

FINANCE OFFICER

Part-time Finance Officer (25-30 hours a week);

Salary £20,000 - £22,000 per annum (pro rata; negotiable based on experience)

Role Description

Due to the retirement of the present job-holder, we are looking for a part-time Finance Officer. The Oxford Group is a long-established UK charity situated in Westminster, and is an easy walk from Victoria underground station. You will be reporting to the Chief Accountant and will be responsible for maintaining financial records, reconciling bank and supplier statements, checking returns of expenses, processing payroll and making electronic payments to suppliers and staff.

We are looking for someone who thrives on accurate and detailed figure work as well as enjoying working with a wide variety of people including our large team of volunteers.

Essential skills and experience

- proven experience in a similar position over a period of at least three years, demonstrating competency at bookkeeping to trial balance;
- familiarity with computerised accounting systems;
- familiarity with payroll operations and online submissions to HMRC;
- working knowledge of Microsoft Office applications.

The following would be desirable

- specific experience of Sage Line 50 v12 or higher;
- advanced Excel skills such as the design of forms;
- experience of accounting in the charity sector
- AAT or ACCA qualifications.

We offer

Working hours negotiable depending on your requirements, between 25 and 30 per week (9:00 am to 2pm or similar, Monday to Friday)

20 days holiday per year (pro rata)

Salary and holidays based on a 37.5 hours full-time week, i.e. 30 hours = 80%

Access to a stakeholder pension scheme

Please send your letter of application and CV to: secretary@london.iofc.org

Initiatives of Change is committed to bringing about change in the world based on moral and spiritual values, personal transformation and commitment to a divine purpose. We would expect the successful candidate to be sympathetic with the aims and objectives of the charity and to work within our spirit and ethos.