

JOB DESCRIPTION

ROLE TITLE: Finance Officer 20% to 40% FTE (1 to 2 days per week)		
SALARY RANGE: £33,173 - £35,106 prorata	TEAM: PBI UK	REPORTS TO: Director

ROLE PURPOSE:

To have sole responsibility for the finance function, reporting to the Director and to the Finance Committee. The role is based in PBI UK's office at 1b Waterlow Road, Archway, London, N19 5NJ, with some scope for home working.

KEY ACTIVITIES:

- Carry out all bookkeeping
- Carry out monthly controls: bank reconciliation, balance sheet reconciliations, etc.
- Process payments and receipts
- Maintain payroll and all associated activities
- Produce and present quarterly management accounts to Director and Finance Committee
- Attend regular Finance Committee meetings
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- Draft annual budget in collaboration with Director, Fundraiser and Finance Committee
- Provide financial information and expertise for funding applications
- Provide financial information and analysis as required for reports to funders, annual report, PBI International Office, and at the request of the Director
- Organise all aspects of the annual audit including the preparation of draft statutory accounts and draft trustees' report
- Maintain relationships with key external stakeholders: auditors, bankers, insurers
- Make all statutory submissions to Charities Commission, Companies House, and HMRC

KEY SKILLS & KNOWLEDGE:

Technical skills

- Proficient user of Microsoft Office applications, particularly Excel (essential)
- Knowledge of UK Payroll legislation and processes (essential)
- Knowledge and experience of accounting software such as Sage / Moneysoft Payroll Manager (essential)
- A qualification in accounting such as AAT, ACCA etc. (desirable)
- Experience of annual auditing processes (essential)
- Experience of working in the charity sector (desirable)
- Experience of preparing budgets (essential)

Personal Qualities

- Able to work cooperatively and productively with other team members and across other PBI entities
- Diligent and well organised with strong attention to detail
- Strong interpersonal, communication and analytic skills
- Able to work flexibly and responsively to meet the needs of the organization
- An understanding of and an empathy towards PBI's mission