



Finance and Operations Officer

Job Pack





We are looking for a new member to join the Able Child Africa Team!

We are a small, inclusive team that cares passionately about diversity and representation, but we acknowledge we should be doing better and want to do better.



We actively encourage applicants from all backgrounds. We particularly encourage applications from people with disabilities or with direct experience of living or working with children with disabilities. All applicants with a disability who meet the minimum criteria will be offered an interview.

We also encourage applicants from African diaspora or heritage and people from Black, Asian and ethnic minority backgrounds, as these groups are currently under-represented in our team.



**Changing the lives of children
with disabilities in Africa**

About us

We are a small and dynamic charity, entrepreneurial in style and collaborative in process. We are **values led**, passionate about our partner approach and driven by the communities with work with.

We are experts in what we do and are passionate about the approach we take. We are bold and agile and use the expertise we have built up over the last 37 years to make lasting change for children with disabilities in Africa.

We work hard for what we believe in but create an enjoyable, flexible and accessible working environment to ensure you enjoy what you do and have a good work-life balance, caring about your **mental health**.

We aim high in both our values and quality of our work. We strive to be the best at what we do and use our strengths as a small organisation to innovate and showcase ideas for change.

We want to be better. We are honest about what we get wrong and provide space to make things right.



Our values



We are led by 5 core values that define how we work and how we're run.

Inclusion

We believe everyone should have the same opportunities in life regardless of disability, age, geography or gender.

Collaboration

We listen to and collaborate with local partners and children with disabilities.

Quality

We are good at what we do and are passionate about the approach we take.

Courage

We are bold and agile, with the courage to innovate and take disciplined risks.

Transparency

We are honest, we act with integrity and we are accountable.

About the role

We are looking for a passionate, experienced and self-motivated individual to join our organisation. You will have experience working with financial systems and protocols, and managing the administrative side of an organisation. You will be a self-starter, keen to learn and develop, and committed to our values. If this sounds like you, then we would love to hear from you!

Working as part of our finance and operations team, you will support the management of the finance, operational, governance and administrative functions of the organisation. Reporting to the CEO, you will lead the day-to-day management of finances, responsible for bookkeeping and reconciliations, and provide administrative support to the governance, IT and HR functions of the organisation.

As a small team this role is tasked with creating a positive and healthy working culture across the organisation. You will have the opportunity to lead in selected areas, for example in maintaining and developing our systems, from Office 365 to Salesforce. You will be able to identify and implement updates and new approaches that support the organisation become more efficient and effective in what it does.



Working for us

We really like the people that work for us. They are our best asset and without them, we wouldn't be able to do what we do. We have worked really hard to create a flexible and rewarding working environment that gets the best out of each of them and enables them to deliver the quality of work that we strive for.

However, we recognise the workplace can be a stressful environment. Our staff are passionate about what they do, they work hard and are invested in the people and partners we support. All of which can impact on the wellbeing of our staff. We believe that the mental health and wellbeing of anyone that works for us is of primary importance. We are therefore committed to promoting positive health among all our staff and volunteers, supporting those that need it and challenging stigmas against mental ill-health that exist in the workplace.

Location:	Office based in Central London, open to flexible arrangements
Hours:	This role is offered with flexibility to suit the candidate, but we envisage this to be either four, four and a half or five days a week role (between 0.8 and 1.0 FTE). If you have other requirements, please still apply and we can discuss
Term:	Permanent
Reporting to:	CEO
Salary range:	£28,372 to £31,325
Annual leave:	25 days per annum
Pension:	Matching contribution to organisation's pension provider up to 5%

If you think you are interested, then send your CV and a Cover Letter (two sides of A4) that covers the key competencies, explains your suitability for the role and why you want to work for us to jobs@ablechildafrica.org.uk by **midnight** on **Thursday, 16 December 2021**. Interviews will ideally take place the week beginning Monday, 20 December 2021.

About you



We are looking for a passionate, experienced and self-motivated individual to join our Finance and Operations Team and help shape our future so we are able to reach more children with disabilities in more countries.

