



Finance & Admin Officer, ACE Africa UK

The **Finance & Admin Officer** position is a part-time position requiring a commitment of 20 hours per week. The F&A Officer will be responsible for the following functions, reporting to the Director, and liaising closely with the Treasurer as part of a small enthusiastic office team:

Ongoing

- Banking of all receipts after recording them in a register.
- Recording all Charities Aid cheques and vouchers received, sending them to CAF for payment, and following through to ensure that payment is received from CAF in respect of each one.
- Analysing all donations received through JustGiving as between restricted accounts, supporter events, ACE events, and general donations, and analysing and allocating the gift aid received through JustGiving accordingly.
- Arranging for the payment of all expenses having had each item signed off by the Director or a Trustee.
- Keeping the accounts, recording all transactions of the charity, income, expenditure, accruals and asset and liability records.
- Producing such management information as may be requested by the Director, the Treasurer and the Trustees, including monthly summaries of income and expenditure by type, and statements of the position of all restricted grants received and paid.
- Supporting the Treasurer re the following:
 - A. Overseeing the preparation and audit of the annual statutory accounts.
 - B. Overseeing the preparation of management accounts for the Trustees, at least quarterly and more often as required.
 - C. Maintaining a forecast of income and expenditure and cash flow for ACE Africa (UK) on a rolling basis using information provided by the accounts function and the Director.
 - D. Overseeing control of expenditure and a system of internal controls to prevent mistake and misappropriation of the charity's assets.
- Making filings with Companies House for governance changes, accounts and annual returns.
- Making filings with the Charities Commission for admin and governance changes and accounts.

Monthly

- Maintaining the monthly payroll, paying employees and HMRC and compiling and returning all HMRC forms required monthly and annually.
- Arranging monthly transfers to ACE in Africa, keeping detailed account of transfers against each grant received and of unrestricted funds sent against agreed budgets for unrestricted grants to ACE in Africa. Liaising with ACE in Africa re Restricted Accounts and monthly transfers.

Quarterly

- Making Gift Aid Claims quarterly in respect of all donations received for which a valid Gift Aid Declaration is held by the Charity, and ensuring that donors are requested to make Gift Aid Declarations where they have not in the first instance.

Donor and Database Administration

- Maintaining the Donor Database and such registers of categories of donors as are required, such as Bursary Scheme Sponsors and ACE Truck Group Members.
- Drafting donor letters and receipts for sign-off by the Director.
- Managing and filing records
- Providing administrative support for fundraising events and projects as they arise, as assigned by and under supervision of the Director.