



## **ARTICLE 19**

### **JOB DESCRIPTION**

#### **Finance Assistant**

Responsible to:	Management Accountant
Key relationships:	Head of Finance, Regional and London based finance and programmes staff
Contract:	1 year renewable
Working hours:	Full time (37.5 hours per week)
Starting salary:	£24,190 - £26,940 per annum
Location:	Head Office, London.

### **BACKGROUND**

ARTICLE19 manages a budget of approximately £4 million per annum. It has seven offices across the world, working in collaboration with several partners and affiliates, defending the right to Freedom of Expression and Freedom of Information.

The accounting functions of ARTICLE 19 are provided by the Finance Unit in London and by local accountants in regional and country offices, liaising with Programmes management and support teams. The Finance Unit provides financial and management accounting services; develops and improves financial systems, policies and procedures, carries out compliance reviews of financial policies and contractual requirements, and provides financial training services to the organisation.

The level of finance and contract management capacity varies across offices, depending on a number of factors i.e. how long offices has been established, availability of skilled human resources in the area, staff turnover or the knowledge of requirements from donors or local authorities. This evolving context results in varying financial and contract management capacity in overseas offices that requires different type of intervention to support and capacity build activities from Finance unit in London office.

## **ROLE PURPOSE**

To provide bookkeeping and other finance support to the management accountant in order to maintain a robust financial management system within the organisation.

## **KEY RESPONSIBILITIES**

- Post invoices, bills, bank receipts and payments into the accounting software, ensuring correct identification of nominal account and class.
- Process cash advances, bank transfers and expenditure reports.
- Process regional returns, ensuring all supporting documents are reviewed and filed appropriately.
- Process regional transfer requests, ensuring follow up action and liaison with regional office as required.
- Provide updates on project funds position to program heads/officers on a regular basis.
- Process payments on a weekly basis using an electronic banking system and undertake daily monitoring of bank balances to ensure liquidity.
- Provide support in the preparation of month end accounts, journal postings and in all year end and audit operations.
- Preparation of monthly payroll and ensure pension and HMRC payments are made on time.
- Undertake monthly bank reconciliations for pounds sterling and foreign currency accounts.
- Undertake monthly reconciliations of credit card accounts and processing of petty cash.
- Run QuickBooks reports for managers as and when required.
- Undertake such other tasks which may be assigned by the Management Accountant.

## **PERSON SPECIFICATION**

### **Essential**

- Educated to degree level and/or working towards a recognised accountancy qualification.

- 2 years' experience assisting with financial/accounting work, including processing invoices, cash advances, payroll, etc.
- Experience of working in an organisation where the accounting requirements are complex and the income sources varied.
- Experience of managing a range of budgets.
- Ability to work effectively and efficiently to agreed deadlines.
- Ability to work with minimum supervision.

**Desirable**

- Experience of QuickBooks Accounting system.
- Knowledge of at least one other language, particularly French, Spanish or Portuguese
- Experience of working with key institutional donors (e.g. EC, SIDA, DFID,FCO)

**Other**

- Must have the right to work in the UK.
- Cultural sensitivity and commitment to equal opportunities.
- Willingness to work outside normal working hours including weekends and evenings.