Job information

Post title: Finance Officer
Permanent contract: Full time

Main purpose of the job

• Financial administration and supporting the Finance Director with financial planning and reporting

Background

Alzheimer’s Disease International (ADI) is the worldwide federation of Alzheimer associations which support people with dementia and their families. ADI was founded in 1984 and registered as a non-profit organisation in the USA. Based in London, ADI has been in official relations with the WHO since 1996.

ADI's vision is prevention, care and inclusion today, and cure tomorrow. ADI believes that the key to winning the fight against dementia lies in a unique combination of global solutions and local knowledge. As such, it works locally, by empowering Alzheimer associations to promote and offer care and support for people with dementia and their family carers, while working globally to focus attention on dementia and campaign for policy change from governments. ADI produces global socioeconomic information on the disease and publishes the World Alzheimer Report as well as a host of other papers and publications.

ADI is a federation that primarily works by empowering its member associations, taking into consideration their geographical and cultural diversity. Each of our members is a non-profit Alzheimer association supporting people with dementia and their care partners. We can only achieve our aims if we work closely together with our members and other non-governmental organisations. More information can be found at www.alzint.org/what-we-do
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Key tasks

1. Preparing payments for invoices, grants, salaries and expenses in multiple currencies
2. Raising invoices, acknowledging receipts and donations, and following up outstanding receivables, drafting correspondence as necessary
3. Preparing monthly management accounts
4. Preparing financial reports that may be required by funders or others
5. Coordinating the tracking of restricted funds, in collaboration with colleagues
6. Dealing with payment queries and sending remittance advices
7. Checking and collating expense claims, assisting other staff as necessary
8. Filing payments and associated documentation
9. Working with online donation systems (such as JustGiving, Enthuse, Facebook), running reports and manipulating exported data
10. Filing donation reports, documentation of receipts
11. Reconciling bank statements and petty cash balances in multiple currencies
12. Updating CRM with contact and transaction information
13. Assisting with preparation for external audit and responding to audit requests
14. Assisting the Finance Director with tasks related to finance, budgeting and planning
15. Liaising with members of the management team concerning membership dues
16. Any other reasonable task commensurate with this post as required
Person Specification

Post title: Finance Officer

Qualifications

Essential

• AAT level 3 qualification or equivalent

Experience

Essential

• Experience of working in a busy team
• Experience in a finance role

Desirable

• Experience in a charity or non-profit organisation
• Experience in an international organisation

Knowledge, Skills and Abilities

Essential

• Ability to manage multiple tasks, prioritise and work to deadlines
• Written and oral communication skills in English
• Numeracy, accuracy and attention to detail
• Ability to work well within a team
• Good working knowledge of Microsoft Excel, Word and Outlook
• Ability to work with and maintain good relationships with people
• Ability to demonstrate initiative, solve problems, suggest improvements to processes, and adapt to changes
• Knowledge of accounting software
• Empathy with ADI’s aims and values

Desirable

• Knowledge of QuickBooks software