

JOB DESCRIPTION

Job Title:	Account Assistant
Department:	Finance
Grade & Salary:	UK Grade C; £28,000 gross per annum
Location:	Global team, UK
Contract:	Fixed term (12 months), Full Time
Responsible To:	Head of Finance

Background

HelpAge International is a registered charity in the UK, leading an international network focused on ageing issues and supporting older people globally. HelpAge works with 158 partners in 86 countries to help older people claim their rights and challenge discrimination and poverty, so that they can lead dignified, secure, active and healthy lives. HelpAge operates through a Global Team with staff based across the world. Through this structure HelpAge delivers its Strategy 2030.

HelpAge and Strategy 2030 – delivering real impact for older people

HelpAge International works with partners and a diverse global network of more than 150 organizations across 85 countries, supporting millions of older people to live safe, dignified and healthy lives. Through our partnership and collaborations, we work to ensure the inclusion of older people across society and strive to deliver a just and fair world for everyone, whatever their age. Our work is driven by our desire to deliver real impact for older people, to be inclusive, to work in partnership and to learn from our shared experience.

Our 2030 strategy *Ageing in a Just World* sets out how we will work together to shape the future we all share. By working together, we aim to help inspire a movement for change and through ensuring all our work promotes older people's wellbeing, dignity and voice, we can transform the lives of older people now and in the future.

Job Purpose

HelpAge International is seeking for a passionate, professional and experienced person to fill the position of Account Assistant. The job holder will work collaboratively and support the Finance team in managing income receipts, processing payments, handling reconciliations, documentation and filing, bank liaison among others.

We are looking for talent which thrives in collaborating with others (inside HelpAge International and beyond) and who can work in agile ways and across boundaries.

Key areas for impact/influence and responsibilities

The Account Assistant has the following list of responsibilities:

UK Income & Expenditure

- Processing of UK payments into the internal banking system and onto our accounting system (Sun Accounts).
- The issuing of travel advances, the payment of all expenses
- Reconciliation of debtors and creditors accounts.
- Monitor Income receipt and record to the correct source of income or donor
- Ensure that all asset and liability accounts are reconciled monthly. Monthly sign off checklist is completed and filed.
- The postholder will ensure that information is accurate, in prescribed formats and meets all internal reporting requirements. They will be expected to support and advise the relevant staff where this is not the case.

Banking

- Maintaining all UK Bank Accounts and undertake monthly reconciliations.
- Regularly update the cash monitoring sheet highlighting any potential issues.
- Processing payments on the online banking system.
- Processing cash transfers to International Offices ensuring that funds are available to cover these transfers.
- Liaising with HelpAge International's bankers and other financial institutions as necessary in furtherance of the above.

Financial Accounting

The Account Assistant is the primary point of contact for international offices cash transfer and UK based staffs in relation to all aspects of financial accounting.

- Advise on the accuracy of bank and cash transfer requests.
- Ensuring that the organisations internal controls and procedures are properly applied.
- Responsible for ensuring authorisation and security is maintained on all UK income /expenditure.

General

- Contribute to the efficient running of the department by being proactive in the development of procedures and the improvement of standards across the organisation.
- Support the year-end procedure, ensuring that all financial returns are completed accurately and to the required timescale.
- Prepare secretariat budget monitoring reports and advise Budget Holders with key issues highlighted.
- Ensure that documents are filed properly for ease of access and traceability.
- Manage payroll entry and reconciliation when requested
- Ensure that Fixed Asset Register is maintained and up to date.
- Prepare VAT return and submit to HMRC on time

- To undertake any other tasks as designated.

Let's talk about you

Person Specification

Essential

- AAT qualified or relevant accounting experience.
- Experience of working with different currencies and making overseas payments.
- Experience of reconciliation of balance sheets accounts
- Knowledge and understanding of the operation of computerised accounting system.
- Excellent organisational and planning skills to manage job workload and work to deadlines.
- Good analytical skills and the ability to think logically
- Good attention to detail and high levels of accuracy.
- Sound communications and reporting skills (verbal and in writing).
- Excellent IT skills; confident use of Excel spreadsheets and Microsoft Word software packages.
- Co-operative and supportive team player.
- Commitment to the aims and values of the organisation and the department.
- Ability to work across cultures.

Desirable

- Working in the finance function of a not-for-profit / charitable organisation.
- Knowledge of SUN computerised accounting systems.
- Knowledge of Vision (Reporting Package).

Safeguarding

HelpAge International is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with.

Therefore, you will also be responsible for:

- Preventing harm and abuse from our people, operations and programmes to anyone that encounters our work.
- Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism.
- Complying with all safeguarding framework policies and practices
- Completing mandatory training courses relating to our safeguarding policy framework and complying with HR vetting procedures.

Equal Opportunities

HelpAge International is committed to creating an inclusive working environment, promoting and providing equal opportunities and respecting diversity in

employment. We welcome applications from all suitably qualified individuals regardless of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Diversity and Inclusion

HelpAge International is dedicated to creating a diverse and inclusive environment for all its employees and extending the culture of inclusion into our work.

We believe that our workforce should reflect the wide diversity of the communities we serve, and that diverse voices should be elevated and intentionally integrated into our work. We embrace difference and diversity of identity, experience, and thought, and actively strive for inclusive behaviors across our organization and work regardless of gender, race, disability, age, nationality, ethnic/national origin, sexual orientation, religious beliefs, marital status, pregnancy, social status, and political beliefs