**ARTICLE 19**

**JOB DESCRIPTION**

**Financial Accountant**

### Job title: Financial Accountant

### Reporting to: Head of Financial Coordination

Key relationship Programme Directors, Treasurer,Finance Assistant, Senior Contract Compliance Officer, Fundraising Officer, Regional Programme Directors and Finance staff

Working Hours 3-4 days / week

### Starting Salary: £34,000 per annum (pro rata) depending on experience

**JOB SUMMARY**

The Financial Accountant plays a critical role in ensuring that the financial management of ARTICLE19 is effective and that robust financial reporting mechanisms and procedures are in place to support the organisation’s work. The Financial Accountant shall assume the primary responsibility for the production of internal management accounts and the year-end annual accounts for audit

The post also contributes to the strategic development and direction of ARTICLE19 and deputises for Head of Financial Coordination in their absence.

**KEY RESPONSIBILITIES**

**Financial Accounting Control:**

* Implement regular month-end accounting procedures, including control accounts and bank reconciliations on all bank accounts
* Ensure that regular regional Quarter-end accounting procedures are implemented, including bank reconciliations on all bank accounts in the regions
* To support Head of Financial Coordination in the development and implementation of project cost allocation tools for indirect costs and overheads
* To undertake any other ad hoc tasks which may be required commensurate with the role

**Reporting**

* Prepare donor accounts for any project audits
* Prepare statutory accounts for annual audits
* Liaise with the Auditors during audits
* Ensure that all reports are accurate, timely and inline with statutory (SORP 2) and donor requirements
* Prepare quarterly statements of income and expenditure and a quarterly balance sheet for the Senior Directors and Financial and General Purposes Committee
* Prepare quarterly Management Accounts for the Operational Directors, program heads, project managers and other budget holders, in order that they can make efficient and cost-effective management decisions

#### PERSON SPECIFICATION

# Essential

* possess a degree in accountancy or finance
* Knowledge of statutory financial reporting requirements ( SORP)
* Experience of NGO financial reporting
* experience of computerised accounting systems preferably Quickbooks
* strong IT skills (preferably involving experience of Excel, Word and Outlook)
* good communication (verbal and written) and interpersonal skills
* ability to support and motivate non finance staff
* ability to train administration and programme staff in record-keeping and finance reporting
* good planner, both short-term and long-term
* Must have the right to work in the UK
* fluency in written and spoken English
* Experience of working in culturally diverse organisations

## Desirable

* a recognised accountancy Qualification or part qualified
* Experience of working with key institutional donors (e.g. EC, SIDA, DFID)
* demonstrable interest in and commitment to the voluntary sector
* appreciation of the role of freedom of expression and access to information
* spoken French, Spanish or Portuguese would be an advantage