



**THE ROYAL COMMONWEALTH SOCIETY**  
CELEBRATING 150 YEARS

### **VACANCY: FINANCE OFFICER**

**Job Title:** Finance Officer

**Salary:** £25,000 - £28,000 (pro rata)

**Length of contract:** Completion on the 31<sup>st</sup> March (with possibility of extension)

**Reporting Line:** Matrix (EJA Programme Manager/ Finance Manager)

Interviews to take place w/c 13<sup>th</sup> May

The Royal Commonwealth Society (RCS) is currently recruiting for a full-time maternity cover finance officer vacancy. The position will be made up of two parts; 2.5 days will be maintaining the financial reporting of a ring-fenced programme managed by The Royal Commonwealth Society, with the remaining 2.5 days incorporating generic finance officer responsibilities for the Society more broadly. Please only apply if you believe you can fulfil both sets of criteria.

#### **Key Competencies**

- Part-Qualified ACA, CIMA or ACCA and/or a undergraduate degree in a related field (depending on experience)
- Demonstrable grant management experience, on multi-million pound, complex and multiple-stakeholder programmes
- Demonstrable experience setting up financial management and reporting processes and templates, and managing multiple stakeholders to comply with reporting standards and schedules
- Demonstrable experience in activity based budget management, budget reconciliation and reporting
- Experience of financial reporting to the FCO, DFID or other government department desirable.

#### **General duties (2.5 days)**

- Regular financial data entry using Sage with appropriate nominal codes/cost codes for both income and expenditure transactions.
- To assist with RCS budgeting processes; month/year end procedures and half yearly financial reports and annual audit.
- Preparing payment vouchers to pay suppliers invoices and filing the invoices as per RCS procedure to enhance an audit trail.
- Processing and depositing cheques/cash received from donors and customers in a timely manner; and assist with bank and ledger reconciliations.
- Analysing monthly credit card statements and coding transactions for entry on to Sage.
- Analysing cash transactions and coding them for entry on to sage.
- To take full responsibility for the meticulous and complete analysis; and reconciliation of the transactions for internal review.

- Preparing invoices for events and allocating fees received to the related invoices and assisting in dealing with related queries.
- Completing Gift Aid returns as applicable.
- Analysing staff expenses for approval and payment
- General accounting duties and other related administrative duties that may be deemed necessary.

### **Equality and Justice Alliance Finance duties:**

The Finance Officer is a critical and central role that will oversee the grant management of the programme on behalf of the EJA, and will work under the EJA Programme Manager in the Programme Management Office located in The Royal Commonwealth Society. The role will appeal to an energetic and intuitive problem-solver, with vision and expertise in budget planning and tracking on ambitious and complex programmes. Duties and responsibilities are as follows:

Under the direction of the Programme Manager, the Finance Officer will:

- Contribute to the development and establishment of office finance processes, administration and procurement for the overall EJA programme
- Prepare quarterly and annual programme budgets and financial reports, including forecasts and expenditure reconciliations to submit to the FCO in FCO required formats; support EJA members in preparing and submit individual quarterly financial reports
- Collate programme financial reports, budget expenditure reconciliation spreadsheets, invoices and receipts provided by partner organisations
- Ensure efficient book-keeping and records management for the programme accounts, including the collation of all receipts in line with FCO and EJA members' requirements
- Prepare financial statements for programme audits and expenditure verification
- Prepare documentation to facilitate programme operations including requests for expression of interest, procurement notices, bidding document and tender evaluation reports
- Prepare regular briefings for EJA members and the Programme Manager to help ensure adherence to work plans and approved budgets, and reconcile actual vs. budgeted expenditure
- Investigate methods for international money transfer and requirements of disclosure
- Liaise with financial management staff in partner organisations
- Other tasks as necessary to ensure the successful implementation of the programme.

### **Equal Opportunities**

The Royal Commonwealth Society strives to be an equal opportunity employer. Our aim is to create a safe and secure working environment where a commitment to diversity, opportunity, quality and excellence are our guiding values. We welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, gender identity or age.

All offers of employment will be conditional on the candidate having/securing the right to work in the UK prior to their employment commencing.

### **Recruitment process**

Applicants should send a CV and 2-page cover letter to [opsassistant@thercs.org](mailto:opsassistant@thercs.org)