

Finance Officer - Volunteer Job Description

SwimTayka teaches children in underserved communities around the world, to swim. Since 2016, SwimTayka has been working towards our long-term goal that all children, wherever they are born, have access to free swimming lessons in clean water. This Legal & Policy Officer role is solely responsible for the monitoring and creation of policy to ensure we meet all legal responsibilities within the Charity, although a passion for swimming and the environment is welcomed.

Responsible to:	Chairperson of SwimTayka
Location:	Any (home based working)
Hours of Work:	Flexible - estimated at 2 hours a week

Overview

The role includes all bookkeeping and production of monthly management accounts, and annual accounts in conjunction with the Chair. Support in the preparation of annual budgets with the Chair and liaison with the Trustees in other financial matters.

Would suit someone who is used to working flexibly, on their own initiative, copes effectively with managing workloads and deadlines, remains positive, reflective and is pro-active in the face of challenges.

A good communicator with **strong numeracy skills** and excellent organisational skills.

SwimTayka is committed to Safer Recruitment and all appointments are subject to satisfactory references and pre-employment checks as required in line with our Safeguarding Policy.

SwimTayka supports flexible working arrangements.

Main outcomes to be delivered by the role:

1. Maintaining complete and timely book-keeping and associated records of account. This will include the preparation of monthly management accounts and associated analyses required by management. This will include ensuring that the accounts are accurate, complete, and that all donations, GiftAid, expenses and accruals and prepayments are accounted for.
2. Monthly bank reconciliations on the bank account, appropriately documented and subject to review and approval by the Chair.

3. Timely processing of invoices and payments as part of a monthly payment cycle or ad hoc payments.
4. Assist the Chair in the annual budgeting process and able to make estimates of funds required for short and long-term financial objectives of SwimTayka.
5. Preparation of Annual Accounts and liaison with Accountant, ensuring charity statutory financial responsibilities and reporting requirements to Charities Commission are met in a timely manner.
6. Preparation and review of new and existing finance procedures when required and contribute to improving processes and systems within the finance function.
7. Ability to communicate finance to non-finance Trustees.
8. Carry out all other duties as may be reasonably assigned from time to time and with the level of this Job Description.

Knowledge, skills and abilities required:

This volunteer description is not exhaustive but is a guide to the main functions and responsibilities of the post. It is subject to periodic review in line with organisational development. The postholder may be asked to undertake other duties for which they have the necessary experience and/or training. Person Specification Essential Criteria Candidates must demonstrate and explain in their application how and why their previous experience, skills, abilities and knowledge, meet the requirements of this post.

Applications that fail to demonstrate this will be not be considered for shortlisting

Required:

1. A recognised bookkeeping qualification such as AAT and part qualification of ACCA or SIMA.
2. Experienced in the preparation of management accounts.
3. Excellent organisational skills and attention to detail.
4. Ability to prioritise and deliver to deadlines.
5. Good communicator who is able to liaise with non-finance Trustees.

Desirable

6. Experience of Charity accounting.
7. Advanced working Knowledge of Google Docs
8. Track record of working autonomously and in a small team.
9. Able to work collaboratively in a challenging environment.
10. An investigative nature.
11. A keen interest in the growth and efficiency of SwimTayka and a strong and demonstrable commitment to our mission.

Personal Qualities

- A can-do attitude and ability to work independently with limited supervision, as well as a demonstrable commitment to constructive and cooperative team working
- Confident, resourceful and proactive, with initiative and a problem-solving disposition
- Ability to meet deadlines and take personal responsibility for work
- Ability to work effectively with a range of stakeholders, internal and external, including senior staff, trustees, grantees, policymakers, practitioners, communities and individuals from diverse cultural and linguistic backgrounds.
- A strong and demonstrable commitment to our mission
- All applicants must have the right to work in the UK for the duration of the contract
- Successful applicant will be required to undergo a criminal background check and job offer is dependent on a satisfactory return

Equal Opportunities Statement

SwimTayka aims to ensure that no prospective or actual employee is discriminated against on the grounds of race, sex, nationality, marital status, sexual orientation or gender identity, employment status, class, disability, age, religious belief or political persuasion, nor is disadvantaged by any condition or requirement, which is not demonstrably justifiable.

Safeguarding Statement

SwimTayka is committed to Safer Recruitment and all appointments are subject to satisfactory references and pre-employment checks as required and in line with our Safeguarding Policy and Procedures. More information, including a copy of SwimTayka's Safeguarding Policy, can be provided on request.

Data Protection

For details of our data protection and privacy policy please refer to our website:

<https://swimtayka.org/privacy-policy/>

Application Procedure

Candidates should send a Curriculum Vitae, a detailed Personal Statement (fully addressing all the criteria in the person specification) and a writing sample in English (max. 1000 words) to volunteer@swimtayka.org no later than 20th March 2020, stating Legal Policy Officer in the subject heading.

For questions about the role contact volunteer@swimtayka.org: Candidates should also provide details of at least two referees (not to be contacted until a volunteer offer is made).

Regrettably, due to the large number of applications we receive, it is not possible to write to you should you not be shortlisted for an interview. If you have not heard from us within 20 days of the closing date, please assume that your application has not been successful on this occasion. Interviews will be conducted at the start of April.