



Commonwealth Foundation

Job Description

Role: Finance Assistant

Reports to: Finance Manager

Direct Reports None

Primary Accountabilities

Assisting the Finance Manager in managing, processing and troubleshooting various accounts and transactions.

Key Accountabilities

1. To assist the Finance Manager in the processing of all financial data including but not limited to, invoices, receipts, expense claims, BACS, international payments, cheques and petty cash.
2. Verify payment requests ensuring appropriate supporting documentation and approvals.
3. Assists the Finance Manager with the calculation and distribution of any associated travel costs, subsistence/per diems management for colleagues and sponsored delegates.
4. Assists the Finance Manager in ensuring up to date Finance Handbook.
5. Assists in the delivery of the Procurement Policy.
6. Works with the Finance Manager and Executive Officer to ensure all contracts of the Foundation are processed and logged in accordance with internal procedures and are legally compliant.
7. Performs routine calculations to produce analyses and reports as requested by the Finance Manager.
8. Helps oversee and manages individual bank accounts including credit card reconciliation.
9. Collects and enter data for various financial spreadsheets as required.
10. Assists the Finance Manager to submit VAT claims to the Foreign and Commonwealth Office.
11. Assists the Finance Manager with all preparation for annual audit process.
12. Assists the Finance Manager to ensure the HMRC RTI submission has regular, real time information.
13. Adheres to the Foundation's financial policies and procedures.

Common Accountabilities

1. Given the strong focus on gender equality in the Foundation's strategic plan 2017-2021, will support all efforts to integrate gender equality and its intersectionality into own programme area of work. Will work with the Programme Manager, Participatory Governance and Gender to ensure "Gender Integration Guidelines" are fully adhered to.
2. Will support all processes around Learning and Knowledge Management through own programme area of work. Will improve integration and facilitation of knowledge sharing both internally and where appropriate, externally. Will work with the KM team to ensure results are harvested and documented through monitoring and assessment and will work with Communications Officer in the dissemination of results and good stories.
3. Works closely with the Finance Manager for compliance with all financial policies and procedures.
4. Works closely with the teams to contribute to the Foundation's commitment to build a culture of learning in Participatory Governance through the implementation of a communication for development policy.
5. Ensures the application of results-based management (RBM) standards and agreed upon indicators.
6. Represents the Foundation at meetings, functions and events, some of which may occur outside normal office hours and may involve long-distance travel.
7. All responsibilities should be carried out in a manner that is responsible, professional, financially sound, participatory, and sensitive to local needs, culture and politics and in accordance with Foundation policies and procedures.
8. Performs any other reasonable duties and tasks as requested by the Foundation.

Person Specification

Essential

1. Commitment to the Foundation's vision, mission and values.
2. Track record working in a financial arena.
3. Knowledge of accountancy software - SAGE 50 Accounts and Payroll.
4. IT skills - highly proficient in all aspects of MS Office.
5. Self-starter, able to work pro-actively, think ahead and multi-task in a fast moving environment.
6. Exceptional organisational skills and flexible attitude.
7. Proficient interpersonal and communication skills; demonstrating a clear and articulate standard of written and verbal communication.
8. Attention to detail.

Desirable

1. Appreciation of the international arena, ideally in a diplomatic or not for profit organisation.
2. Either has obtained or is working towards any relevant professional finance or accounting or part-qualification (ACCA or equivalent).