



Job Description and Person Specification

Please note this statement is for information only and does not form part of a contract. This list is not exhaustive and you will be expected to undertake such duties as may be assigned to you by the Foundation from time to time. WFD is a small team and staff are expected to be flexible in their work in order to deliver the objectives of the organisation¹.

Job title	Finance Officer	Location	London
Contract type	Fixed term contract to 31 March 2020	Salary	£22,402- £27,902

Context

The Foundation:

Westminster Foundation for Democracy (WFD) is an independent foundation sponsored by the Foreign and Commonwealth (FCO) and the Department for International Development (DFID). WFD specialises in parliamentary strengthening and political party development. It does this by supporting the development of parliaments, political parties and civil society organisations. It is uniquely placed to draw directly on the expertise of the Westminster political parties in all its work.

Established in 1992, WFD has supported transitions to democracy in central and Eastern Europe, strengthened multi-party democracies in Africa, and extended its work to the Middle East and North Africa (MENA) and Asia over the past decade. For more information, please visit www.wfd.org

Main purpose of the role

Working as part of WFD's London finance team, the Finance Officer (FO) supports the efficient running of the finance function by ensuring timely and accurate processing and reconciliation of transactional data using WFD's financial system. The FO also provides administrative support to ensure working capital needs are fulfilled, including processing payments to WFD's country offices and coordinating cash advances for WFD staff.

The FO is a key point of contact within the finance team, dealing with requests from WFD's UK and overseas staff for payments and new supplier set-up, and providing an excellent and efficient service in ensuring all finance queries and tasks are dealt with promptly and in line with WFD's financial calendar, including month end timetable.

As well as processing transactional data, the FO also delivers timely and accurate bank and cash advance reconciliations. As WFD is an international organisation with widely dispersed offices, there will be a large amount of foreign currency bank payments and transaction processing, the majority of which is via online banking. The FO must be confident in this area and ensure accuracy.

¹ This JD is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible tasks and duties. The responsibilities of the jobholder might differ from those outlined in the JD and that other duties, as assigned, might be part of the job.



Management and key relationships	
Staff managed²	None
Reports to³	Finance Manager
Key Relationships	
<ul style="list-style-type: none"> • WFD's London Finance team; • WFD London and Country based staff; • HSBC relationship team; • WFD UK and international suppliers. 	
Main Duties	
1	<p>Accounts Payable:</p> <ul style="list-style-type: none"> - First point of contact to ensure work is completed when sent to the sub-folders of the Accounts Payable dedicated email address. The address includes things like, (i) New Supplier Forms & Verification Requests, (ii) Cash Advance Requests, (iii) Country Office Fund Requests, (iv) Staff Expenses Requests, (v) Queries, (vi) Payment Authorisation Requests and (vii) Petty Cash Requests; - Escalate issues/queries on a timely basis to your line manager; - Post GBP and foreign currency invoices onto finance system - Electronic payments – post on HSBC.Net and maintain secondary authoriser procedure for approvals; - For foreign currency payment calculate accurate sterling value using <i>Oanda</i> and post on SAGE. - Aged creditor reconciliation.
2	<p>Primary financial transaction responsibilities:</p> <ul style="list-style-type: none"> - Manage the invoice process including making bank payments to UK and International suppliers (mainly electronic banking) utilising WFD's finance system - Purchase ledger management via the Accounts Payable email address, including filing and records management maintained to WFD's audit standard - Manage the Supplier Ledger by reconciling supplier statements on a monthly basis - Process, manage, and reconcile cash advance requests from staff including foreign currencies - Process staff expense claims - Operate WFD Petty Cash - Process new supplier accounts and information
3	<p>Bank Postings and Reconciliation:</p> <ul style="list-style-type: none"> - Print bank statement of all activity from WFD UK accounts on a weekly basis; - Review all transactions and update finance software to reflect bank statement (post transactions to the finance system, like direct debits, corporate credit card, etc.). - Perform bank reconciliations (GBP and foreign currency), ensuring complete and accurate by month end deadline; - <u>Credit card postings and reconciliation</u>
4	<p>Cash Advances:</p> <ul style="list-style-type: none"> - Ensure information is posted on finance system; - Reconcile details of all staff expenditure against any prior advance issued.
5	<p>Petty Cash:</p> <ul style="list-style-type: none"> - Respond to staff requests; - Seek necessary authorisation and issue staff with their money/collecting proof of purchase;

² Please note WFD reserves the right to increase or reduce the number of staff managed according to the needs of the organisation.

