

Job Description

Job title	Finance Officer (International)
Location	Sheffield
Hours	Full time, permanent <i>(This job will require working outside normal office hours, as required, to communicate regularly with international teams - e.g. early morning or late night Skype meetings etc with Australian team. Anyone applying for this job must be prepared to work their hours flexibly across a week).</i>
Reports to	Head of Finance
Staff responsible For	None
Date	February 2019
Salary	£18,000 - £26,000 per annum, depending on experience
Benefits	<ul style="list-style-type: none"> ● All employees with contracts of six months or more are invited to be a Member of the Good Things Foundation Staff Owned Mutual. This gives you voting rights for Staff Board Directors and at the AGM (Annual General Meeting) ● 30 days holiday per year ● 10% Employer contribution to a personal stakeholder pension scheme (when you contribute 5%) ● Up to £500 contribution for work related training (or £200 for personal development and £300 for work related training) ● Life cover and permanent health insurance ● Confidential Employee Assistance helpline

<p>Job Purpose</p>	<p>To take lead responsibility for ensuring all Good Things Foundation's international finance transactions (purchases, sales, grants cash receipts, payroll and payments) are effectively processed and accurately recorded.</p> <p>To work with our international teams to ensure they get the finance support they need to run the international operations.</p> <p>To record multiple currency transactions and ensure all relevant intercompany reconciliations and foreign exchange control accounts are effectively managed.</p> <p>To administer financial controls to ensure our information is accurate and complete.</p> <p>To provide financial information and reports for budget holders and the leadership team to improve decision making.</p> <p>To administer credit control and keep outstanding debt to a minimum.</p>
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Key Objectives and Accountabilities

Finance

- To keep up to date with good practice in international and multi exchange rate financial management and work with the Head of Finance to develop and run effective finance systems, providing guidance to staff as required.
- To lead on recording and control of all international and foreign currency finance transactions. This would include accounting for VAT, GST and other taxes accurately on the Sage accounts system, as well as posting and recording payroll, expenses, grants purchases, sales, paypal, debit and credit cards and bank transactions.
- To resolve effectively all enquiries from customers, centres suppliers and staff on finance queries

- To carry out regular checks, controls and reconciliations to ensure the accuracy and completeness of our processing, this would include the monthly bank reconciliations, supplier and customer reconciliations and other “internal audit” checks and recommend remedial action to deal with any problems
- To manage sales ledger invoicing & lead in credit control, ensuring timely payment is received for all our sales and outstanding debts are regularly chased
- To work with the Head of Finance to get the best from our Sage and Paperless accounting systems, developing reports etc to meet The Good Things Foundation’s needs.
- To train overseas and other relevant staff (including induction) on how to use the finance system, claim expenses, order goods and organise sales invoices
- Support effective internal communications between the finance function and the Good Things Foundation’s international staff team - via email, intranet, slack etc
- To work with the Finance Officer (UK) to reconcile intercompany accounts

Other support

- To carry out other ad hoc tasks tasks as required by the Finance, Admin and HR Team including cover for the Finance Officer (UK) when they are on leave or during work pressure demands (they will also cover this role as required)
- To deputise for the Head of Finance as required

Person Specification

Experience	<ul style="list-style-type: none"> • Working in administrative roles • Bookkeeping and accounting using Sage or equivalent accounting packages • Multi exchange rate transaction processing
Knowledge and skills	<ul style="list-style-type: none"> • Extensive bookkeeping and accountancy knowledge including understanding of how international accounting works • Confidence and exceptional interpersonal, organisational and prioritisation skills • Ability to use judgement and discretion • Proficient in computer packages (email, word processing, spreadsheets, CRM or database, accounting) • Excellent keyboard skills and accuracy • Good vocabulary and attention to detail, including grammar and spelling • Excellent numeric assimilation and manipulation • Ability to present financial information to non financial staff to help them manage their budgets and make effective decisions • Ability to work remotely and flexibly each week to support international projects
Good Things Foundation Behaviours	<ul style="list-style-type: none"> • We are collaborative • We are positive • We are creative • We are people focussed • We are inquisitive
Education and Qualifications	<ul style="list-style-type: none"> • Minimum 5 GCSEs (or equivalent) inc English and Maths (essential) • Accounting Technician or equivalent (desirable)

The post holder will be required to be flexible with regards to the time of day they undertake their work hours due to working with international colleagues/companies.

Part time working would be considered for this role,

Good Things Foundation is a social change organisation with a mission to ensure that everyone benefits from digital. We live the change we are seeking to achieve and encourage applications from diverse backgrounds. We operate a policy of providing equal opportunities in all aspects of work including recruitment, training, and promotion, whatever the colour, race, religion, belief, ethnic or national origin, gender, sexual orientation, marital status, age or disability of an employee, having regard to the individual's aptitudes and abilities and requirements for the job. Good Things Foundation is opposed to all forms of unlawful and unfair discrimination.