

## Operational / External Title: Finance and Purchasing Officer

Role Title:	<b>Finance and Purchasing Officer</b>
Date of JD Review:	<b>04/03/2025</b>
Department:	<b>CEOs Office</b>
Team:	<b>Finance &amp; Procurement team</b>
Tenure:	<b>Full time &amp; Permanent</b>
Band & Range:	<b>Band B</b>
Location:	<b>London or Chard &amp; Hybrid</b>
Reports to:	<b>Senior Financial Accounting Manager</b>
DBS check required:	<b>No</b> <a href="#">[DBS Roles]</a>
Role requires travel:	<b>No</b>
Budget Holder	<b>No</b>
Direct Reports:	<b>No</b>
Indirect Reports:	<b>No</b>
Dotted line reports:	<b>No</b>
Does This role require Travel:	<b>No</b>
Internal Key Contacts: Finance Team, Procurement Team, Data Protection & Employees	
External Key Contacts:	

## **Purpose Of the Role:**

To ensure that financial transactions are correctly recorded through the use of good and continuously improving systems, processes and controls.

To assist the Procurement Manager with the purchasing process, and to assist the Senior Finance Officer with processing information and identifying differences.

To provide key data for the use of internal and external stakeholders and to ensure that that data is of suitably high quality and reconciles to all other records.

## **Main Accountabilities:**

### **Responsible for financial data processing (45%)**

- Responsible for processing all bank transactions into the accounting system on a weekly basis
- Responsible for processing all digital credit card (DIGIFIN) transactions into the accounting system on a weekly basis
- Responsible for processing all credit card transactions into the accounting system, and ensuring that all credit card reconciliations are prepared and submitted with correct supporting documentation
- Responsible for managing the staff float system, both GBP and USD, ensuring they are recorded on the accounting system and that each float is paid out, and reconciled correctly and completely.
- Responsible for preparing and posting the monthly payroll journal from a report prepared by third party payroll providers.....

### **Responsible for the Transactional Purchasing Process (20%)**

- Manage the approval of low value freelancer procurement, including reviewing supplier usage to ensure that the correct threshold is being used and carrying out the due diligence of new suppliers
- Work with stakeholders to maintain the integrity of the Procurement registers and the information they hold
- Assist in carrying out due diligence of new suppliers and higher value spend approvals if the Procurement manager is absent
- Manage the supplier set up process, ensuring that suppliers are set up only when the correct procurement process has been followed
- Ensure that invoices are only paid when the procurement process has been completed and a live contract is in place
- Embedding and maintaining the usage of contract numbers on invoices
- Be the Transactional purchasing expert for the organisation, including in any communications or trainings and inductions

- Assist in provision of monthly procurement KPIs

**Responsible for setting up Manual bank payments (10%)**

- On a weekly basis, responsible for setting up manual bank payments, ensuring that the correct supporting documentation is provided, correct bank details are received and the payment is set up on our various banking platforms.
- Understanding what bank payment requirements are needed for sending funds internationally to different jurisdictions
- Following up on queries raised by banks on payments made as required

**Responsible for Balance sheet reconciliations (5%)**

- Responsible for preparing monthly balance sheet reconciliations for Fixed Assets, Petty Cash, Sundry creditors, Provisions and Loans
- Support Senior Finance officer in the preparation of other balance sheet reconciliations and supporting with investigations of differences where required

**Responsible for running and maintain sales ledger (5%)**

- Checks sales invoices requests and posts sales invoices
- Carries out regular credit control to ensure that overdue debts are minimized and followed up until resolved
- Reconciles the sales ledger monthly providing full comments on overdue debts

**Other accountabilities (15%)**

- Provide support to the Finance Assistant on the Finance inbox and purchase invoicing as required
- Assist in the provision of Finance training to the organisation, such as the monthly Finance induction
- Support the Finance Managers and Deputy Director of Finance on the delivery of information during the year-end process as requested
- Cover for Senior Finance Officer and Finance Assistant as and when needed
- Assist the Finance Managers in supporting new or ad-hoc projects as and when necessary

## EXPERIENCE, KNOWLEDGE & EXPERTISE

### Essential Criteria:

- Commitment to AA's vision, [mission](#) and values, including a commitment to [feminist principles](#), safeguarding, and working in an organisation committed to working for the rights of women and girls.
- Commitment to AA's values of Equality, Diversity & Inclusion and upholding the values of becoming an anti-racist decolonised INGO.
- ActionAid UK is committed to preventing any form of sexual harassment, exploitation, and abuse (including child abuse and adult at-risk abuse) and responding robustly when these harms take place. We expect all ActionAid UK Staff and ActionAid UK Associated Personnel to share this commitment.
- Commitment to continually improving your digital skills and knowledge within the working environment.
- Part qualification with appropriate accounting body with desire to study further (AAT/ ACCA / CIMA)
- Experience of data entry into financial system and the resolution of problems in this area
- Proven track record of improving financial processes with reference to internal and external stakeholders
- Solid understanding of double entry accounting
- Intermediate - Advanced Excel skills
- Able to work with minimal supervision
- Pro-active, problem solving approach
- Excellent oral and written communication skills
- Commitment to customer/ stakeholder service

### Desirable Criteria:

- Experience of living and working in the "Global South", especially regions where we are funding programmes & projects
- Experience of working for an INGO
- Knowledge and experience of charity accounting
- Experience of working and solving problems in a multi-national environment
- Experience of administering a finance system
- Experience of managing transactional purchasing processes
- Able to influence colleagues of varying seniority and backgrounds
- Process mapping and documenting skills

It is expected that everyone at ActionAid UK will work to support and strengthen our desired culture of being bold, connected, diverse, optimistic, open and respectful through the way they approach and deliver their work by:

- Being accountable and responsible – your individual way of working
- Being innovative and collaborative – how you get things done
- Being empowering and trusting – how you build and sustain relationships.