

<b>Role</b>	<b>Finance Officer</b>
<b>Location</b>	Central London
<b>Salary</b>	£23,424
<b>Reports to</b>	Management Accountant
<b>Closing date</b>	26 April 2019 at 5pm

### About the role

Are you a graduate wishing to pursue a career in accountancy with one of the most highly regarded international charities in the world? If you are looking for change and a brilliant learning opportunity, this Finance Officer position with Raleigh International could be the right move for you. This role offers the chance to learn about the international development sector in a progressive, exciting and growing organisation plus an opportunity to complete an accounting qualification.

As a key member of the Raleigh International Finance team, the Finance Officer will work with the Management Accountant and Assistant Management Accountant, processing income and expenditure transactions and producing reports. The Finance Officer is tasked with ensuring timely information is recorded in the Finance system and CRM database (Netsuite) so that Raleigh International can track volunteer numbers, volunteer income and expense payments. The position works closely with the Fundraising team to ensure that donations are correctly recorded. Excellent communication skills are essential, as is the ability to build good working relationships with a range of people.

### Accountabilities

#### Income Accounting and Reporting

- To process volunteer and volunteer managers' applications and allocate them with an Expedition code. To process financial implications of any applications subsequently deferred or withdrawn.
- To create ICS customer record in Netsuite for new ICS volunteers and team leaders with information downloaded from Jobscience on a weekly basis.
- To set up ICS volunteers and team leaders fundraising targets.
- To update on a daily basis JustGiving – volunteer, volunteer manager, ICS2b volunteers and team leaders -accounts with their Raleigh ID.
- To deal with volunteers', volunteer managers', and team leaders' outstanding balance queries.
- To prepare fundraising deadline calendars and to remind volunteers and volunteer managers of fundraising deadlines by email, text and phone.
- To reconcile individual volunteer and volunteer manager accounts.
- To report volunteers withdrawn and signed up statistics.
- To prepare and submit Gift Aid claims on a quarterly basis.
- To reconcile at least monthly the banking suspense account and to identify unallocated payments.
- To produce weekly/periodical reports summarising fundraising activity for volunteers and volunteer managers.

## **Receipt Processing**

- To process debit/credit cards payments from volunteers, volunteer managers and individual donors.
- To record donations received from Just Giving, Virgin Money Giving and Paypal websites or any other fundraising platforms weekly.
- To record donations received from Rapidata relating to direct debit giving fortnightly.
- To record income received by bank transfer in NetSuite.
- To record cash and cheque donations in the 'post book' and NetSuite, and bank weekly.
- To record fundraised donations including any information on restrictions.

## **Purchase ledger**

- To process Barclaycard statements monthly.
- To process ICS volunteer expenses and prepare payments.

## **Other**

- To order office stationery and keep stationery area clean and well stocked.
- To oversee opening of post with the Accounts Assistant.
- To assist with the preparation of information and documentation for the Group's auditors.
- Any other ad hoc administrative responsibility that might be required from time to time.
- To perform other duties as requested by the Director of Finance and Corporate Services or the Management Accountant.

## **Person Specification**

### **Essential**

- AAT or working towards AAT, ICAEW or similar qualification.
- Excellent attention to detail, reliability, and a hands-on approach.
- Flexible, willing to adapt and develop in a fast-paced, evolving environment.
- Strong communicator with both internal and external stakeholders.
- Ability to deal with complex accounting process.
- Enthusiastic with a positive "can-do" attitude.
- Excellent IT skills, including intermediate Excel skills.
- Experience of a customer services role or credit control.

### **Desirable**

- Pursuing a career in accountancy (training for the AAT or ICAEW qualification may be offered to suitable candidates).
- Dealing with foreign currency.
- Knowledge of NetSuite CRM and finance system.

## About Raleigh International

Raleigh International is a youth-led sustainable development charity. We focus on working for and with young people to inspire and make positive change in four areas: promoting youth in civil society, providing access to safe water and sanitation, protecting vulnerable environments and building livelihoods and enterprises.

Our way of working to achieve impact is by engaging young volunteers through delivery programmes: Raleigh Expedition, International Citizen Service (ICS), a UK government-funded development programme, and national youth programmes where we work solely with local youth volunteers in-country.

By working through youth, we develop young leaders and ensure young people are connected, valued partners in development.

## Our values

Our values are at the heart of our work. They guide how we do what we do. They are shared by our staff, supporters, volunteers, project partners and the communities with whom we work.

### ➤ **Find the courage**

We find the courage to step out of our comfort zone and create change.

### ➤ **Never give up**

We have the grit, determination and resilience to get the job done.

### ➤ **Open to discovery**

We are open-minded to trying new things and learn from one another.

### ➤ **Act with Integrity**

We act with honesty and respect, and we take responsibility for doing what we say.

### ➤ **Create Impact together**

We seek to maximise long-lasting impact in everything we do.

## Other Information

### **Holiday entitlement**

The holiday entitlement for full-time staff is 25 working days per year, plus 8 public holidays. Part-time staff receive a pro-rated entitlement.

### **Office hours**

Normal office hours are Monday to Friday, 9am - 5pm, though staff can vary their start and finish times between 8am - 4pm and 10am - 6pm.

Weekend, early morning and evening working may be required in the following circumstances: to attend events and meetings and on overseas field trips.

### **Employment eligibility**

To be considered for this role applicants must have British Nationality or have a right to live and work in the UK.

### **Safeguarding and Vulnerable Adults**

Raleigh International is committed to ensuring the health, safety, welfare and development of all young people with whom it works regardless of gender, age, stage of development, disability, sexual orientation, religion, culture or ethnicity. All participants who take part in activities organised by us should enjoy taking part in these without fear of harm. We guide all staff and volunteers to show respect for and understanding of young people's rights and their safety and welfare and by so doing, conduct themselves in a way that reflects our principles.

### **Anti-Corruption Policy**

It is Raleigh International's policy to conduct organisation business honestly, and without the use of corrupt practices or acts of bribery to obtain or receive an unfair advantage.

Raleigh is committed to ensuring adherence to the highest legal and ethical standards of organisation conduct. This must be reflected in every aspect of the way in which we operate. We must conduct all our dealings with integrity. Bribery and corruption harm the societies in which these acts are committed and prevents economic growth and development.

Any breach of Raleigh's policy will be regarded as a serious matter and will be dealt with under our disciplinary procedure. In serious cases, it may be treated as gross misconduct leading to summary dismissal.