³ Please note WFD reserves the right to change the line of management according to the needs of the organisation.



	<ul style="list-style-type: none"> - Upload cash expense to the correct project(s) on the finance system; - Maintain appropriate petty cash balance and complete petty cash reconciliation accurately by month end deadline
6	Staff Expenses: <ul style="list-style-type: none"> - Process and reconcile staff expenses; - Pay in the next available payment run; - Upload expenditure to the correct project(s) in the finance system;
7	Risk Management: <ul style="list-style-type: none"> - Maintain an understanding and awareness of WFD's risk management policy and procedures and report any actual or potential incidence where WFD could be operating outside its 'risk appetite' - Maintain an understanding and awareness of WFD's anti-bribery and corruption policy and procedures and report any actual or potential transactions that may require to be investigated further
8.	Ad Hoc: <ul style="list-style-type: none"> - Prepare and upload journals - Ensure continuous and consistent filing of all finance documents - Raise sales ledger invoices; - Reconcile and chase aged debtors

Person Specification			
Knowledge, skills and experience			
	Requirement	E/D⁴	Evaluation⁵
1	2 -5 years' work experience in a transactional finance role;	E	Application/Interview
2	At least one year's work experience in an international, multi-currency transaction processing role;	E	Application/Interview
3	Proficient in the use of SAGE Line 50 software (desirable) or other financial accounting software	E	Application/Interview
4	Intermediate level Microsoft Excel	E	Application/Interview
5	Strong knowledge and understanding the basic accounting principles (e.g. accruals, prepayments, bank reconciliation, etc.)	E	Application/Interview
6	Excellent attention to detail and accuracy	E	Application/Interview
7	Ability to multi-task effectively and deliver to deadlines, working with team and line manager to prioritise tasks	E	Application/Interview

Competencies⁶			
	Requirement	E/D	Evaluation
1	We respect and support colleagues <ul style="list-style-type: none"> • I work in ways that achieve my own and my team members' objectives 		

⁴ Essential or desirable

⁵ This is relevant for recruitment purposes and sets out how a candidate will be assessed against requirements. Options are application form (App), interview (Int) or test (Test)

⁶ Competencies articulate the behaviours which an organisation expects its staff to demonstrate in the course of their work both to reflect organisational values and add significance and worth.



	<ul style="list-style-type: none">• I coordinate my work with team members• I share factual information clearly and concisely being respectful of colleagues' time and needs	E	Interview
2	We build partnerships and networks <ul style="list-style-type: none">• I communicate with stakeholders in an appropriate style and provide the information that's needed clearly and concisely• I build respectful relationships with a diverse range of stakeholders	E	Interview
3	We demonstrate leadership <ul style="list-style-type: none">• The quality of my work, my behaviour and personal integrity positively contribute to the organisation's reputation• I use initiative when making decisions about how to tackle problems and understand when I need to involve others	E	Interview
4	We deliver quality and impact <ul style="list-style-type: none">• I reflect on ways I can make improvements in my work• I collect, store and use information accurately, sensitively and appropriately	E	Interview
5	We embrace innovation and change <ul style="list-style-type: none">• I take a positive approach to organisational change and innovation• I identify ways to continuously improve my work using problem-solving skills and creativity	E	Interview
6	We demonstrate business awareness <ul style="list-style-type: none">• I use resources and funds carefully, efficiently and as intended• I take steps to ensure our resources are secure• I follow procedures to accurately track, record and report on the use of resources and expenditures	E	Interview