



Job title:	Finance Officer
Job purpose:	To be responsible for the day-to-day management of MapAction's finance function
Hours:	30 hours per week (ideally four days a week)
Location:	MapAction's Offices in Chinnor, Buckinghamshire
Salary:	Officer grade 4b: £31,601 - £32,768 (pro rata)
Contract:	This is a substantive, part-time position (30 hours per week)
Responsible to:	Finance Director (FD)

About MapAction

MapAction (www.mapaction.org) is a leading humanitarian mapping charity. It deploys skilled volunteers to international humanitarian emergencies to map priority needs. This mapped information helps responders target their response effectively, contributing to saving lives and minimising suffering.

MapAction has built a strong reputation in the humanitarian sector and is a technical partner of the United Nations. The charity has attracted funding from UK Government (DFID), the Government of the Netherlands, EU and other major donors. Prince Harry has been the charity's patron since 2007.

Main Responsibilities

This role is responsible for maintaining the organisation's day-to-day finance function, the financial resources and ledgers, ensuring the systems and procedures are in place to operate the finance function effectively and support senior staff in line with the organisation's charitable purpose.

The main responsibilities include:

Key/Principal Activities and Tasks

Finance processing

- Input sale and purchase invoices onto Xero
- Ensure all financial obligations (invoices, expenses, foreign payments) are paid in a timely manner, in line with correct budget codes, and accurately archived
- Monitor bank and investment accounts on daily basis, ensuring sufficient funds are available to meet operational expenses
- Contribute to and enable the monitoring of cash flows and forecasts
- Check Xero budget coding, as processed by the Mission Support Director
- Process office team expense claims
- Check Office cash holding and bank reconciliations
- Manage Month-end procedures and close, in line with departmental timelines
- Maintain the recording of cash receipts and bank paying in book, Banking of cash and cheques as received

Budget management

- On a monthly basis, prepare an overview of actual vs budget expenditure, ready for review by FD and in line with budget meetings' timetable
- Provide support to preparation of monthly management accounts, to include monitoring of cash levels, as required by the FD.
- Oversee the audit trail ensuring that standard procedures are implemented and propose new procedures where needed (keeping these proportional to MapAction's scale and scope)

Donor management reporting and support

- Prepare sales invoices for donors as per contract
- Execute correct budget coding, that reflects donor agreements and in line with agreed systems and procedures
- Ensure accurate, timely cost recovery of pre-financed operations and reporting, perform necessary system reconciliations on a regular basis

- Provide financial information as required for grant reporting and fundraising applications
- Assist with donor audits

HR and Payroll and other tasks

- Process payroll changes on a monthly basis and ensure timely payment of staff salaries
- Administer the charity's Pension Scheme
- File staff, consultancy and other contracts as required
- Ensure filing system is accurately maintained both online and hard copies
- Liaise with bank, payroll and pension providers, as necessary
- Any other financial tasks as directed by FD

About you

The ideal candidate will have a demonstrable track record of managing and maintaining a finance function and experience of working with small organisations and limited resources. You will be tenacious, able to manage a busy workload and comfortable working under your own initiative. You are always a team player at heart.

You will draw on your excellent interpersonal skills to be able to target and adapt your approach according to your audience. Excellent communication skills are essential (written and verbal), along with a strong eye for detail.

We are looking for someone with the ability to manage the financial systems to achieve maximum benefit to the charity. You will need to be supportive of colleagues (staff, trustees and volunteers), committed to the volunteer ethic of the organisation and show sensitivity to the needs of others.

Person specification

The ideal candidate will be able to demonstrate a successful track record in the following areas:

Competencies	Essential / Desirable
Professional accounting qualification (AAT (Association of Accounting Technician) qualified, part qualified ACA, ACCA or CIMA), or equivalent	Essential
Relevant experience in a finance department and bookkeeping experience	Essential
Good knowledge of accounting packages	Essential
Experience of performing reconciliations	Essential
Experience in using Xero/ Salesforce (or equivalent) software and managing computerised finance ledgers	Essential
Knowledge of accounting coding structures and experience of working with donor (or equivalent) coding	Desirable
Strong computer and numerical literacy	Essential
Experience of UK financial regulations and compliance	Desirable
Excellent time management with the ability to prioritise, multitask and work to meet deadlines	Essential
High level of attention to detail	Essential
Experience in accounting for or assisting in the management of project grants / restricted funding from a range of donors, including institutional donors	Desirable
Experience of financial management within the charity sector	Desirable
Exposure to foreign currency transactions	Desirable
Experience of donor reporting and understanding of system requirements to achieve accurate and timely reports.	Desirable
Strong interpersonal skills with a high degree of personal organisation and self-management.	Desirable
Experience of and commitment to, working as, or with, volunteers	Desirable

- Must have the right to live and work in the UK (MapAction is unable to consider candidates who do not already hold appropriate permissions)
- The job holder will be required to work from the offices in Chinnor (relocating at the beginning of March from Saunderton).
- Flexibility and willingness to work outside office hours including evening and weekends occasionally. In particular, training events will be scheduled for a weekend, once a month and this post may need to attend these events.

Equal Opportunities Policy

Finance Officer
January 2019

MapAction is an Equal Opportunities employer. All employees have a personal responsibility to promote and support measures designed to create a working environment which is free from harassment or discrimination on the grounds of gender, marital status, family status, age, race, religion, disability, sexual orientation, membership of the Traveller community or HIV & AIDS status.

How to apply

Please provide a covering letter and CV that sets out how you meet the required competencies for the role. Dead line for applications is Monday 11th February. Interviews to be held on 13th February where possible with immediate start.