
Job Description and Person Specification

Job Title:	Finance Officer
Reports to:	Head of Finance
Salary:	£42,193 pro rata, plus up to 5% employee matched pension contribution
Date call released:	13 December 2024
Deadline for applications:	23:59 GMT, 12 January 2025
Start date:	ASAP
Duration:	This is a part-time (4-days a week), permanent contract

About Reprieve

Reprieve works with the most disenfranchised people in society. Our aim is simple: to consign the death penalty and abuses carried out in the name of “counter-terrorism” or “national security” to history, drawing public and political attention to these past harms with a view to preventing them from occurring again.

In our view, you can best judge a society by how it treats prisoners, criminal defendants, and the far-flung targets of an ever-changing counter-terror policy. To us, the rule of law means little if we selectively apply it to people we agree with. It is for all of us. Liberty is always eroded at the margins.

Reprieve’s staff is made up of courageous and committed human rights defenders. Founded in 1999, we provide free legal and investigative support to people facing the death penalty and those victimised by states’ abusive counter-terror policies – rendition, torture, arbitrary detention and extrajudicial killing.

We fight our clients’ cases in courts around the world; investigate their mistreatment; and advocate on their behalf, encouraging public and political debate of human rights issues.

Reprieve’s main office is in Aldgate, London, UK. Reprieve also supports full-time Fellows, who work as lawyers, investigators and campaigners in the countries in which we work. We work closely with a number of partner organisations in jurisdictions all over the world, who provide access to clients, expertise, knowledge and guidance on specific issues or regions. We work in cooperation with relevant government officials, individual lawyers and human rights defenders, as well as individual, corporate and foundation funders to further the cause of our shared goals.

Reprieve works in close partnership with its independent sibling organisation Reprieve US. This collaboration is mutually beneficial to both Reprieve and Reprieve US as it enables each organisation to work more effectively and take advantage of the strategic locations to increase the impact of our work.

The Role

The role of the Finance Officer is to assist the Head of Finance in overseeing the financial health of the organisation, and to ensure that the Head of Finance is efficiently supported in his day to day financial responsibilities.

The Finance Officer will be line managed by the Head of Finance. They will also work closely with the Joint Executive Director, The Development Team, notably the Database and Insight Officer and the wider casework team, fellows and consultants. They will lead on paying Fellows, consultants and other contractors, as well as suppliers. They will also assist with reconciling Reprive's various accounts and ensuring that its transactions on Sage sync with its other databases or are appropriately reconciled.

The following skills are required: commitment to the organisation's goals; relevant accountancy qualification or experience; excellent time management and organisational skills; ability to meet deadlines and work to high standards under pressure; willingness to undertake routine tasks; good communication skills including face to face, telephone & written; ability to translate financial data into accessible and easily digestible information; IT literate, particularly in Sage and Excel packages; good organisational skills; ability to work as part of a team in a collegiate and diverse environment. An accounting qualification would be highly desirable but not essential.

Responsibilities

Working with the Head of Finance, the Finance Officer will:

Finance

- Manage the purchase ledger function ensuring that suppliers including fellows and consultants are paid and their accounts are reconciled in a timely manner.
- Perform bank reconciliations for all bank accounts (incl. Stripe, PayPal and Western Union) and prepare reconciliation statements for sign-off by the Head of Finance and the Joint Executive Director monthly.
- Process staff and fellows expenses claims via ExpenseIn, preparing journal postings to Sage 50 Accounts and ensure that accounts in ExpenseIn are regularly reconciled.
- Reconcile credit card statements ensuring that all transactions are recorded in Sage 50 and are supported with receipts.
- Support the Head of Finance with the annual audit by assisting with collation of expenditure samples and other deliverables as required.
- Support the Head of Finance with the production of the monthly/quarterly management accounts ensuring that all transactions have been posted correctly by the 15th of each month.
- Assist with the preparation of the monthly prepayments schedule, identifying and adding new invoices and preparing journal entries for review by the Head of Finance.
- Be responsible for ensuring that all incoming cheques are correctly recorded on the Cheque Monitoring spreadsheet and banked (by post or in person) on a weekly basis.
- Issue petty cash floats to staff/fellows as required and ensure petty cash returns are reconciled to the Sage nominal ledger.

- Assist the Head of Finance with ensuring that staff and volunteer expenses claims are in compliance with the expenses policy and that all expenses are a proper use of charitable resources.

