



## **Job description and person specification**

**Job title:** Group Finance Officer

**Location:** Office (Bristol, UK) at least 1 day each week, option to work remotely for remaining days.

**Duration:** Permanent contract

**Working hours:** Full time, 35 hours a week

**Salary:** £31,228 + competitive holiday + pension

**Start date:** ASAP

**Responsible to:** Head of Finance & Resources

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### **Overall aim:**

The overall objective of this role is to support the Head of Finance & Resources in ensuring group financial processing and reporting are carried out to a high standard.

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### **Key objectives:**

- To provide ongoing financial support to all overseas teams.
- To ensure the continuing integrity of Tree Aid's financial records and internal controls.
- To contribute to the ongoing development of financial systems, reports and procedures.
- To support in conducting internal audits of overseas offices when required.

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### **Key roles/ tasks:**

#### **1. Financial support, reporting, internal controls for overseas teams (70%)**

- Support the Head of Finance & Resources with ensuring financial accuracy and completeness across the organisation..
- Support in monitoring the cashflow's of each entity across the organisation, including reviewing and processing fund requests.
- Processing intercompany invoices related to overseas expenses, ensuring they are sent out timely and managed in the finance system.
- Support with dealing with external and internal enquiries concerning the areas of responsibility as listed here, including liaising with banks and payment providers.
- Assisting the Group Finance team in identifying information capture processes and updating detailed process and procedure notes regularly.
- Supporting with review and processing of overseas payroll, if required.
- Support the year end statutory audit process.

#### **2. Financial Reporting and analysis (20%)**

- Regularly analysing overseas bank and balance sheet reconciliations to ensure accuracy of month end.
- Maintaining and sharing of accurate budget holder reports across the organisation.
- Working with the Human Resourcing team in ensuring all HR records are

### 3. Supporting with internal audit and Ad hoc (10%)

- Support the Head of Risk and Compliance with annual internal audit processes, if required.
- Carry out such other tasks and responsibilities as directed by the Head of Finance.

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#### Person specification:

E = Essential criteria                      D = Desirable criteria

#### Qualifications/knowledge

- Educated to degree level or equivalent (E)
- Pursuing a professional accounting qualification, e.g. ACA, CIMA, ACCA or equivalent. (D)
- Expenditure in working in overseas development in a finance role. (D)
- Experience developing and implementing financial systems. (D)
- Experience in preparing and analysing budgets. (E)
- Experience in reporting and monitoring to tight deadlines. (E)

#### Personal qualities

- Ability to demonstrate initiative, be proactive & offer a solution-oriented approach. (E)
- Determined and committed to high quality standards. (E)
- Ability to establish effective working relationships at all levels internally and externally. (E)
- Excellent communication and interpersonal skills. (E)
- Ability to prioritise work, meet deadlines and work calmly under pressure. (E)
- Self-motivated, flexible and enthusiastic approach to work. (E)
- A passion for, and commitment to, international development and to issues affecting rural smallholder farmers in dryland Africa. (E)
- Commitment to working in a values-led organisation. (E)

#### Skills/Knowledge

- Effective financial management skills. (E)
- Experience in using complex finance consolidation systems. (D)
- Fluency in or willingness to learn French. (D)
- Knowledge and understanding of institutional donor requirements. (D)
- Sensitivity to cultural differences and the ability to work in a wide variety of cultural contexts. (E)
- Excellent organisational skills with the ability to coordinate activities. (E)
- Good literacy, numeracy and IT skills. (E)
- Ability and willingness to undertake routine administrative tasks. (E)