



Job title: Finance & Administrative Officer

Working base: 17-21 Wenlock Road, London, N1 7GT

Reporting to: Finance Manager

Direct reports: None

Salary: £30, 000 per annum

Contract status: Permanent

Who we are and what we do

The Disasters Emergency Committee (DEC) is a unique and dynamic membership organisation which comprises 15 of the UK's leading humanitarian agencies: ActionAid, Action Against Hunger, Age International, British Red Cross, CAFOD, CARE International, Christian Aid, Concern Worldwide (UK), Islamic Relief Worldwide, International Rescue Committee UK, Oxfam GB, Plan International UK, Save the Children, Tearfund and World Vision.

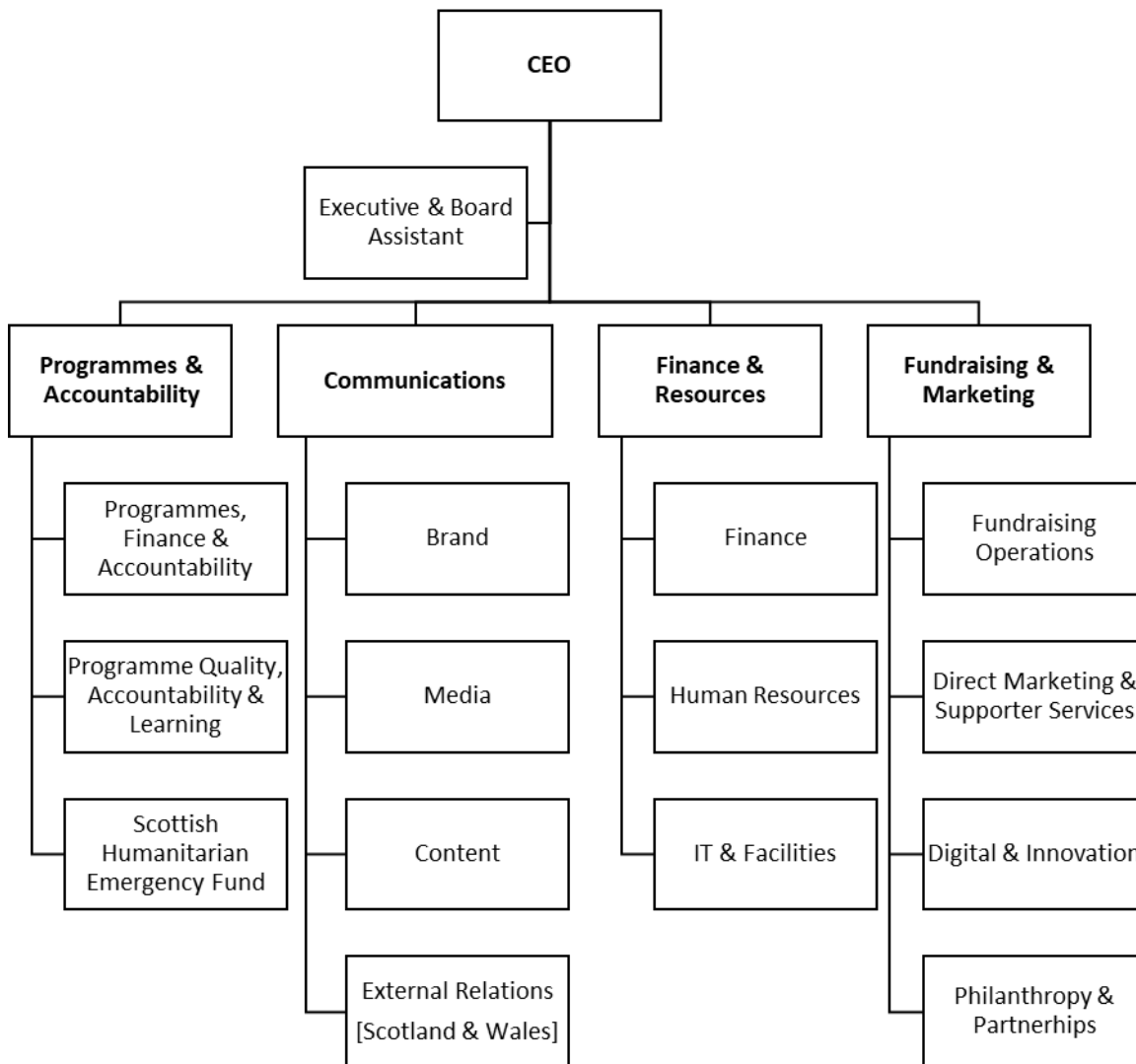
Since it was founded in 1963, the DEC has run over 75 fundraising appeals and raised more than £2 billion to help save lives and protect livelihoods in disaster-affected communities around the world.