You will have experience using QuickBooks (or similar) to manage day to day finances and be proficient and autonomous in its use. Some knowledge of Salesforce is also preferable.

With excellent time management and organisational skills; you will be able to deliver quality work, sometimes under pressure.

You will be detail focused, able to juggle multiple priorities, while maintaining a good level of communication across the team.

Most importantly you will have a strong belief in disability-inclusive development and in building the capacity of local civil society.

If you think this is you then we would love to hear from you.



Responsibilities

Financial administration (approx. 40% time)

1. Implement the organisation's Financial Policies and Procedures, ensuring full compliance and raising any risks or potential errors/issues.
2. Process all payments and approvals and manage day-to-day bookkeeping of all income and expenditure, via Salesforce, QuickBooks and the bank.
3. Support the programmes team in processing funds requests and financial reports from overseas partners; supporting the preparation and reconciling of budgets and reports as required for grant management.
4. Support monthly and annual organisational financial reconciliations with our external freelance accountant, producing monthly QuickBooks reports to feed into the management accounts.
5. Support completion of the annual audit.

Systems and data management (approx. 20%)

6. Lead on the portfolio of systems and suppliers for the organisation, with the aim of supporting the organisation to become more efficient and effective in what it does.
7. Act as an organisational Salesforce lead, implementing updates and new developments as required and problem solving any issues that arise.
8. Acting under supervision, take on a data lead within the organisation to improve our ability to report against organisational objectives.

Office management (approx. 15%)

9. Support the CEO and team with all office and administrative tasks as necessary, managing all office suppliers and contracts.
10. Support with IT management across the organisation and resolve IT issues in a timely manner.
11. Act as first port of call for all external communications, including general email, post and telephone enquiries, as well as communication with external suppliers.

Responsibilities

HR admin management (approx. 15%)

12. Hold responsibility for HR admin management of the team through Salesforce, ensuring all staff files are up to date.

13. Ensuring all recurring procedural trainings are organised and completed, including in Safeguarding, Data Protection, Health & Safety, Equalities & Diversity and any other essential area.

14. Assist the creation of a positive working culture in the team, taking a lead to create a happy environment focussed on staff wellbeing.

Governance support (approx. 10% time)

15. Support the CEO acting as Secretariat for the Board of Trustees by maintaining Trustee records and providing administrative support as needed. This includes ensuring all Trustee appointments, resignations and annual filings are made with Companies House and the Charity Commission in a timely fashion.

16. Provide administrative support for board meetings, managing meeting space and materials required and taking meeting minutes.



Competencies

Please outline your suitability to the following 12 competencies in your Cover Letter. If you do not match one of the competencies, attempt to explain similar experience or skills you have.

Experience

1. At least 2-years bookkeeping experience, managing monthly finances of a small-to-medium sized organisation and supporting at least one annual audit process.
2. Experience of charity governance or similar.
3. Experience managing organisational or CRM systems (ideally Salesforce).
4. Experience of working in a small dynamic organisation with competing priorities.

Skills and Technical Competencies

5. Skilled in financial bookkeeping and reconciliations, competent with QuickBooks.
6. Excellent administrative, organisational and record keeping skills.
7. Competent in using databases or systems (ideally Salesforce, but not essential), with demonstrated experience in building new developments.
8. Ability to provide HR support to an organisation, with understanding of basic HR principles.

Qualities

9. Ability to contribute to an organisational culture based on inclusivity, wellbeing and empowerment.
10. Excellent time management and organisational skills.
11. Excellent communication skills with ability to build strong relationships with colleagues, trustees and external suppliers.
12. Ability to work under pressure to prioritise and manage varied workload and competing deadlines whilst ensuring attention to detail.



Able Child Africa is an equal opportunities employer and will not discriminate against any candidate on the basis of any characteristic protected by the Equality Act 2010. We actively encourage applicants from all backgrounds. **We particularly encourage applications from people with disabilities** and people with direct experience of living or working with children with disabilities and all applicants with a disability who meet the minimum criteria will be offered an interview.

Please send your CV and a 2-page cover letter to jobs@ablechildafrica.org.uk by **midnight of 16 December 2021**.



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