



Finance Manager - JOB DESCRIPTION

African Revival is a charity working in the area of Education currently working in Uganda, Zambia and South Sudan. Office based in Send, Surrey – www.africanrevival.org. Flexible working from home optional.

Summary of Role: Responsibilities include maintaining accurate recording of financial information and regular reporting to Executive Director and the Board of Trustees - ensuring the charity remains compliant with all statutory financial regulations that apply to it.

Line Manager: Executive Director

JOB DESCRIPTION: The role includes, but is not limited to, the following:

1. To be responsible for maintaining the entire accounting function of the charity using Xero accounting software, inputting financial data and ensuring all reconciliations are completed by 10th of each month. Control and reconciliation of income and expenditure relating to major fundraising events, managing debtors and banking takings. Assisting in preparation of financial reports for donors as required.
2. To keep up to date with statutory regulations, guidelines and best practice for the financial management of charities, ensuring Trustees are properly advised of their statutory responsibilities.
3. To maintain, and amend where necessary, financial procedures and administrative systems to ensure accurate capture of financial information as required by statute, including cataloguing of all receipts and holding staff to proper filing of financial documents.
4. To maintain proper use of charitable funds, including restricted funds, ensuring that expenditure remains within pre-approved budgets and does not outstrip income.
5. To liaise with the payroll provider with regards to any changes by 17th of each month, arrange salary payments for 24th of each month (current UK staff x3). Maintain Pension Scheme records and liaise with Pensions Regulator.
6. To liaise with auditors to ensure that statutory obligations are met on a timely basis and final accounts are available for sign off at September Trustees Board Meeting.
7. To work collaboratively with staff in Uganda and Zambia, and any other partner organisations, speaking over the telephone and through Skype, helping them to maintain accounts and adhere to financial procedures that meet required standards for a UK charity.
8. To be the principal contact with the Charity's bank and the main administrator of the online and telephone banking.
9. To liaise with FX bank contacts for best rates facilitate bi-monthly overseas transfers and have awareness and monitoring of exchange movements.
10. To process claims for Gift Aid, during and up to end of financial year by 20th April.
11. To produce, in collaboration with other staff, annual budgets, cash flow projections for consideration by Trustees at the Finance Committee and Board meetings in February/March each year.
12. To provide regular financial reports, both verbally and in writing, to the Executive Director, Treasurer & Trustees including quarterly summary of income and expenditure, full monthly profit and loss and management accounts and cash flow projections.
13. To attend quarterly Finance Audit Committees, and Board Committee meetings if required.

The job description may be modified by African Revival from time to time.



What you'll need to succeed

- Must have prior Accounting experience
- Previous charity experience is ideal but not essential
- Previous experience on Xero accounting system is ideal but not essential
- Proficient user of Excel

What you'll get in return

- Working for a worthwhile organisation as part of a friendly and supportive team
- Flexible working hours x16 hours per week
- Salary pro-rated c. £15k per annum
- Statutory employer pension contribution
- Five weeks holiday per annum pro-rated for part time hours

Next steps

- Please send a copy of your CV and cover letter to info@africanrevival.org
- Closing date Friday 21st April 2023
- Shortlisted applicants will be notified by Wednesday 26th April 2023

African Revival is an Equal Opportunity Employer and actively encourages candidates of all backgrounds to apply for this position. **All applicants should have the right work in the UK.**