



JOB DESCRIPTION

Job title: Part-time Finance Manager

Job Purpose: The Finance Manager will lead on all aspects of finances of the organisation. The postholder will be responsible for the maintenance of the organisation's financial records, including setting up budgets with project managers, preparing management accounts for Board meetings and ensuring that the World Hepatitis Alliance complies with all financial regulations.

Reports to: Chief Operating Officer and the Treasurer

1 Duties and key responsibilities

Finance Work

- Carry out book-keeping (Xero Software) ensuring that income and expenditure are allocated correctly and to undertake monthly salary costs/reconciliations
- Prepare quarterly Management Accounts for Board Members and monthly for project managers
- Work with the Chief Operating Officer for the creation of annual budgets and forward forecasts
- Maintain budgetary control and provide budget analysis by means of individual project reports
- Provide assistance to the Chief Operating Officer /Treasurer for treasury function including funds investment and cash flow control
- Reconcile sales ledgers, ensuring timely payments within the charity's bank authority limits
- Produce ad hoc reports, cashflow forecasts and forward forecasts as required as well as providing financial information for reports to funders
- Provide financial information to managers submitting bids and making grant applications
- Work alongside the Office Manager, who is responsible for data inputting and who will assist when the Finance Manager is on leave or at busy periods
- Prepare the audited financial statements ensuring proper audited procedures are maintained

2 General Responsibilities

- Represent and be an ambassador for the World Hepatitis Alliance
- Work to support the mission, ethos and values of the World Hepatitis Alliance
- Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position
- Support and promote diversity and equality of opportunity in the workplace
- Work collaboratively with others in all aspects of our work

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.



PERSON SPECIFICATION:

Finance Manager

EXPERIENCE

- Experience in maintaining financial records, budgeting and producing management accounts and reports.
- Minimum of 18 months in a similar role
- Experience of dealing with the public both through email and on the phone

SKILLS AND ABILITIES

- Skilled in using Xero
- Accurate data inputting skills and good attention to detail
- Well organised and systematic way of working
- Ability to multi-task, work under pressure and be flexible
- A collaborative approach to working with colleagues
- Maintain effective record keeping systems
- Ability to work both independently and as part of a team
- IT skills at a level that supports report writing, email, internet and database
- Adaptability and flexibility in being able to take on new roles and manage a range of different internal and external relationships.

KNOWLEDGE

- Understanding of Article 60 to 79 of the Swiss Civil Code regarding associations

EDUCATION/TRAINING

- Accounting Qualification

PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS

- Works well in a team with a flexible approach to work
- A self-starter and can-do attitude
- Willingness to make a difference