



Job description

Finance and Administration Officer

Job Title:	Finance and Administration Officer
Job Type:	One year contract (with possibility to extend)
Job Purpose:	To ensure the smooth functioning of ACACIA UK's and Rafiki Thabo Foundation's finance and administration functions.
Reporting to:	Director of Rafiki Thabo Foundation
Line Management Responsibilities:	None
Hours:	15 per week (can be two full-time days or spread over 3-5 days)
Salary:	£20,000 per annum, pro rata (£8,000 for 15 hours per week)

Introduction

Rafiki Thabo Foundation and ACACIA UK are two small international development charities based in Oxfordshire which are currently in the process of merging their operations as they share similar visions and missions. Rafiki Thabo Foundation runs various education projects in Kenya, Uganda & Lesotho and ACACIA UK works to support children living with disabilities and mental health issues in Kenya. We are looking for a Finance and Administration Officer, ideally with bookkeeping qualifications, to join our small team to support the running of the two organisations as their operations merge and for at least the first year of operating jointly.

Dimensions of the role

The Finance and Administration Officer will undertake administrative tasks to support the Director in the day-to-day running of both organisations in order to ensure the smooth running of the charities and efficient delivery of our programmes overseas. ACACIA UK has three charity shops and some of the administration will be relating to the shops. As such, the Finance and Administration Officer will also work closely with ACACIA UK's Shops Manager.

Although it is difficult to specify exactly all the tasks the Finance and Administration Officer will undertake, the role is likely to include the following tasks:

General Administration

- Logging and acknowledging donations and writing thank you letters
- Keeping scholar and support databases (in Excel) updated
- Filing paper or electronic records as required

- Ordering stationary, printer inks when required
- Assisting Shops Manager with admin and practical tasks as required
- Keeping personnel and Trustee files up to date. Keeping records of sickness, holidays and other absences
- Updating the Rafiki Thabo website and posting updates about the organisations' work on social media channels
- Sending out e-newsletters to supporters.

Financial administration

- Ensuring that expenditure is approved by the correct member of staff; make payments; record and file details
- Recording income, noting purpose and source. Bank cash and cheques, record and file details
- Preparing and administering payroll
- Making overseas payments and collecting, chasing and logging receipts (via country committees)
- Reconciling shop takings to bank accounts
- Processing expense claims and making payments
- Making Gift Aid claims for shops, regular donors, individual donors and collection boxes
- Preparing monthly financial reports (spend against budget) and annual accounts (for ACACIA only)
- Supporting the annual budget setting process
- Preparing VAT returns.

Working arrangements

The role can either be undertaken from home or from ACACIA's office in Abingdon, depending on the preference of the person we appoint. We are also flexible as to whether the Officer works 2 full-time days per week or splits his/ her time over more than two days.

How to apply

Closing date for applications: 9th August 2018

If you are interested in applying, or would like more information, please contact Janet (janet@rafiki-foundation.org.uk). In order to apply, please send your CV to trustees@rafiki-foundation.org.uk along with a cover letter explaining why you are interested in, and suitable for, the role.

Further information about our work can be found at: www.rafiki-foundation.org.uk and <http://www.acaciauk.org/>.

Person specification

You will have previous experience of general administration and finance administration. You will have strong organisational skills and attention to detail and be able to work to tight deadlines.

Area	Requirement	Desirable
Experience	<ul style="list-style-type: none"> At least 2 years' relevant experience of general and finance administration 	<ul style="list-style-type: none"> Experience of book-keeping Experience of managing payroll
Skills	<ul style="list-style-type: none"> Ability to prioritise workload and to manage competing demands effectively Strong knowledge of MS Office (especially Word, Excel & PowerPoint) Attention to detail Ability to take a systematic approach to tasks Effective planning and organising skills 	<ul style="list-style-type: none"> Knowledge of CRM database (eg. Salesforce) Ability to edit websites, social media and e-newsletter platforms
Personal attributes	<ul style="list-style-type: none"> Self-sufficient, self-motivated and proactive self-starter Commitment to Rafiki Thabo Foundation and ACACIA UK values and knowledge of its charitable activities Team player - comfortable working both on own initiative and as part of a team Able to work under pressure 'Can-do' attitude Excellent interpersonal skills 	<ul style="list-style-type: none"> Flexibility - able and willing to attend occasional events outside of normal hours if required