

Financial Accountant

Location	United Kingdom, London
Department	Business Support Team
Reports to (Line Manager)	Head of Finance
Grade	UK Grade D
Contract Type	Open-Ended

About HelpAge

HelpAge International works with partners and a diverse global network of more than 170 organisations over 90 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 ensuring that all our work promotes wellbeing, dignity and voice, we can be a positive influence in the lives of current and future older people.

HelpAge International is entering into an exciting phase of its evolution as we fundamentally transform what we do, how we do it and how we are organised. Driven by our commitment to the localization agenda, we are evolving the way we partner and deliver value at the country and local level. In the coming 3 years, we will localize our country offices and programmes, and develop new and diverse forms of partnerships globally. We seek to give primacy to local agents for change. To this end, we will replace all programmes delivered by HelpAge staff and resources on the ground with implementation by partners. This will apply across all our work -humanitarian and long-term development. Going forward, our value is framed around supporting, convening and thought leadership. A key way of creating value and bringing impact is collaborating across boundaries and by bringing different perspectives, skills and talent together. We will deliver our work through agile teams and a global operating model, with regional roots, to focus on impact and maintain the relationships at the national level to help build collaborations and support others to set their own agendas.

About the Portfolio / Department

HelpAge International raises and manages a budget of approximately £26 million per annum. The accounting functions for the organisation are performed by the Finance Unit at the Secretariat and by local accountants in 21 overseas offices, in liaison with Programmes and Resource development department staff. The Finance Unit is part of the Finance, IT and Support Services department. The Finance Unit provides financial and management accounting, training and audit services to the organisation.

About the Job

The Financial Accountant is responsible for the accounting of financial transactions relating to the London office, the processing of financial returns and the maintenance of the financial system. Supporting the UK and International teams in their financial accounting and reporting needs for their restricted and unrestricted funds and local statutory reporting requirements from the financial system. Supporting UK based departments in their financial and contract management needs. The post holder will be responsible for all financial system administration activities.

Key areas for impact/influence and responsibilities

The Financial and Systems Accountant has the following responsibilities.

Financial Accounting

The Financial Accountant is the primary point of contact for the London managed offices and Programmes staff in relation to all aspects of financial accounting. Key areas of responsibilities are:

- Prepare UK statutory accounts with the assistance of other UK finance staff.
- Support in liaising with HelpAge International's bankers and other financial institutions as necessary to improve managing HelpAge cash reserve.
- Review the bank, cash, and other reconciliations in collaboration with the finance team.
- Ensure that the organisation's internal controls and procedures for budgets and projects management are adhered to.
- Responsible for reviewing the monthly VAT accounting and the submission of HelpAge International's quarterly return to the tax authorities.

- Assist in developing and maintaining the organisation's fixed asset register and calculating the monthly depreciation charge.
- Ensure effective record keeping system for all payments, legal contracts and finance documents.

Management Accounting

The post holder has the responsibility for production of organisational financial management information. Key areas of responsibility include;

- Support the Systems and Management Accountant in preparing monthly Management Accounts pack including financial analysis.
- Collate/analyse corporate level financial information for internal and external use. Advising and assisting in preparing budgets for the organisation.
- Preparing internal monitoring reports and interpreting these with Programme/project Managers.
- Providing financial advice to contract managers as per the contract management guidelines.

Systems management

The post holder has the responsibility to maintain the completeness and integrity of financial records in the financial system (SUN system and Vision reporting) that cater for the needs of the organisation. The post holder is also expected to contribute in the development and improvement of financial policies and procedures in collaboration with other teams. Key areas of responsibility include contributing to the efficient running of the department by being proactive in the development of procedures and the improvement of standards across the organisation.

General: Undertake any other tasks as designated by Head of Finance

Skills and experience required

- Fully qualified with a recognised financial qualification (e.g. ACCA, CIMA)
- Good knowledge of major financial systems for mid-size organisation preferably SUN financial system and Vision Reporting software.
- Understanding of donor requirements and the management of restricted funds.

- Experience of working with different currencies.
- Demonstrated experience in the preparation, production, and interpretation of monthly accounts.
- Demonstrated experience in preparing corporate level statutory accounts in accordance to SORP requirements.
- Good organisational and planning skills to manage 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. Aptitude and knowledge to maintain and develop IT based financial system.
- Co-operative and supportive team player.
- Commitment to the aims and values of the organisation and the department.
- Ability to work across cultures. Willing to work with finance and non-finance staff to explain and improve their understanding of financial information and systems.
- Working in the finance function of a not-for-profit / charitable organisation
- In depth knowledge of Vision reporting software and SUN accounting systems
- Willing to travel overseas.

Key Behavioural Competencies

At HelpAge International, we believe in the importance of empowering our people to be change makers and leaders at all levels. We expect our people to embrace and live our values, challenging themselves every day to identify issues that are most important to older persons and their communities, and to make an impact that matters.

In addition, as an HelpAge employee you are expected to:

Competencies	Description
Working Collaboratively with Others	Work collaboratively, building mutual trust and respect, with external organisations and partners to achieve our strategic aims and objectives; being accountable for the work we do together.
Adaptability and Flexibility	Adapt to new directions or opportunities arising within the organisation and in our work area; being

	flexible in our role, constantly using the feedback to learn more and evolve further.
Supporting and Facilitating Change	Lead behavioural and cultural change through embracing a supportive, collaborative and highly inclusive environment where everybody feels supported, respected and engaged.
Extend HelpAge's Reach and Impact	Extend HelpAge's reach and impact by creating and identifying new business development opportunities and building relationships with new partners.
Diversity and Inclusion	Lead and promote a culture of including the voices of older people across our support, convening and thought leadership roles, in a way that is transformative, empowering and highly inclusive of those marginalised by gender, economic status, disability and other factors of discrimination.
Leading Others (for managers)	Demonstrate strong leadership to own unit/department and manage people in a well and reputable manner. Create an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.

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. The post holder 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.

SAFER RECRUITMENT

All employments at HelpAge International will be subject to satisfactory references and appropriate screening checks, which can include misconduct disclosure schemes and terrorism finance checks.