

Tools for Self Reliance is small charitable organisation based in Hampshire. Our work focusses on supporting sustainable livelihood development through projects delivered by our partners in Ghana, Malawi, Sierra Leone, Uganda and Zambia. In the UK we are supported by over 500 volunteers who play an active role in fundraising and in collecting and refurbishing donated tools and equipment; sent to support training and graduates as they move into employment.

Our Vision

A world free of poverty where people can use their skills and energies to meet their needs and aspirations.

Our Mission

To contribute to poverty reduction in Africa by working with partner organisations to empower people to build sustainable livelihoods through the provision of tools and training

Tools for Self Reliance is seeking a part time Finance Officer to join its team. The Finance Officer will work primarily with the Board Treasurer, CEO and Management Team; and will be responsible for all aspects of Tools for Self Reliance's financial and management accounting, day to day cash management and payments.

The ideal candidate should have an affinity for maintaining and developing effective administrative and processing routines, a proactive approach to work and be well organised and methodical. This role will suit an individual who enjoys being part of a small team within a versatile and dynamic organisation, and who has a flexible approach to prioritising and executing their duties.

Job Title	Finance Officer
Contract Term	<p>This role is offered on temporary 6-month contract, but with scope to expand to a permanent role with additional responsibilities and work hours at the end of this period.</p> <p>At this time, this is dependent on the organisation's financial stability post-COVID</p>
Workplace	Tools for Self Reliance Headquarters – Netley Marsh Southampton
Reporting to	Chief Executive Officer
Status	Candidates must be eligible to live and work in the UK (evidence of this will be required)
Salary	£22,000 – £24,000 pro rata (these salaries relate to a 35-hour week)
Working hours	25 hours per week
Annual Leave	25 days per annum – pro rata (including an office closure between Christmas and New Year)
Additional information	Some unsocial hours, including weekends, may be required. Time off in lieu will be awarded in accordance with the TOIL policy.
Ideal start date	ASAP

Main responsibilities and areas of accountability

Financial Accounting

- Accountable to the Chief Executive Officer to ensure smooth operation of all finance matters.
- Liaise with the Heads of Fundraising and Africa Programme to accurately record and review income and to effect payments to our overseas partners.
- Support budget holders to manage their budgets – including advising on the Chart of Accounts and income /expenditure coding
- Assist the Chief Executive Officer and staff team with the production of the yearly budget.
- Manage and effect all expenditure payments, including expenses payments, according to agreed procedures
- Effect monthly salary payments and related HMRC payments
- Undertake weekly (or as needed) processing and banking of all cash and cheques received; and processing of income received through bank transfers across all Tools for Self Reliance accounts.
- Manage Make Tax Digital (MTD) for VAT returns and complete and submit Gift Aid claims
- Maintain high quality and accessible filing systems (paper and electronic) and ensure data security and confidentiality

Reporting

- Running of reports from Xero as needed and when requested, creating new reports as necessary

Management of finances through Xero – to include:

- Maintaining input of financial transactions and validation of automated feeds across all Tools for Self Reliance accounts
- Management and regular reconciliation of all control accounts
- Regular budget review to help understand any key variances, correct mis-posting errors and input into quarterly reforecasting.
- Management and regular review of all invoice payments and direct debit payments – including correct coding for all transactions
- Maintenance of Chart of Accounts – including setting up new accounts and tracking codes as needed
- Processing of journals as required, including project cost recovery
- Regular maintenance of all paperwork pertaining to income and expenditure

Development of Financial Management Systems

- Proactively contribute to ensure financial policies and procedures are adhered to and an appropriate financial management and control environment is in place and maintained
- Develop the use of Xero, maximising and implementing built in functionality (e.g. automatic feeds, coding rules, reconciliation) to improve speed and accuracy of inputs and outputs
- Liaise with the CEO and staff team to identify and effect opportunities to improve and adapt financial management processes to best meet the needs of the organisation.

Wider Responsibilities as part of the Tools for Self Reliance Team

- Commit to the mission and vision of Tools for Self Reliance – putting the organisation at the forefront of all planning, work and actions
- Uphold the core values of the organisation in all areas of work and interactions with colleagues, volunteers, partners and other stakeholders
- Comply with all Tools for Self Reliance policies and procedures, with particular note for safeguarding, the code of conduct and data protection
- Commit to ongoing personal development and learning
- Fulfil any other reasonable request for the advancement of Tools for Self Reliance

Personal Specification

Essential

- Professional experience of working in a small finance team, preferably within a similar sector
- Professional experience of managing finances using Xero or a similar accountancy package
- AAT accounting qualification and/or actively studying ACCA or CIMA qualifications or QBE in similar roles and organisations
- Excellent people and relationship management skills.
- Highly organised with excellent information and data management skills.
- Experience of working with non-financial colleagues to improve their understanding of finance.
- Experience of creating and monitoring performance against budgets
- Strong strategic thinking and problem-solving skills and ability to appraise options and adapt plans as required
- Excellent written and spoken English with an eye for accuracy and attention to detail
- Excellent understanding of Excel and experience of integrating it with accounting and other external databases

Desirable

- Experience of working in the not-for-profit sector

Applying for this post

Please provide:

- **Your CV – no longer than 3 pages**
- **A cover letter outlining your experience and suitability for this post – please ensure you clearly demonstrate how your skills and experience meet the main responsibilities and areas of accountability outlined in the job description – this should be no longer than 2 pages**

Please include your contact details in this cover letter (email / phone number)

Send

By email to: jobs@tfsr.org

OR

By post to: Sarah Ingleby, Tools for Self Reliance, Ringwood Road, Netley Marsh, Southampton, SO40 7GY

There will be a rolling application window for submission, so please submit your application soon as it is ready.

We will also schedule interviews for applicants we wish to interview on a rolling basis from mid-September.

You will receive notification of receipt of your application, but will only be contacted if we wish to pursue your application and call you for interview.

Once we appoint, we will cease advertising this post and will not be able to accept any further submissions.

Please note – we are unable to offer feedback on any unsuccessful applications.