

Job Description

Title:	Assistant Finance Manager
Responsible to:	Finance Manager
Location:	London, NW3
Responsible for:	People: N/A Budget: N/A
Key Working Relationships:	Core Finance Team, World Centre Managers, World Centre Accountants, Project Managers and Heads of Department
UK Salary Grade	B

Job Context:

The role operates at part qualified level within the context of a volunteer led, global charitable organisation, supporting the Finance Manager and Head of Finance to provide financial and accounting expertise to the organisation.

Based in London, WAGGGS' finance function delivers financial services to the organisation's operations in five global locations. With ambitious plans for the future of the organisation, WAGGGS is investing in and modernising its finance function. As such the duties that this role undertakes will flex over time and would suit an all-rounder with solid financial and management accounting experience.

Job Purpose:

To act as general support to the Head of Finance and Finance Manager in ensuring that finance processes and controls are operating effectively and appropriate support is being given to budget holders.

Key Responsibilities:

As noted above the role content will adjust as new processes, responsibilities and people settle in. The following should be treated as a guide to the nature and level of activities the role will be expected to undertake.

- To be responsible for ensuring all queries related to the UK and overseas subsidiaries of the group are resolved in a timely manner.
- To be responsible for timely and accurate processing of all transactions for entities not on the general ledger system into the group general ledger system. This will include building relationships with overseas finance staff and outsourced accountants and ensuring intercompany transactions are reconciled.
- To reconcile allocated balance sheet accounts.
- To close month end according to month end deadlines and reporting timetables

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- To support budgetholders in using the general ledger system including ensuring that they can access the required reports that they need to successfully manage their budgets and forecasts effectively and efficiently.
- To support the Head of Finance and Finance Manager in compiling budgets by working with allocated budgetholders to formulate budgets within the agreed parameters and ensure that budgets are consistent across WAGGGS (for example that project spend budgets align with fundraising budgets and that cost recoveries are reflected accurately on both sides).
- To work with the Project Managers to ensure the utilisation of funds is in line to the agreements and that we have all the supporting documents required for the audits. In addition to supporting the Project Managers with the finance reports to the funders when required.
- To ensure that accounting in the subsidiaries is accurate and technically correct following Charities SORP requirements where relevant, for instance correct delineation between restricted and unrestricted funds and correct accrual and deferment of income, following income recognition treatment agreed with the Head of Finance.
- To support the Finance Manager to prepare the quarterly and annual VAT return for the Charity and Trading entity in line with the partial exemption rules and submit the returns to HMRC with payments.
- To support users' queries regarding the general ledger system
- To ensure that finance processes follow best practice in being both efficient, effective and well controlled. Suggest improvements to the Head of Finance and work to implement agreed changes.
- To support the Finance Manager and Head of Finance with the Charity, Trading and Group audits by providing relevant schedules for the consolidation of the accounts. Liaise with external auditors of each the entities to ensure audit processes go smoothly for all subsidiaries.
- To be responsible for and able to evidence own personal development by undertaking relevant training, attending meetings, conferences and events ensuring that you are updated in all matters relevant to the role within your Personal Development Plan agreed with your manager.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements.

The job description will be reviewed regularly and may be subject to change.

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Applicants must have the right to live & work in the UK.

Person Specification

Area:	Essential:	Desirable:
Qualifications:	<ul style="list-style-type: none"> • Be at least part qualified (foundation stage) accountant of a recognised accountancy institute, such as ACCA or CIMA 	
Experience:	<ul style="list-style-type: none"> • 2 Years' Experience within a Finance Department including <ul style="list-style-type: none"> - Management accounting - Financial accounting e.g. reconciliations - Month-end - Payroll - VAT Returns - Year end close - International / charity / NGO • Experience of supporting users of general ledger systems including purchase to pay and reporting tools. 	Experience of: <ul style="list-style-type: none"> • Preparing Statutory Accounts • Collecting and reporting on UK VAT • Current legislation relating to the financial reporting of charities, such as SORP and the Charities act • Working with foreign currencies • Funds accounting
Skills and Knowledge:	<ul style="list-style-type: none"> • Sound knowledge of MS Excel including pivot tables and lookup functions. • IT literate, including MS Office, PowerPoint, Word, Outlook and Internet applications. • Able to communicate effectively with budget holders outside finance with an understanding of the complexities of working in a volunteer-led organisation and able to maintain a credible professional presence with volunteers and managers • Well-developed written and oral communication skills and the ability to analyse financial data and present complex issues in a straightforward way; able to write concise reports for non-financial audiences 	<ul style="list-style-type: none"> • Knowledge of PSF / Iris accounting systems. • Experience of financial accounting system development • An understanding of the Girl Guiding/ Girl Scouting movement, its aims and ethos

Person Specification

	<ul style="list-style-type: none"> Organisational and time management skills, and the ability to manage competing priorities and work to tight deadlines Strong commitment and well developed understanding of diversity; cultural sensitivity, and the ability to display diplomatic skills that take account of the ethnic, religious, language and geopolitical differences that affect all areas of WAGGGS' work 	
Personal Qualities:	<ul style="list-style-type: none"> Analytical, problem solving approach with attention to detail and a desire to get things right Demonstrable commitment to working in partnership with volunteer leaders and able to cultivate effective relationships with a wide range of people, based on trust and mutual respect Able to demonstrate a commitment to and be a role model for WAGGGS' organisational values of: Member Driven; Brave; Inclusive; Empowering; Transparent; Professional Ability to work as part of a team including willingness to cross cover for more junior and senior team members where required and willingness to be flexible when needed to support the wider team 	
Other Requirements:	<ul style="list-style-type: none"> Fluent in spoken and written English Occasional work outside regular office hours Must have the right to work in the UK 	<ul style="list-style-type: none"> Language skills, in particular French, Spanish or Arabic
Working for WAGGGS:	<ul style="list-style-type: none"> Able to demonstrate a commitment to and be a role model for WAGGGS' organisational values of: Member Driven; Brave; Inclusive; Empowering; Transparent; Professional. 	

Person Specification



	<ul style="list-style-type: none">• A passion and commitment for issues affecting girls and young women on a global level, and demonstrable ability to engage with girls and young women, either through a professional or personal background.	
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