

Finance & Admin Officer: Job Description and Person Specification

Job Title: Finance & Admin Officer

Location: Temwa Office, Portland Square, Bristol

Closing Date: 24th February 2016

Start Date: March/April 2017

Duration of work: 1 day per week

Salary: competitive

Job Description: We are looking for a part-time Finance and Admin Officer. The successful candidate will need to be honest, confident and experienced, and ideally will have an interest in international development. They need to be an organised individual who can work to strict deadlines.

The Finance & Admin Officer will assist the Fundraising Manager, Managing Director, Communications & Fundraising Coordinator, and the UK office team with weekly finance & admin operations. Their specific role will include: book keeping, preparing quarterly management accounts, monthly P&L and cash flow, as well as admin support for the UK office, ensuring there is efficient management of the finance office and sufficient controls in place.

Key Duties:

1) Finance:

- Updating book keeping records on a weekly basis, ensuring all income and expenditure is accurately recorded.
- Optimising cashflow whilst ensuring the timely payment of invoices and transfers to Malawi.
- Preparing monthly P&L reports for the Fundraising Manager and Managing Director to review.
- Preparing monthly cash flow reports for the Fundraising Manager and Managing Director to review.
- Preparing quarterly management accounts and other analyses for the Managing Director and the Board of Trustees.
- Regular reconciliation of bank accounts and other balance sheet accounts.
- Liaising with the payroll bureau to ensure staff are paid correctly and on time.
- Overview of monthly accounts and analyses from Malawi.
- Supporting the external accountants with preparation of annual accounts, ready for independent examination.
- Developing and improving accounting processes and procedures.
- Maintaining financial records to ensure their accuracy and that they meet regulatory and statutory requirements.

2) Administration/Support:

- Purchasing items required for UK office and fundraising activities.
- Support with advertising of posts for recruitment.
- Support with maintaining HR files.
- Contribute to special projects as needed.
- Working on relevant policies for the organisation.
- Looking at systems used and suggesting improvements.
- Creating procedures that will improve the efficiency of our UK office & fundraising activities.

Experience, qualifications and requirements:

- Experience of book keeping essential.
- Good IT and word processing skills essential.
- Excellent written and verbal communication skills essential.
- Knowledge of financial systems, preferably QuickBooks, essential
- Knowledge of financial regulation, legislation and current practice (including charities) highly desirable.
- Relevant qualification, e.g. AAT or equivalent, desirable.
- Experience of working or volunteering with NGOs or charities desirable.

About Temwa

Temwa was registered as a UK charity in December 2003 and currently employs 36 full time members of staff in Malawi, with a full time Managing Director, part time Fundraising Manager, part time Programmes Development Manager, part time Trust Fundraising Coordinator, full time Communications & Fundraising Coordinator in the UK, who are supported by a team of part time interns and volunteers. As a rapidly growing NGO, working as a key part of the UK team will give you a pivotal role in the organisation's ongoing development. As the Finance & Admin Officer, you will have the opportunity to put your previous experience into great use whilst learning an array of new skills; you will directly see the benefit of the work undertaken in the UK and how it supports the projects in Malawi.

To apply, please send a CV (2 page maximum) and covering letter (1 page maximum) to sally@temwa.org