The DEC launches appeals when there is a humanitarian emergency of such magnitude to warrant a national UK response. DEC fundraising appeals benefit from unique corporate partnerships through our Rapid Response Network and the combined expertise of our member agencies, resulting in wide reaching appeals across high profile TV, radio, and an increasing number of digital channels.

Most DEC funds are raised over an intensive two-week period following a disaster. Appeal funds are specifically for overseas humanitarian work and are normally spent over a two or three-year response period. An important part of the DEC's remit is in learning, accountability and sharing information.

The DEC Secretariat is funded by contributions from its member agencies and is responsible for the day-to-day running of the DEC. There are currently 38 staff members and a small number of dedicated volunteers, working together to promote the strategic values of dynamism, openness, collaboration, empowerment, and innovation.

DEC Structure



Purpose of the role

The Finance & Administrative Officer will assist in processing the day-to-day transactions, and reporting cycles associated with an income and grant giving driven, operation. The post holder will ensure responsibilities assumed in this role are carried out in line with DEC's policies and procedures, Government and HMRC guidelines and the Charity Commission.

The role will work closely with, and support, the Finance Manager and Financial Accountant (Income), as well as providing general support to the Director of Finance & Resources and the Human Resources Manager.

Key Responsibilities

Financial Processing & Reconciliation

- Process, log and bank all postal donations.
- Manage supplier relations & lead on supplier expenditure and purchase invoice process, including, but not restricted to:
 - Due diligence reviews
 - Payment administration, via online banking (ensuring proper separation of restricted and unrestricted funds)
 - Creation and posting purchase invoice journals into the finance system, ensuring proper expenditure coding in collaboration with other secretariat teams.
- Code, reconcile and process business credit cards and personal expense claims, following up with budget holders for accuracy.
- Support the Financial Accountant with the bank reconciliation for select DEC accounts and code income, as part of the Month-end and income reporting process.
- Lead on processing and reconciliation of office donations income channel, including cheques, cash and currency.
- Support with review of gift aid claims in preparation for internal sign off and submission to HMRC.
- Provide administrative support during accounting periods, i.e., month end, annual returns, budget preparations and audits.
- Support in the creation and delivery of monthly management accounts, reviewing expenditure coding against chart of accounts and creating recoding journals as necessary, ensuring proper records & audit trails are kept.
- Update relevant financial information, as directed by the team.
- Proactively share industry updates and improvements on processes, documentation etc.
- Provide support for the Finance Manager in the processing, reconciliation and verification of wider accounting data as directed.
- Proactively collaborate with wider team to facilitate and direct the improvement of key processes such as invoice approval systems, and continuously work to improve internal financial controls.
- Update and create policies and procedures within the finance manual.
- Proactively share industry updates and improvements on processes, documentation etc.

Communication and Collaboration

- Actively engage with budget holders to ensure correct codes are used for all departmental spend and transactions.
- Actively participate in wider team meetings to ensure financial requirements are understood and timelines for processing are adhered to.
- Manage the finance mailbox and takes ownership for answering and/or signposting queries timely and correctly.
- Proactively engage and knowledge share with colleagues to improve in-house documentation/materials, to streamline processes.
- Chair team meetings and manage staff [finance] information sessions.

- Provide quarterly support for Finance Director and other inter-agency, meetings, taking accurate, high-quality minutes and ensuring workflow plans remain on track.

Administration

- Provide financial information for organisational reporting, across the secretariat and as required for HR updates.
- Assist wider finance & resources teams, with administration and technical support for projects, staff meetings, learning & development initiatives.

