



Job title	Finance and Administration Officer
Date reviewed	November 2020
Purpose	To support the Head of Finance in ensuring that appropriate accounting, control and reporting processes are adhered to.
Responsible to	Head of Finance
Responsible for	Day to day finance related processes and provide administrative support to all the team.
Location	London, UK (currently home working, some flexible working considered)
Working Hours	Full time, 37.5 hours per week
Period	Permanent
Salary	£27,000 - £29,000 per annum, dependent on experience

Summary:

This role offers an ambitious and enthusiastic candidate the opportunity to join our friendly dynamic small team. This is an important role providing finance and administrative support across the organisation and is expected to contribute actively to the improvement and development of Transaid.

About the role:

Transaid is an international development organisation working to transform lives in the developing world through safe, available and sustainable transport. This is an exciting opportunity for a dynamic, ambitious individual with previous strong charity accounting and administrative experience looking into broadening their experience and knowledge working in an international development organisation. They will be responsible for ensuring that financial transaction processing is completed accurately and in a timely manner. The role requires good accounting skills and understanding, a sound grasp of double entry accounting and a willingness to learn more. We are looking for someone who is able to work independently and has the ability to solve problems. An individual who will demonstrate a positive attitude and will thrive on working in a small organisation which is committed to transforming lives.

January 2021 marks the beginning of a new organisational strategy for Transaid, with an investment in the growth and strengthening of the finance department a key part. Working alongside the Head of Finance this is your chance to play a part in the fundamental change we are trying to achieve.

You will enjoy working as part of a small and dynamic team who support each other to achieve great success.



Main Responsibilities:

Financial

- Ensure all supplier invoices are coded correctly, authorised and paid on time
- Enter supplier invoices and payments in Sage 50 Accounts
- Set up International and UK payments on the bank payment portal
- Ensure all approved staff expense claims are accounted and paid promptly
- Raise sales invoices and reports including credit control
- Banking of all cash and cheques received
- Post all bank receipts and payments
- Reconcile bank accounts
- Enter credit card transactions and file supporting documents correctly
- Manage the petty cash
- Produce and submit monthly Gift Aid claims to HMRC
- Assist the Head of Finance in Annual Audit preparation and year end procedures
- Support other teams with finance matters and explaining technical matters clearly
- Posting payroll journals and setting up salaries and PAYE payments in the bank
- Monthly processing of pension payments
- Any other general finance duties that may arise

Admin Support

- Support the teams with procurement of visas, flights and accommodation
- Administrative support for volunteers and consultants
- Maintain the annual leave records
- Responsible for stationery and other office purchases
- Ensure that office health and safety and risk assessments are up to date
- Day to day office administration and support
- Actively participate in the staff meetings, events and trainings



Person Specification

Essential

- Strong finance, organisation and administration skills
- AAT qualified or working towards ACCA/CIMA qualification or equivalent accounting qualification
- At least two years of accounting experience
- Good numeracy skills and understanding of double entry book keeping
- Proficiency in Sage 50 and MS office applications (Excel and Word)
- Be consistent, accurate and have an eye for detail
- Good written and oral communication skills
- Be flexible, adaptable, learn quickly and able to work in an ever-changing context of a growing organisation
- Have well- developed interpersonal skills, working well independently and as part of a small team and collaborating well with colleagues
- Be able to take the initiative and adopt a creative problem solving approach
- Commitment to the work of Transaid

Desirable

- Knowledge of UK gift aid process and rules
- Payroll and Pension processing experience
- Knowledge and understanding of VAT
- First Aid trained or willingness to be trained

Remuneration

We are offering a competitive salary, 25 days leave per annum and a generous pension scheme.

Closing date for applications

Please send your CV and a cover letter (maximum two pages) to **Mwiza Mkandawire, Head of Finance** at: mwiza@transaid.org by **Wednesday 9th December 2020**

Interviews:

First round the week commencing **14th December 2020** (via video conferencing)
Second round the week commencing the **21st December 2020** (ideally in person in London)

No agencies please.



About Transaid:

Transaid is an international development organisation that transforms lives in the developing world through safe, available, and sustainable transport.

We do this by building local skills and knowledge to make transport safer, cheaper and more effective, ensuring better access to the essentials for everyday life such as healthcare, education and training, and economic opportunities.

- **Our priority is the people on the ground**

Every driver should be able to leave for a day's work without the fear they may not come home because of a lack of training, or dangerous vehicles and roads. Every family should be able to access vital healthcare; nobody should be left behind. Every person should have the opportunity to build the skills they need to transform their future.

- **Our power comes from our strong partnerships**

We are a unique, passionate organisation that works with partners and governments to solve transport challenges in economically developing countries. We couldn't make a tangible, sustainable difference without our international partnerships and our corporate supporters in the UK.

- **Sharing expertise is our passion**

We are trusted by international organisations, governments, and communities, to share our knowledge, and to bring together expertise from other organisations. We have a unique technical reputation in the transport and development niche. We believe that knowledge should be open and accessible and have removed the Intellectual Property from our information to make sure it can be shared for the widest impact.

Transaid was founded in the mid 1980s by Save the Children and The Chartered Institute of Logistics and Transport (CILT) and our Royal Patron is HRH The Princess Royal, Princess Anne. Transaid has been an independent organisation since 1998.