**FINANCE DEPARTMENT TEMPORARY RECRUITMENT – 2017**

**Job Description**

**Job Title:-** Part Time System and Finance Analyst – fixed term 1 Year (28 hours p.w.)

**Location:-** Central London

**Reporting to:** Finance Director

**Salary:-** £31,264 p.a. pro-rata

**Primary purpose:**

To provide specialist support and cover for absences as a member of a small, friendly team across the full range of finance and grant-giving processes during an exceptionally busy year, in which Seafarers UK will celebrate its Centenary and undertake an extensive Strategic Review.

**Main responsibilities:-**

* Review internal and external data sources and prepare Excel based import journals.
* Support daily banking and cash management processes.
* Assist Head of Finance in updating Cost Centre reports, identifying & resolving coding errors.
* Assist Head of Finance in preparing monthly account reconciliations.
* Provide cover for system administration of IRIS Exchequer Finance Package and linked Excel files.
* Undertake shared administration duties, for example processing mail.
* Support the data management for rolling grant application, post grant award and grant tracking processes.
* Provide cover for inputs to Raiser’s Edge donor database.
* Any other ad-hoc duties you might reasonably be requested to perform in support of the Charitable Objectives of Seafarers UK

**Skills and experience –**

**Essential to the role is:**

* A Qualified or part Qualified Accountant, minimum is AAT qualified or by experience.
* Proven experience of Charity accounting systems and reporting requirements.
* Advanced Excel and Word skills.
* Strong interpersonal skills as the post holder will be required to liaise effectively across the organisation at all levels and with external contacts.
* Demonstrates being a team player, whilst able to work unsupervised and on own initiative.
* An ability to recognise and work to firm deadlines through effective organisational and time-management skills.
* Proven record of integrity.

**Other desirable skills and attributes**

* Experience in administration of IRIS Exchequer or similar database structured charity financial packages is desirable.
* Experience of Benefactor grants management system is desirable but training can be given.
* Experience of Raisers Edge or similar CRM systems is desirable.
* Ability to multi-task and manage prioritisation of tasks, including management of expectations of ‘internal customers.’
* Ability to remain calm under pressure.
* Willingness to contribute to the positive team atmosphere and its excellent reputation.

**Additional information**

* Starting Date – ASAP
* Hours of Work – 28 hours p.w.
* Leave Allowance – 30 day pa pro-rata and pro-rata allowance for bank holidays
* Staff Pension
* Group Health Care Provision

**Application**

* If you wish to be considered for the above role, please forward your CV and covering letter including a supporting statement to ian.wardle@seafarers-uk.org
* The closing date for applications for this post is Friday 3 February, and interviews will be held in London in the week commencing Monday 27th February and the interview will include a written test.  Those called for interview will be expected to bring their current valid passport with them in order that the right of an individual to reside and work in the UK can be verified prior to any offer of employment being made.   It is anticipated that the successful candidate would start on or week commencing 6 March 2017.

Seafarers UK is committed to the principle of equal opportunity in employment, in order to ensure that individuals are assessed and selected solely on the basis of their relevant aptitudes, skills and abilities

**Seafarers UK will only use the personal information provided in order to process the application in accordance with the Data Protection Act 1998**