.
- Ensuring that the organisations internal controls and procedures for London based budgets and projects are adhered in collaboration with the UK finance team.
- Responsible for reviewing VAT submissions of HelpAge International's quarterly return to the tax authorities.
- Ensuring effective physical record keeping systems for UK based payments and legal contracts.
- Support in liaising with HelpAge International's bankers and other financial institutions as necessary to improve in managing our cash reserve.

Systems management and development

The post holder has the responsibility to maintain and develop financial system (SUN system and Vision reporting) that cater for the needs of the organisation as well as the local needs of regional and country offices. The post holder is also expected to contribute in the development and improvement of financial policies and procedures in collaboration with UK based teams.

Key areas of responsibility include:

- Take a lead role in maintaining and developing the financial system (SUN and VISION).
- Helping build and deliver continuous improvement plans in financial systems and processes
- Be the contact person to liaise with financial system support and maintenance provider to resolve system issues and system development projects. Lead on any upgrades, implementations and improvements to the finance system.
- Contribute to the efficient running of the department by being proactive in the development of procedures and the improvement of standards across the organisation.

Management Accounting

The post holder has the responsibility for UK based restricted and unrestricted project budgets and production of organisational financial management information

Key areas of responsibility include;

- Take a lead role in preparing monthly Management Accounts pack including financial analysis.
- Collate/analyse corporate level financial information for internal and external use. Advising and assistance in preparing budgets for UK based projects and budgets.
- Preparing internal monitoring reports and interpreting these with Programme/project Managers.
- Preparing financial submissions to donors with the Programme/project Managers.
- Providing financial advice to contract managers as per the contract management guidelines.
- Support UK managers in understanding and monitoring their budgets.

General

- To undertake any other tasks as designated by Head of Finance

Person Specification

Essential

- Qualified with a recognised financial qualification (e.g. ACCA, CIMA)
- Good knowledge of major financial systems for mid-size organisation preferably SUN financial system and Vision Reporting software.
- Demonstrated experience in preparing corporate level statutory accounts in accordance to SORP requirements.
- Understanding of donor requirements and the management of restricted funds.
- Experience of working with different currencies.
- Demonstrated experience in the preparation, production, and interpretation of monthly accounts.
- Good organisational and planning skills to manage workload and work to deadlines.
- Good analytical skills and the ability to think logically.
- Good attention to detail and high levels of accuracy.
- Sound communications and reporting skills (verbal and in writing).
- Excellent IT skills; confident use of Excel spreadsheets and Microsoft Word software packages. Aptitude and knowledge to maintain and develop IT based financial system.
- Co-operative and supportive team player.
- Commitment to the aims and values of the organisation and the department.
- Ability to work across cultures. Willing to work with finance and non-finance staff to explain and improve their understanding of financial information and systems.

Desirable

- Working in the finance function of a not-for-profit / charitable organisation
- In depth knowledge of Vision reporting software and SUN accounting systems
- Willing to travel overseas.