

JOB DESCRIPTION

Job Title: **Finance Officer**

Job Purpose: The Finance Officer is responsible for supporting the smooth functioning of Peace Direct's financial operations, as well as ensuring that the financial systems and processes are maintained.

Responsible to: Head of Finance and Operations

Key Tasks

Financial processing and recordkeeping:

- Recording transactions on to Quickbooks, ensuring that all income and expenditure is posted to the correct unrestricted and restricted funds
- Preparing all payments (international transfers, invoices etc)
- Running periodic checks to ensure accuracy and completeness of data
- Paying out petty cash and maintaining all records for petty cash
- Preparing month end reports and carrying out reconciliations of all balance sheet accounts on a monthly basis.
- Preparing draft management accounts
- Support the continuous improvement of finance systems and procedures, under the direction of the Head of Finance and Operations
- Preparing monthly salaries and ensuring that monthly salary data is submitted to HMRC
- Work with International Programmes (IP) team to contribute to good flow of information between Finance and IP teams
- Contribute to correct and efficient grant monitoring and reporting as required and by carrying out above duties
- Providing any other support under the direction of the Head of Finance & Operations

Internal Relations:

- Work very closely with PD staff to help deliver PDs strategy
- Perform any other tasks as directed by the Head of Finance and Operations

Environment:

- The position is based at PDs office in Hackney, east London.

Discretion to Act:

Working within the framework of the strategic plan, the post holder will take responsibility for his/her own work and for reaching targets set for him/her.

Person Specification

Essential:

- Educated to degree level and/or working towards a relevant accounting qualification
- An enthusiasm for finance and accounting
- Some experience of working with accounting packages such as Quickbooks
- An excellent working knowledge of Microsoft Word and Excel
- Experience of initiating and processing banking transactions, including on-line and in foreign currencies
- Accuracy and good attention to detail
- Well organised, taking a systematic approach
- Ability to set own work timetable, meeting organisational deadlines and keeping all finance systems up to date

Desirable:

- Experience of using CRM databases such as Salesforce.