

## JOB DESCRIPTION

<b>Job Title:</b>	Assistant Accountant
<b>Department:</b>	Finance, Operations & Support Services (FOSS)
<b>Grade &amp; Salary:</b>	C & £26,769 gross per annum (pro rata)
<b>Location:</b>	Head Office, London
<b>Contract:</b>	Fixed term (12 months), 3 days per week (Monday, Wednesday & Friday)
<b>Responsible To:</b>	Head of Finance
<b>Relations with Others:</b>	There will be a need to work closely with staff of all other departments and International Offices.

### 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.

### Purposes of the Job

The Assistant Accountant is responsible for the accounting of financial transactions relating to Head Office, support UK budget holders in understanding and monitoring their budgets, the processing of financial returns and the maintenance of UK bank accounts.

### Job Activities

The Assistant Accountant has the following list of responsibilities:

#### *UK Income & Expenditure*

- Processing of UK payments into the internal banking system and onto our accounting system (Sun Accounts).
- The issuing of travel advances , the payment of all expenses and reconciliations
- To be responsible for the operation of the secretariat petty cash accounts.
- In both case the postholder will ensure that information is accurate, in prescribed formats and meets all internal reporting requirements. They will be expected to support and advise the relevant staff where this is not the case.
- Monitor Income receipt and record to the correct source of income or donor
- Ensure that all asset and liability accounts are reconciled on a monthly basis. Monthly sign off checklist is completed and filed.

#### *Banking*

- Maintaining all UK Bank Accounts and undertake monthly reconciliations.
- Regularly update the cash monitoring sheet highlighting any potential issues.
- Processing payments on the online banking system.

- Processing cash transfers to International Offices ensuring that funds are available to cover these transfers.
- Liaising with HelpAge International's bankers and other financial institutions as necessary in furtherance of the above.

### *Financial Accounting*

The Assistant Accountant is the primary point of contact for international offices cash transfer and uk based staffs in relation to all aspects of financial accounting. Key areas of responsibilities are:

- Advise on the accuracy of bank and cash transfer requests.
- Ensuring that the organisations internal controls and procedures are properly applied.
- Responsible for ensuring authorisation and security is maintained on all UK income /expenditure.

### *General*

- Contribute to the efficient running of the department by being proactive in the development of procedures and the improvement of standards across the organisation.
- Support the year-end procedure, ensuring that all financial returns are completed accurately and to the required timescale.
- Prepare secretariat budget monitoring reports and advise Budget Holders with key issues highlighted.
- Ensure that documents are filed properly for ease of access and traceability.
- Manage payroll entry and reconciliation when requested
- Ensure that Fixed Asset Register is maintained and up-to-date.
- Prepare VAT return and submit to HMRC on time
- To undertake any other tasks as designated.

## **Person Specification**

### **Essential**

- AAT qualified or relevant accounting experience.
- Experience of working with different currencies and making overseas payments.
- Knowledge and understanding of the operation of computerised accounting system.
- Excellent organisational and planning skills to manage job 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.
- Co-operative and supportive team player.
- Commitment to the aims and values of the organisation and the department.
- Ability to work across cultures.

### **Desirable**

- Working in the finance function of a not-for-profit / charitable organisation.
- Knowledge of SUN computerised accounting systems.
- Knowledge of Vision (Reporting Package).