

Job Description

Job Title:	Senior Finance Officer
Reference:	UK100J8
Rate:	£400 per day (including VAT if relevant)
Days:	34 days spread over calendar year
Location:	Virtual but will be office based in London in the future

Job Purpose:

To support financial decision making in UK100 and the decision making across UK100 and the Board of Directors. The role will also be responsible for reviewing and updating a three-year financial plan for the organisation, working with UK100 staff, Board Members and acquiring external financial advice where necessary.

Key responsibilities:

- The role will work with a consultant Bookkeeper and colleagues across UK100 to ensure that the organisation's financial affairs are orderly, well planned and strategically aligned
- To review and update the UK100 three-year financial plan for the organisation, acquiring external financial advice where necessary.
- Administration of Company Secretarial duties.
- Provide oversight of the production and maintenance of organisational budgets for projects and programmes
- Support the production and review of monthly management financial accounts - carried out by the Finance Officer.
- Oversight of the production of Annual Statutory Accounts - with support from an external firm of accountants
- Oversight of financial bookkeeping - carried out by the Finance Officer.
- Oversight of the production of cash flow projections - carried out by the Finance Officer.
- Work across the UK100 team to introduce, review and refresh key financial control policies and practices
- Review quarterly and annual VAT return calculations, including introducing a partial recovery methodology
- We are a small team. Ad hoc duties will thus arise, and every staff member is expected to support the team efforts.

Place in organisational structure:

The post holder will report to the Director.

Key relationships:

Internal: Director
 Finance Officer
 Policy Director
 Programmes & Operations Manager
 Campaigns Manager
 Operations Assistant
 UK100 Finance lead Board member

External: UK100's accountants
 Auditors & tax advisors
 Banks
 Finance staff of major funders

Working Conditions:

The postholder can be based in the UK100 London office, and will be expected to be flexible in the ways hours are worked

Special Note:

This job description does not form part of the contract of employment, but indicates how that contract should be performed. The job description may be subject to amendment in the light of experience and in consultation with the post holder.

Compiled: Director
Date last revised: August 2020

Person Specification

Criteria	Essential
Qualifications, education and training	<ul style="list-style-type: none"> - Educated to degree level or equivalent - Fully qualified accountant - Hold membership of a recognised accounting institute
Experience	<ul style="list-style-type: none"> - Involvement in or leadership of an organisations' financial strategy - Preparation and management of organisation budgets - Preparation of effective management reports
Skills and abilities	<ul style="list-style-type: none"> - Effective supervisory and management skills - Excellent communication skills - Financial management skills
Knowledge	<ul style="list-style-type: none"> - Up to date knowledge of relevant financial legislation, accounting conventions and best practice
Other	<ul style="list-style-type: none"> - Committed to UK100's vision

Closing Date: 20th September 2020 23.59 GMT

Interviews: Will be held virtually week commencing 21st September 2020

Application Details: Please send a CV (max 2 pages) and a cover letter that sets out how you would take forward the role and what you see as the main priorities (max 1 page) to: jobs@uk100.org