Payroll and Pensions

- Administration of the pension scheme to include setting up of new joiners on the Aviva platform and uploading the monthly pension schedules to the platform.
- Prepare monthly HMRC payments to settle P32 tax liabilities and ensure correct allocation of the payments to the Sage nominal ledger.

Development & Outreach

- Work with the Head of Digital/Head of Development and the Database & Insights Officer to ensure all income received is correctly recorded in Sage and Raiser's Edge on a monthly basis.
- Assist with the reconciliation of Sage to Raiser's Edge by preparing a monthly comparative report for review by the Head of Finance and prepare and post correcting journals when coding errors are identified.
- Assist the Development teams in maintaining good relationships with funders by regularly checking and confirming receipts of donations into the bank upon requests.
- Ensure a timely and accurate monthly reconciliation working closely with the Database and Insight Officer and the wider Development Team.

Other

- Manage the Accounts Payable inbox in an organised and timely way, ensuring that invoices are paid and the inbox is well organised.
- Ensure all emails from staff with payment queries and status updates are replied to professionally and in a timely manner.
- Support the Head of Finance in continuing to develop sensible measures for fraud prevention.
- Assist with making transactions in foreign currencies and to foreign accounts, both in terms of the logistics and in terms of ensuring financial compliance
- Review the incoming and outgoing funds from the organisation's accounts on a daily basis and notify the Development and Outreach Team and Executive Director of any donor income, suspicious activity, or substantial outgoings
- Support the Finance Team in maintaining a culture of continuous improvements, assisting with the development and implementation of new systems and processes.

CRITERIA	Essential	Desirable
Current right to live and work in the UK	✓	
Brilliant organiser – of yourself and others	✓	

Excellent written and verbal communication skills	✓	
Experience of charity accounting practice	✓	
Experience of accounts payable, bank reconciliation and month end	✓	
Experience in managing and reconciling payment options such as Western Union and Stripe	✓	
Working knowledge of finance systems e.g. Sage 50 or similar	✓	
Excellent Excel and IT skills	✓	
Experience in being the first point of contact for the finance team, able to efficiently communicate with internal and external stakeholders in relation to accounts payable.	✓	
Demonstrably strong interpersonal and communication skills	✓	
Ability to work harmoniously and creatively in a small team, and a willingness to muck in and help your colleagues during busy periods	✓	
Experience of working in a multi-currency environment		✓
An accounting qualification would be desirable but not essential		✓

Key Contacts:

Reporting to a member of the Senior Management Team, the Finance Officer will work closely with the Head of Finance, the Finance and Payroll Manager as well as the Joint Executive Directors and Senior Management Team, staff, Fellows and others engaged by Reprieve, as well as with partner organisations and third-party service providers where appropriate.

Length and Salary:

This is a part time (4 days a week) position. The salary is £42,193 pro rata, per annum, less any required deductions for income tax and national insurance.

This role is based in Reprieve's London office. Reprieve operates a hybrid working model and we require staff to work 40% per week from the London office and the rest of the week from home. Applicants must have the right to work in the UK currently and for the duration of the contract, which will be checked prior to interview.

Reprieve is proud to have an open and transparent pay structure, governed by a 2:1 pay ratio between the highest-paid member of staff and the lowest-paid member of staff. We are a flexible employer and offer a range of nonfinancial benefits to employees. We welcome applications from a range of backgrounds. You can learn more about Reprieve's salary

structure and ethos here: <https://reprieve.org/uk/our-governance/our-pay-structure/>

Reprieve is an equal opportunity employer and we particularly welcome applicants from Black and minority ethnic communities, members of the LGBTQI community, and those with disabilities. Reprieve is committed to fighting racism and advancing racial justice, both in our work and within Reprieve. For more information please see our Equality, Diversity and Inclusion Statement here: <https://reprieve.org/uk/equality-diversity-inclusion/>

How to Apply:

Please download the application form and job description.

To apply, please upload a completed application form by 23:59 GMT on 12 January 2025 to: <https://hr.breathehr.com/v/finance-officer-38768>

Please note that cover letters, CVs and other documents cannot be considered for this role and should not be submitted. We are also not able to accept applications via email.

You can find more details about our recruitment process here: <https://reprieve.org/wp-content/uploads/sites/2/2024/09/Applying-for-roles-at-Reprieve.pdf>