



## Job Description

### Finance and Administration Officer

<b>Job Title:</b>	Finance and Administration Officer
<b>Job Type:</b>	Permanent
<b>Job Purpose:</b>	To ensure the smooth functioning of ACACIA UK's and Rafiki Thabo Foundation's finance and administration functions.
<b>Reporting to:</b>	Director of Rafiki Thabo Foundation
<b>Line Management Responsibilities:</b>	None
<b>Hours:</b>	30 per week (can be four full-time days or spread over 5 days)
<b>Salary:</b>	£21,500 per annum, pro rata (£17,200 for 30 hours per week)

## Introduction

Rafiki Thabo Foundation is an international development charity based in Oxfordshire and ACACIA UK is its trading subsidiary. We are looking for a dynamic Finance and Administration Officer to join our small team to support the day-to-day running of both organisations. Rafiki Thabo Foundation delivers education programmes on behalf of both charities in Kenya, Uganda & Lesotho, with a particular focus on increasing access to education for children with developmental disabilities. ACACIA UK has four charity shops in South Oxfordshire that provide income to fund the programmes.

## Dimensions of the role

The Finance and Administration Officer will undertake a wide variety of administrative tasks to ensure the smooth running of the organisation. There are three main dimensions to the role:

1. **Administrative support** to the Director of Rafiki Thabo to ensure efficient programme delivery;
2. **ACACIA shops:** ACACIA UK currently has three charity shops (and are hoping to open a fourth) and much of the administration will be relating to the shops. As such, the Finance and Administration Officer will also work closely with ACACIA UK's Shops Coordinator; and
3. **Fundraising support:** Rafiki Thabo organises a range of fundraising activities, including large scale and smaller scale events, virtual challenges etc which require administrative support.

The role is extremely varied and it is therefore difficult to specify exactly all the tasks the Finance and Administration Officer will undertake. However, the role is likely to include the following tasks:

### **General administration**

- Logging and acknowledging donations and writing thank you letters
- Keeping scholar and supporter databases updated
- Managing an annual impact survey and logging results
- Filing paper or electronic records as required
- Ordering stationery, printer inks, PPE when required
- Assisting Shops Coordinator with admin and practical tasks as required
- Keeping personnel files up to date. Keeping records of sickness, holidays and other absences
- Updating the Rafiki Thabo website
- Sending out e-newsletters to supporters.

### **Financial administration**

- Recording income and expenditure into ACACIA's finance system (Sage)
- Processing expense claims and making payments
- Banking cash and cheques, recording and filing details
- Reconciling shop takings to bank accounts
- Ensuring that expenditure is approved by the correct member of staff/ Director, keeping records of all invoices and coding expenditure as appropriate
- Preparing payroll and pension scheme payments and liaising with external payroll provider to ensure all staff are paid on time
- Preparing weekly shop sales reports for Shops Coordinator
- Making Gift Aid claims on sale of donations made to shops
- Reconciling project spend receipts against budget and receipts against scholar fee payments
- Preparing monthly management accounts
- Supporting the annual budget setting process
- Preparing and submitting VAT returns.

### **Working arrangements**

The role can either be undertaken from home or from ACACIA's office in Abingdon, depending on the preference of the person we appoint. At least one day a week should be spent working from the ACACIA office. We are flexible as to whether the Finance and Administration Officer works 4 full-time days per week or splits his/ her time over five days.

### **How to apply**

**Closing date for applications:** 27<sup>th</sup> May 2022

If you are interested in applying, or would like more information, please contact Janet ([janet@rafiki-foundation.org.uk](mailto:janet@rafiki-foundation.org.uk)). In order to apply, please send your CV to Janet along with a cover letter explaining why you are interested in, and suitable for, the role.

Further information about our work can be found at: [www.rafiki-foundation.org.uk](http://www.rafiki-foundation.org.uk).

**Person specification**

You will have previous experience of general administration and finance administration. You will have strong organisational skills and attention to detail and be able to work to tight deadlines.

<b>Area</b>	<b>Requirement</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"><li>• At least 2 years' relevant experience of general and finance administration</li></ul>	<ul style="list-style-type: none"><li>• Experience of book-keeping</li><li>• Experience of managing payroll</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Ability to prioritise workload and to manage competing demands effectively</li><li>• Strong knowledge of MS Office (especially Word, Excel &amp; PowerPoint)</li><li>• Attention to detail</li><li>• Ability to take a systematic approach to tasks</li><li>• Effective planning and organising skills</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of CRM databases</li><li>• Ability to edit websites, social media and e-newsletter platforms</li></ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"><li>• Self-sufficient, self-motivated and proactive self-starter</li><li>• Commitment to Rafiki Thabo Foundation's values and knowledge of its charitable activities</li><li>• Team player - comfortable working both on own initiative and as part of a team</li><li>• Able to work under pressure, prioritise effectively and multi-task</li><li>• 'Can-do' attitude</li><li>• Excellent interpersonal skills</li></ul>	<ul style="list-style-type: none"><li>• Flexibility - able and willing to attend occasional events outside of normal hours if required</li></ul>