



**Alzheimer's Disease
International**

The global voice on dementia

Job information

Post title: Finance Assistant

Permanent contract; Part time 0.4 FTE

Main purpose of the job

- Supporting the General Manager with financial administration

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

Job description

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Key tasks

1. Preparing payments for invoices, grants and expenses in multiple currencies
2. Dealing with payment queries and sending remittance advices
3. Checking and collating expense claims, assisting other staff as necessary
4. Filing payments and associated documentation
5. Raising invoices, acknowledging receipts and donations, and following up outstanding receivables, drafting correspondence as necessary
6. Working with online donation systems (such as Virgin Money Giving, Enthuse, Facebook), running reports and manipulating exported data
7. Filing donation reports, documentation of receipts
8. Maintaining and reconciling petty cash balances in multiple currencies
9. Updating CRM with contact and transaction information
10. Preparing monthly reports as part of the management accounts
11. Assisting with preparation for external audit and responding to audit requests
12. Assisting the General Manager with tasks related to finance, office management and personnel issues
13. Any other reasonable task commensurate with this post as required

Person Specification

Post title: Finance Assistant

Qualifications

Essential

- GCSE English and Maths A-C 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
- AAT qualification or equivalent

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
- Empathy with ADI's aims and values

Desirable

- Knowledge of QuickBooks software or other accounting software
- Knowledge and understanding of finance functions