

FINANCE ASSISTANT

Location	UK based -Remote
Department	Business Support Services
Reports to (Line Manager)	Head of Finance
Grade and Salary	UK Grade C. £28,000 gross per annum C or equivalent according to location / type of contract
Contract Type	Full time, 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 Job

The Finance Assistant will be mainly responsible for the accounting of financial transactions while ensuring that all incomes are correctly recorded, payments and transferred to implementing partner and country offices are promptly made, and global bank accounts are properly managed. Moreover, the globally spread HelpAge team has an effective mechanism to have access to funds for their activities and settle their advances promptly.

Key areas for impact/influence and responsibilities

Support in smooth implementing of the programme and other activities by prompt disbursement of funds across the world to implementing partners, country office and globally spread team. Key relationships include all staff globally, banks, external auditors, suppliers etc

Main responsibilities: -

- With the Help of IT team develop and manage digital payments and processing system with an auditable trail is in place for globally spread programme work and team.
- Processing of all payments into the internal banking system and onto our accounting system (Sun Accounts), maintaining all Bank Accounts and undertake monthly reconciliations and liaise with bankers.
- Ensure funds from strategic donors (unrestricted funds) are received in a timely manner. In consultation with Finance Business Partners, Portfolio Leads, Global Impact and Business Development teams, ensure income against restricted projects is properly recorded to the relevant project and donor.
- Develop and manage funds disbursement system to ensure a globally spread HelpAge team have a safe and secure system to access funds for their activities. The issuing of travel advances, the payment of all expenses and reconciliations and manage all receivables from the HelpAge global team.
- Managing petty cash accounts, processing cash transfers to International Offices
- Ensuring that funds are available to cover these transfers.
- Ensure that all asset and liability accounts are reconciled on a monthly basis.
- Prepare Business Support team budget monitoring reports and advise Budget Holders with key issues highlighted.
- Manage payroll entry and reconciliation and ensure that Fixed Asset Register is maintained and up-to-date, Prepare VAT return and submit to HMRC.
- Support the year-end procedures including posting Accruals and prepayments.
- Work closely with Finance and Business Partners, Finance Analyst/System Accountant and Finance Business partners in maintaining, updating and preparation

of cash books, trial balance reconciliation and assist Head of Finance to prepare Management Accounts.

Skills and experience required

You will be someone with:

- Excellent organisational and planning skills
- Good attention to detail and high levels of accuracy.
- Sound communications and reporting skills (verbal and in writing).
- Excellent organisational and planning skills to manage job workload and work to deadlines.
- Good analytical skills and the ability to think logically.
- Excellent skills in IT, Excel spreadsheets and Word
- Ability to work across cultures.
- Creative, innovative, ability to spot opportunities, explore and develop new ideas
- Experience of working with different currencies and making overseas payments.
- Cash management skills, VAT and Payroll
- Experience of working with bank systems and SUN accounting system.
- AAT or Relevant accounting experience.

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 people and their communities, and to make an impact that matters.

In addition, as an HelpAge employee you are expected to demonstrate the following core competencies:

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 do 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.

How to apply

To apply for this job at HelpAge, please submit the following documents:

- A cover letter, setting out how you meet the requirements of the job profile. Please use bold headings for each requirement and provide examples.
- Your current curriculum vitae (3 pages maximum)
- Three referees, including your most recent employer

To be considered, please read the job description to find out more information and then email your application to jobs@helpage.org before the closing date.

Closing date: Thursday, 29 February 2024 at 24:00 (GMT+1)

