



Job Description

Post Title:	Finance Officer
Location:	The HFHGB Office in Slough
Background:	The vision of Habitat for Humanity is a world where everyone has a safe and decent place to live. Habitat for Humanity Great Britain (HFHGB) www.habitatforhumanity.org.uk is part of the international Habitat for Humanity network that strives to eliminate poverty housing from the face of the earth, ensuring that every child and every human being has a safe, healthy and decent place to lay down their head at night. Habitat for Humanity undertakes a range of activities to achieve this goal, but requires a strong financial function to ensure that activities are well managed.
Job summary:	HFHGB is going through a period of significant change, including migration to a new accounting system (SunSystems) and associated changes of all business processes. We are looking for a Finance Officer to become a key member of the Finance Team, responsible for all routine finance tasks. Because of the significant changes taking place at the moment big part of the role will be in testing and refining the systems, rather than just following directions.
Flexibility:	Habitat for Humanity Great Britain is a small charity that is seeking to rapidly expand its activities and impact to fight poverty across the world. This means that the organisation must be adaptable and have an ambitious, dynamic and flexible staff team. It is a requirement of the post holder to be flexible in terms of line management, and duties and responsibilities. Your statutory rights are not impinged by this flexibility clause.
Responsible to:	Finance Manager
Responsible for:	Volunteers and Interns
Hours:	37.5 hours per week

Areas of responsibility:

1. Purchasing / Expenditure

- Administering commitment and invoice approvals in line with the Delegation of Authority matrix;
- Coordinating and verifying invoice coding by non-finance staff and direct coding of some categories of expenditure;
- Administering and reconciling company credit cards and administering staff expenses (HFHGB does not hold petty cash);
- Administering transfers to international partners adhering to policies and procedures of HFH International;
- Other ad hoc payments, including foreign currency transactions

2. Income / Donations

- Working with the Fundraising team to ensure all income is appropriately coded and documented;
- Importing grants and donations data from CRM system (Raiser Edge) to the accounting system (SunSystems v.6), reconciling to bank account;
- Coding, processing and reconciling other income;
- Assisting with Gift Aid claims

3. Bank

- Administering weekly payment runs and coordinating timely authorisations (NetWest online banking system);
- Processing of all international transfers;
- Physical banking of cash and cheques, occasional cash and cheque payments;
- Bank accounts reconciliation

4. General queries

- Dealing politely and efficiently with questions from inside and outside the organisation;
- Dealing assertively and effectively with cases of deviations from policies and procedures by non-finance staff

5. Record keeping

- Complete and accurate record keeping bearing in mind detailed level of audit compliance;
- Logical filing of evidence of transactions, primarily electronic

6. Other Duties

- Assisting Finance Manager and other relevant staff with finance related duties;
- Assisting with the annual audit and preparation of annual accounts;
- Additional finance admin duties as required

Skills, knowledge and experience

1. Qualifications: bookkeeping, business administration, or AAT. We will also consider applicants from other disciplines with relevant skills/experience. Some technical/IT background would also be an advantage
2. Proven experience in a finance role is a must. Charity sector experience and/or comprehensive experience of purchase ledger would be an advantage
3. Strong analytical skills, in particular ability to implement and maintain logical systems
4. Excellent accuracy, attention to detail, and consistency are a must
5. Highly IT literate with good working knowledge of Microsoft Office. Ability to use Excel on an intermediate level is a must

Personal attributes

6. Committed to the mission and values of HFHGB
7. Flexible and able to work in the context of organisational change without losing focus on deadlines and business continuity
8. Assertive in communicating with other members of staff and dealing with problems
9. Able to deal with complexity and ambiguity in a calm, efficient and focussed manner
10. Able to work within a diverse, international team

Please refer to the above points in your application. Please note that we are not expecting you to fully meet all the criteria but we will be assessing your application, interview and practical test on their basis.