

Tools for Self Reliance is small charitable organisation based in Hampshire. Our work is focussed on supporting sustainable livelihood development through projects delivered by our partners in Ghana, Malawi, Sierra Leone, Uganda, and Zambia. In the UK we are supported by over 400 volunteers who play an active role in fundraising and in collecting and refurbishing donated tools and equipment; sent to support training and graduates as they move into employment.

### **Our Vision**

A world free of poverty where people can use their skills and energies to meet their needs and aspirations.

### **Our Mission**

Tools for Self Reliance supports people to gain the skills and knowledge they need to build resilient livelihoods and thriving communities.

## **KEY RESPONSIBILITIES**

**Tools for Self Reliance is seeking a Finance Officer to join its team, working, primarily with the CEO, Treasurer, and Management Team. Accountable to the CEO, the appointee will be fully responsible the maintenance of all functions that support the organisation's operations and strategy across multiple income streams**

This role would suit an individual with a proven record of financial administration controls and reporting, who is looking to broaden their experience and knowledge. Ideally you will have a minimum of 2 years practical experience in a finance role and will be committed to continuous improvement of processes, procedures and reporting to deliver and maintain organisational excellence in all financial management areas.

## **ABOUT YOU**

The ideal candidate should have experience of Xero or similar accounting software and a track record in maintaining and developing effective accounting administration and processes routines. They should have a proactive approach to work and be well organised and methodical. This role will suit an individual who enjoys being part of a small team within a versatile and dynamic organisation, and who has a flexible approach to prioritising and executing their duties.

You will be an excellent communicator, have strong organisational skills and excellent attention to detail. These skills will be used to champion best practice financial management across the organisation and build strong integration between finance and our programme teams.

For a self-motivated individual who can work at pace, you will have the chance to work towards reducing poverty in Africa. If you have a keen eye for a challenge, are able to work flexibly and as part of a team, to ensure the effective management, reporting and accounting of the charity's finances this could be the job for you.

### **MAIN RESPONSIBILITIES AND AREAS OF ACCOUNTABILITY**

Accountable to the Chief Executive Officer, the post holder will ensure the smooth operation of all accounting, financial systems, and processes. They will liaise with the Fundraising and Programme Teams and the Workshops and Site Manager in the production of budgets and forecasts and be responsible for the communication of any day-to-day financial issues to relevant staff and budget holders.

#### **Principal responsibilities**

##### **Ledger and associated finance systems**

- Maintaining input of financial transactions and validation of automated feeds in Xero.
- Management and regular reconciliation of all control accounts.
- Management and regular review of all invoice payments and direct debit payments, including correct coding for all transactions, liaising with the originators as necessary.
- Maintenance of the Chart of Accounts, including setting up new accounts and tracking codes as needed.
- Processing of journals as required, including project cost recovery.
- Manage and effect all expenditure payments, including expenses payments according to agreed procedures.
- Liaise with the Fundraising Team to ensure accurate recording of income from all sources.
- Effect month salary payments and related HMRC payments
- Manage digital VAT returns and complete and submit Gift Aid claims
- Undertake weekly (or as needed) processing and banking of all cash and cheques received.
- Maintain all relevant records and documentation to audit standard, ensuring data security and confidentiality.
- Lead on the preparation for annual audits and year end statutory accounts, including completing required reporting to the Charity Commission and Companies House.

##### **BUDGETING AND REPORTING**

- Assist the Chief Executive Officer and staff team with the production of the yearly budget and provide ongoing support to build holders to ensure effective management of their budgets.
- Construct an income and expenditure budget for upload to Xero
- Production of reports from Xero for review and to assist understanding of any key variances and input into re-forecasting as needed.
- Production of regular and ad-hoc reports as requested by the Treasurer and Chief Executive Officer

*Please note the post holder is expected to work flexibly and may be required to undertake responsibilities not specified above. Additional job responsibilities will be discussed and agreed with the CEO as they evolve.*

**PERSON SPECIFICATION**

<b>Essential</b>	
AAT qualified and / or part qualified or actively studying ACCA or CIMA qualifications or QBE in similar roles and organisations	
High level of IT literacy, especially the ability to use Xero or a similar accounting package, proficient in Microsoft Excel and excellent information and data management skills	
Professional experience of working in a small finance team, preferably within a similar sector	
Ability to communicate in a timely and effective manner with the CEO, Board Treasurer, staff, suppliers, and auditors on finance matters and performance against budgets.	
Strong strategic thinking and problem-solving skills and ability to appraise options and adapt plans as required	
Knowledge of any relevant financial legislation and application of these in practice	
Able to work in the office (SO40 7GY), aside from a dedicated one day working at home per week	
<b>TERMS AND CONDITIONS</b>	
<b>Job title</b>	Finance Officer
<b>Contract type</b>	Permanent - Part-time (at least 3-4 days per week / minimum 25 hours)
<b>Reports to</b>	Chief Executive Officer
<b>Location</b>	<p>This is an office-based role in Netley Marsh, Southampton.</p> <p>Flexible working model, which means you will have one day per week to work at home.</p> <p>Across the organisation the staff team also receive a further 25 days working at home time, set to fit in with office and workshop closures on set dates in the school holidays.</p>
<b>Hours of work</b>	<p>Normal hours are 9.00am – 5.00pm Monday to Friday. This can be adapted depending on hours worked.</p> <p>Occasional unsocial hours, including weekends to support, will be required. Time off in lieu will be awarded in accordance with the TOIL policy.</p>
<b>Benefits Package</b>	<p><b>Salary:</b> £28,000 - £30,000 pro- rata depending on experience.</p> <p><b>Pension:</b> A 10% pension contribution will be made by the employer (employees have the option to sacrifice up to 2% of this contribution and to take this as other earnings).</p> <p><b>Leave allowance:</b> 25 days plus bank / public holidays</p> <p>In addition, staff benefit from a 3-day office closure over the Christmas period.</p>
<b>Travel</b>	<p>Every team member will attend occasional events within Hampshire, and elsewhere in the UK from time to time.</p>

Tools for Self Reliance provides equal employment opportunities to employees regardless of their gender, race, religion, disability, sexual orientation, or marital status. We actively encourage applications from people of all backgrounds and cultures.

Should you need any adjustments to the recruitment process, at either the application or interview stage, please contact us via the channels on our website.

Please note we are only able to employ people with the right to live and work in the UK.

### **APPLYING FOR THIS POST**

Please provide an up to date CV – this should be no longer than two sides of A4

Please also provide an accompanying supporting statement - this should be no longer than two sides of A4

The job description for the post shows the purpose and job content of the post whilst the person specification lists the criteria the successful candidate will need to meet. Applicants demonstrating that they possess the knowledge, experience, skills, personal qualities required for the job stand the best chance of being short-listed and selected for interview.

Your supporting statement should provide evidence that you meet each of the essential criteria contained in the person specification by giving examples of what you have done and saying how you believe you meet each requirement.

Please send your completed application documents to: [jobs@tfsr.org](mailto:jobs@tfsr.org)

### **DEADLINE FOR APPLICATIONS**

#### **FRIDAY 22<sup>ND</sup> MARCH**

Interviews will be held on a rolling basis, and the advert will be closed early if an appointment is made prior to the closing date so please do not delay in applying.

If you have not heard from us by 22<sup>nd</sup> March 2024, please assume you have not been short-listed for this role. We are not able to provide feedback on applications at this stage of our recruitment process.