



**THE INTER FAITH NETWORK FOR THE UK**

## **FINANCE ASSISTANT**

**(PART TIME – 15 hours)**

**£26,500 to £28,500 *pro rata***

**Closing date for applications: 5pm on Monday 20 September  
Interviews by Zoom: Thursday 23 or Friday 24 September**

The Inter Faith Network for the UK links in membership nearly 200 organisations including: national faith community representative bodies; national, regional and local inter faith organisations; and academic and educational bodies. It works with its members to promote good relations between people of different faiths in the UK.

Further information about IFN's work can be found at [www.interfaith.org.uk](http://www.interfaith.org.uk). It is an independent charity funded by faith communities, trusts and other donors and by the Ministry for Housing, Communities and Local Government.

We are looking to appoint a Finance Assistant who likes working in a small and dedicated team and wants to contribute to building good inter faith relations.

We particularly welcome applications from black, Asian and minority ethnic candidates as they are under-represented within IFN at this level.

## The role

### 1. General ongoing and daily finance duties including:

- a) processing cash books and day books (Sage 50c Accounts Standard)
- b) daily banking procedures (for two bank accounts and credit card) including standing orders and cheque deposits
- c) seeking relevant authorisations and processing creditor payments
- d) raising invoices and receipts
- e) maintaining accurate records for membership fees and donations (ie from Government, trusts and individuals)
- f) sending reminders on overdue invoices
- g) paying IFN staff and volunteer expenses
- h) writing emails and letters as necessary
- i) ensuring that all financial records, both paper and electronic, are filed and up to date and that a paper trail is maintained
- j) monitoring level of funds in the organisation's bank accounts to ensure that funds are available to cover any expenditure
- k) ensuring that the Executive Director and Honorary Treasurer are kept updated on financial matters

### 2. Monthly and quarterly duties including:

- a) working with the Honorary Treasurer and Executive Director on preparation of the organisation's monthly and quarterly financial reports and management accounts, including outturn figures
- b) sending quarterly reminders on membership fees
- c) assisting in preparation of reports for Government Departments and any other major donors where required
- d) processing monthly purchase and sales ledgers
- e) carrying out monthly bank reconciliation
- f) processing payroll (including PAYE and NI calculations)
- g) submitting monthly pension contributions
- h) maintaining records of trust applications and donor correspondence and producing pledge forecasts on a quarterly basis

### 3. Biannual and annual duties including:

- a) assisting the Honorary Treasurer and Executive Director in preparing the annual Budget and other project budgets as required
- b) contributing towards timely completion of the organisation's annual accounts including:
  - acting on any recommendations arising from the auditor
  - completing all the creditors, debtors, prepayments and accruals adjustments for the year end and posting them to Sage
  - updating the fixed assets register and calculating depreciation charges for the year
  - performing final bank reconciliations on all of the accounts and, following the year end procedures on Sage, close the financial year after successful completion of the audit
- c) preparing annual tax forms including P60s and assisting with the preparation of the Companies House Annual Return

- d) claiming Gift Aid tax relief payments
4. General duties including:
- a) working with the Executive Director and Honorary Treasurer to ensure that expenditure is managed efficiently and within budget and available resources and alerting the Executive Director to any emerging financial problems and liaising with the organisation's Honorary Treasurer, external accountants and auditors as necessary and ensuring that the proper authorisation procedures are followed
  - b) providing necessary updates for the Honorary Treasurer, Finance and General Purposes Subcommittee and Board of Trustees as needed
  - c) maintaining and reviewing a file on accounts procedures
  - d) filing finance information, both via IT and in paper form, in an orderly and timely manner
  - e) other finance related areas of the work of IFN as necessary

### **Person specification**

#### **Qualifications, skills and experience**

- Minimum intermediate level competency in Sage 50c Accounts Standard and Sage Instant Payroll (advanced level desirable)
- Intermediate level competency with Microsoft Office, with advanced level competency with Excel
- Ability to learn and adapt to use of new software and services, including bespoke systems where necessary
- Comprehensive experience of bookkeeping, financial reporting and administration
- Excellent organisational skills
- Strong communication skills
- Accuracy and attention to detail
- Good, accurate typing skills (40+ wpm)
- Experience of working in the not-for-profit sector (desirable but not essential)

#### **Personal qualities**

- Being a team player: demonstrating a collaborative and flexible approach when dealing with colleagues and clients.
- Proven ability to work with a wide range of people: understanding the diversity of people and cultures with which the Network works and being able to work with them all.
- Having a diplomatic and courteous manner: being able to communicate with people in a polite and friendly way, both on the telephone and in person.

- Honesty, financial probity and confidentiality: being able to handle access to the Network's finances with complete integrity. Being able to maintain confidential records, such as staff salaries, and also the confidentiality of some of the Network's sensitive work.
- Being analytical: being able to extract and interpret complex information and being able to communicate this to the Network and its Executive Committee. Being able to anticipate problems and help find solutions.
- Prioritising: being able to cope with multiple tasks under pressure. Monitoring, organising and prioritising work effectively to meet competing deadlines.
- Being creative: Being able to think creatively when faced with problems or new challenges which often require urgent solutions.

## Employment Information

**Who we are:** IFN's work is described in more detail at [www.interfaith.org.uk](http://www.interfaith.org.uk). IFN is governed by a diverse, multi-faith Trustee board, led by Co-Chairs Mr Narendra Waghela and Bishop Jonathan Clark. The IFN office is staffed by a small but committed team, led by IFN's Executive Director, Dr Harriet Crabtree OBE.

**Salary:** The annual salary will be in the range of £26,500 to £28,500 *pro rata* depending on experience and qualifications.

**Location:** The usual place of employment is at 2 Grosvenor Gardens, London SW1W 0DH. However, in light of COVID-19, the appointee may need to work from home for all or part of the role. In such a case they will have to be able to fulfil the requirements of IFN's Lone Working Policy and other relevant policies.

**Hours of work:** The post is part time, 15 hours per week, within the normal office hours of 9.30am to 5.30pm, Monday to Friday. The person will need to be available at a minimum on 3 days of the week. From time to time it may be necessary to work beyond normal working hours to meet the demands of the job. No overtime payment will be made but time off will be given in lieu.

**Benefits:** There is an entitlement to 20 days holiday *pro rata*, (in addition to public holidays) the timing of which needs to be agreed in advance in order to take office requirements into account. The post will be covered by IFN's pension arrangements.

**Period of employment:** This is a 6 month fixed term post, beginning on 1 October, with possibility of longer term.

**Probationary period:** There will be a probationary period of 6 weeks, which may be extended.

### **Equal Opportunities Policy**

IFN warmly encourages applications from suitably qualified people of all backgrounds.

IFN values the contributions which individuals from different backgrounds and with different life experiences can bring to its work.

IFN particularly welcomes applications from black, Asian and minority ethnic candidates as they are under-represented within IFN at this level.

Applicants will be invited to indicate whether they have a disability and need adjustments to enable them to apply for the post, take part in the selection process or carry out the job as advertised.

### **Entitlement to work in the UK**

All candidates invited to interview will be asked to provide copies of the relevant documentation showing that they are entitled to work in the UK.

### **Application process**

Please complete the application form, and return this **by 5pm on 20 September 2021**, to Dr Harriet Crabtree OBE at [ifnet@interfaith.org.uk](mailto:ifnet@interfaith.org.uk). Please attach with your application a hand signed formal cover letter.

### **Queries**

If you have any queries about this post, please email [ifnet@interfaith.org.uk](mailto:ifnet@interfaith.org.uk). Please include a phone number.