General

- Provide proactive administration support during regular accounting periods and in an appeal (Period of Joint Action-PJA).
- Organise (on a quarterly basis) Finance Directors meetings, taking and producing the minutes.
- Support the team with other work as and when required.
- Provide help and efficient administrative support to the wider Secretariat team and Director of Finance and Resources as required.

Competencies	Grade	Description
1. Delivering Quality Results	B	Demonstrates excellent project management skills within team.
2. Planning	B	Is aware of others' activities and vice versa in planning activities.
3. Analytical and Innovative Thinking	B	Works confidently with data and uses evidence to support work and come up with new solutions.
4. Communications	B	Fosters two-way communication and adapts communications effectively.
5. Team Working and Collaboration	B	Collaborates effectively across teams and builds strong networks.
6. Leading and Motivating	B	Manages own development and seeks opportunities.
7. Resilience	B	Remains professional under external pressure

Person Specification

Experience / Knowledge	<ul style="list-style-type: none"> • Proven experience of invoice processing and dealing with supplier payment queries. • Proven experience of cash and credit card reconciliation. • Demonstrable knowledge of charity & accounting cycles, procedures, and compliance. • Demonstrable knowledge of accounting and bookkeeping procedures. • Demonstrable general/recruitment administration experience. • Knowledge of onboarding processes.
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Skills	<ul style="list-style-type: none"> • Excellent attention to detail and accuracy, with good analytical and numeracy skills. • Excellent working MS Excel proficiency (creating spreadsheets and using financial functions). • Proficient with Microsoft Word and Adobe Acrobat. • Familiarity with accounting software (e.g., Sun Accounts). • Effective time management and organisational skills including the ability to manage a heavy workload with competing priorities. • Excellent written and verbal communication skills, delivering both with confidence. • Highly organised with a pro-active and flexible approach to financial/ office administration.
Organisational Culture and Mind Set	<ul style="list-style-type: none"> • Ensure DEC's values are upheld and integral to all your work throughout your DEC journey. • Open to effective, personalised support for managing a healthy work-life balance. • Acute self-awareness, maintaining behaviour and conduct of the highest standards of professionalism and respect as an ambassador for the DEC. • Actively contribute to make the DEC a diverse and equitable workplace through inclusive practice and openness to different perspectives, cultures, and ideas. • Embrace the working culture of a progressive learning, and demanding humanitarian secretariat, seeking insight and using problems as opportunities to learn.

Policies & Procedures

- Familiarity with, and adherence to, DEC's policies and procedures, including but not exclusive to Code of Conduct, Health and Safety and Dignity at Work. Policies will be updated from time to time, and in response to best practise/legislative changes.
- **Hybrid Working;** The DEC has adopted a hybrid model of working. Our headquarters are in London, and office-contracted staff are expected to be present in the office on agreed number of days to facilitate face to face meetings and to enable interaction with internal and external staff. However, the DEC recognises the benefits of working remotely, both in terms of work focus and of work-life balance. Specific working patterns will be agreed with the line manager at the commencement of the contract.

- **Working hours and travel;** the post-holder may on occasions be required to work additional hours in response to an emergency [see PJA below], events held outside office hours, or to extra workload. Where possible, notice of this will be given and TOIL (time off in lieu) is available.
- **Period of Joint Action [PJA];** when approval is met for launching an appeal, the DEC will launch a Period of Joint Action [PJA] with its members, usually for 14 consecutive days [which includes weekends]. There is an expectation for colleagues to be able to work additional hours during this time and attend [daily] 9am updates. The DEC acknowledges that the PJA comes with some pressure, and whilst the DEC provides as much emotional and financial support as is possible, it is only fair to state that this period of time will be intense and may have an impact on your personal, time and commitments. Any hours worked in excess of contractual hours during this period will be recovered through the DEC's Time Off in Lieu scheme.

Benefits

- 25 days annual leave plus statutory public holidays.
- HealthCare Cash Plan, providing an array of health services, [£1,660 cash value, per year], with access to an Employee Assistance Programme.
- 8% Employers pension contribution (post probation).
- Season ticket loan (post probation).
- Cycle-to-work scheme (post probation).

This job description is a guide to the nature of the work required of the position at the DEC and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required as the DEC learns and evolves in response to global emergencies.