

JOB DESCRIPTION

Job Title:	Finance Assistant (Job share)
Location:	Hybrid - Central London & Home based (currently all UK staff are in the London office on a Tuesday).
Salary:	£30k - £35k FTE depending on experience
Hours:	2 x part time, each working 22.5 hours per week with 1 day overlap
Reports to:	Head of Finance

PURPOSE OF THE ROLE

To support the finance function by undertaking a range of transactional tasks in a complex finance department and supporting non-finance colleagues.

MAIN RESPONSIBILITIES

Accounts Receivable

- Process sales invoice requests ensuring the accuracy of the invoice raised
- Allocate receipts to invoices supporting effective debt management
- Resolve accounts receivable queries received ensuring a resolution

Accounts Payable

- Process and verify supplier invoices received on a timely basis
- Liaise with budget holders to obtain authorisation & codes
- Allocate payments to invoices supporting effective credit control
- Respond to accounts payable queries received a resolution

Expense Management

- Review and process staff and credit card expenses in line with IAPB policies

Payroll

- Process payroll and upload payroll journals for UK and overseas employees
- Process pension contributions for all UK staff
- Process all UK and overseas salary payments to ensure payment on payroll dates

Payments

- Create regular payment runs to ensure all payments made they fall due
- Respond and resolve payment queries received

Data Integrity & Record Keeping

- Accurate input of financial data to maintain the integrity of the accounting database
- Maintain organized and retain up-to-date financial records, including invoices, receipts and expenses including documenting and filing
- Maintain an accurate record of prepaid/accrued expenditure

Administrative Support

- Managing the Finance email inbox
- Supporting colleagues with finance related queries
- Assisting colleagues by providing documents and paperwork
- Other duties as hat are commensurate with the nature of the post

QUALIFICATIONS & EXPERIENCE

- Ideally holds a Finance qualification but will consider exceptional candidates that are QBE
- Experience of working in a similar finance role
- Proficiency in financial software (e.g. Xero, Quickbooks, Sage, ApprovalMax) and Microsoft Office apps such as Excel
- Strong attention to detail and accuracy in data entry
- Excellent organisational and time management skills to meet deadlines
- Strong communication and interpersonal abilities
- A willingness to learn and develop finance and accounting skills
- Ability to work independently and as part of a team
- To demonstrate our behaviours in day to day work: Ambitious, Collaborative, Inclusive and Strategic.



About us

The International Agency for the Prevention of Blindness (IAPB) is the overarching alliance for the global eye health sector dedicated to eliminating the global vision crisis. A global network spread across 100+ countries, of the most brilliant and committed non-profits, philanthropists, public and private organisations.

IAPB, on behalf of its network, holds trusted relationships with the United Nations and the World Health Organization. No one else is operating under this same model with the same reach.

There are 1.1 billion people living with sight loss because they don't have access to eye care services. We are making the case loudly and repeatedly that eye health is not an optional extra. It is vital to everything, for everyone.

Our income and impact have both increased in recent years and with a new 3-year plan, we are accelerating our work and impact further. IAPB is a growing and successful international organisation registered in the UK with a dedicated staff team located around the world.

Why work with us?

- Work for purpose, know that your work contributes to creating a world where no one is needlessly visually impaired, where everyone has access to the best possible standard of eye health; and where those with irreparable vision loss achieve their full potential.
- IAPB is an equal opportunity employer with a candidate selection policy that encourages diversity and inclusion.
- Benefits include 30 days holiday plus bank holidays and 10% employer pension contribution.