

CALL FOR APPLICATION

Post	Finance Officers (3)
Contract	Fixed-Term
Reference No	
Report to	Finance Manager
Role purpose/Summary	To be part of a team to take charge of the financial health of our organization by administering accounting operations to meet legal requirements.
Scope	<p>The post holder should be familiar with audits, invoices and budget preparations. Our ideal candidate should demonstrate interest in managing accounting activities, including bank reconciliations, accounts payable and accounts receivable. The post holder should also have excellent organizational skills and be able to handle time-sensitive tasks.</p> <p>Ultimately, the post holder will be responsible for the day-to-day management of our financial transactions and procedures.</p>

SPECIFIC RESPONSIBILITIES

	KEY RESPONSIBILITIES	KEY ACTIONS These set out how the Key Responsibilities will be achieved
		<ul style="list-style-type: none"> • Keep accurate records for all daily transaction • Process invoices • Record accounts payable and accounts receivable • Update internal systems with financial data • Prepare monthly, quarterly and annual financial reports • Reconcile bank statements • Ensure verification of all account records before any auditory process • Participate in financial audits • Track bank deposits and payments • Assist with budget preparation • Review and implement financial policies

	KEY RESPONSIBILITIES	KEY ACTIONS These set out how the Key Responsibilities will be achieved
1	Working in a safe and ethical manner	Adhere to local and legal requirements. Undertake personal health and safety responsibilities in accordance with H&S legislation and CRID Health & Safety Policy and procedures. Respect confidentiality and adhere to ethical requirements
2	General	Any other duties commensurate with the grade and nature of the role
		Participate in staff development and training sessions as required within the post
		Day to day office management
		The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager

	COMPETENCY CRITERIA	
1	Qualification , training and Knowledge	BSc degree in Finance, Accounting or Economics
		Advanced MS Excel Skills
		Professional qualification as a CFA/CPA is considered a plus
		Solid knowledge of financial and accounting procedures
		Knowledge of financial regulations
2	Experience	Minimum of 2 years, with 1 year of experience working in a similar position
		Experience of budget monitoring and management in a cost-conscious environment
		Experience using QuickBooks and/or SAGE systems is an advantage.
		Experience of working to tight targets and deadlines
3	Skills & Behaviours	Excellent analytical and numerical skills
		Good time management skills
		Proven administrative and time management skills and the ability to effectively prioritise workload
		Strong ethics, with an ability to manage confidential data
		Strong interpersonal skills and extremely resourceful
		Excellent organisational ability and attention to detail
		Flexible with ability to multitask and prioritise time and task demands
		Strong interpersonal skills and experience in building working relationships with people at all levels and from different backgrounds
		Excellent written and oral communication skills in English
		Excellent word processing, spreadsheet and PowerPoint skills
		Ability to work co-operatively and productively as a team member as well as independently
Enthusiastic and positive approach to work with good problem-solving skills and the ability to take initiative		



Working conditions	Full time, 40 hours per week.
	(Fixed Term 2 years)
How to Apply	Send CV and motivation letter to crid@crid-cam.net
Deadline for applications	November 06 th ,2020