

Friends of the Earth – Job Description

Job title	Finance Officer
Reporting to	Senior Finance Officer
Team	Finance & Regulatory Affairs
Career stage	Grade F
Contract type	Fixed Term Contract – 18 months, Part-time 21 hours per week
Location	The Printworks, London (can be flexible)
Line management	Erin Schildermans
Purpose of the role	
To assist and support the Finance Team with the accurate and timely processing of various financial tasks in accordance with Friends of the Earth’s financial procedures and controls.	
Key responsibilities and tasks	
<ul style="list-style-type: none"> • Supporting the Accounts Payable Finance Officer in processing invoices, setting up new suppliers, and processing employee expense claims • Providing support on purchase order generation to the organisation and assisting in the maintenance and training on the system • Generating sales invoices for the Major Partnership and Supporter Relations’ teams and doing credit control • Credit card statement journal process including chasing card holders for supporting information • Travel expense and social media spend reconciliations and approval chasing • Other expense reconciliations in accordance with our month end deadlines • Assisting on the administration of the procurement policy and supplier information • Running reports to assist with management accounts, budgets and forecasts • Organisation of files and documents within the office and digitally • Gift Aid controls checking • Helping to cover for the Income Processing team when required • Answering Finance related queries • Supporting on month end & year end deadlines • Other ad hoc finance tasks as required by the Team <p>You will also need to be aware of and follow Friends of the Earth policies and procedures, with particular attention to safeguarding, equality, diversity & inclusion, and our values.</p>	
Person specification	
Essential	
<ul style="list-style-type: none"> • Good organisational skills including demonstrable ability to coordinate and prioritise workloads to meet deadlines. • Flexible and good communication skills • Accuracy and attention to detail • An understanding of basic accounting principles 	

- Numeric, written and verbal skills required to understand instructions, analyse data, and communicate with colleagues or external contacts, as required.
- Experience of using spreadsheets, word-processing applications, e-mail and computerised accounting packages and ability to require relevant skills with in-house training
- Previous experience of working with suppliers
- Previous experience with Accounts Payable; including processing invoices, setting up suppliers and creating payment runs
- Previous experience of processing income/ sales invoices
- Knowledge of a financial reporting package
- Demonstrable experience of working within a small team
- Experience with month end close

Desirable

- Previous experience of using SunSystems (ideally version 6) and Q&A (Vision)
- Previous experience of using a CRM system
- Previous experience with Gift Aid
- Previous experience of working for a fundraising charity
- An understanding of the work that Friends of the Earth does and its goals.

Date approved	
Date reviewed	01/09/2021

This job description is current as at the date shown above. In consultation with the post-holder it is liable to variation by the Director to reflect or anticipate changes, in, or to, the post and the organisation.

The job description gives an overview of the main responsibilities of the role. The day to day role will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.