Job Profile
Financial Accountant
Practical Action

ABOUT US

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world’s toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We’re a global change-making group, working with communities who are vulnerable to poverty and climate change to support them to change their world. Together we develop innovative, community powered and locally owned solutions that achieve transformative change in lives and livelihoods. And we work with a range of partners, including governments, business and international organisations to ensure improvements are sustained and scaled and to change the systems that keep people poor and vulnerable.

We were founded in 1969 by radical economist EF Schumacher who challenged the development thinking of the time. He believed in solutions suited to context, equipping people with the skills and knowledge to change their situation, economic systems that work for all and living within the planets means. This ethos continues to fuel all our work. Schumacher was the author of ‘Small is Beautiful: A study of economics as if people mattered’. In our work we start ‘small’, ensuring we understand what is already working but we aim big focussing on what will deliver the systems change required.

We have over 50 years of experience working across Africa, Asia and Latin America. Our group consists of a UK registered charity with experienced country teams, an expert consulting service and an independent development publishing company. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS

We work across four thematic areas. Much of our most impactful work combines our expertise across issues to solve complex and interconnected problems such as supporting smallholder farmers with renewable energy to increase yields and open up bigger opportunities for the wider economy.

Harnessing energy that transforms for the one billion people without electricity, and the three billion people without clean cooking solutions. We’re bringing together rural communities, displaced people, energy providers and decision makers to put clean energy to work. By 2025, our work with partners will have led to affordable, low-carbon energy access and cleaner cooking for two million people in ‘last mile’ communities and 18 million people through wider systems change.

Building resilience that protects for vulnerable people whose lives and livelihoods are threatened by climate-related and natural hazards. We’re working with people threatened by natural and climate related hazards, reducing vulnerability and minimizing the impact on their lives and livelihoods.

practicalaction.org
By 2025, our work with partners will have enhanced risk knowledge systems so that four million people living in hazard-prone, climate-vulnerable communities are better protected.

**Making cities fit for people** for the millions of people living in urban slums and settlements without proper sanitation, clean water and waste services. Our work with communities is making cities in poorer countries cleaner, healthier, fairer places for people to live and work, with clean water for drinking and sewage safely contained, collected and processed. By 2025, our work with partners will have led to improved water, sanitation and waste management services for one million people living in slum communities and a further 2.4 million people through wider systems change.

**Cultivating farming that works** for smallholder farmers struggling to make a sufficient income and adapt to the negative effects of climate change. We’re teaming up with smallholder farmers, many of whom are women, so they can adapt to climate change and achieve a good standard of living. By 2025, our work with partners will have improved food security and incomes for two million people in rural communities and a further one million people through wider systems change.
Practical Action

ABOUT THE ROLE

Our Vision
Practical Action’s vision is of a world that works better for everyone.

Scope

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<th>Financial Accountant</th>
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About the Role

Global co-ordination and support of audits; assist in the production of the group statutory accounts; oversee all elements of Tax; oversee the terrorist financing check; responsibility for month end postings and balance sheet reconciliations; support the procurement function in the UK.

Key Working Relationships

The role will be heavily focused on supporting the delivery of audit requirements whilst providing a range of financial accounting services, working closely with the Financial Controller. The key working relationships are with all UK and International finance colleagues.

KEY ACCOUNTABILITIES

Audit/Statutory Accounts
• Support in the co-ordination of the group audit and prepare various schedules and deliverables required for the completion of the annual statutory accounts ensuring compliance with the Charity Commission’s standard of recommended practice (SORP) and FRS 102.
• Be a key contact for the external auditors and work with the Financial Controller to ensure submission of audit requests.
• Support donor audits as required e.g. USAID.
• Address group audit points arising from internal, external and organisational audits.

Accounting, Controls and Quality Assurance
• Responsibility for month end postings including but not limited to; payroll, timesheets, VAT and income.
• Ensure the integrity of the UK financial accounts by supporting in the completion of monthly checks.
• Support in the preparation and review of timely balance sheet reconciliations.
**TAX**
- Providing support and guidance on all Tax related matters including VAT, Gift Aid and Corporation Tax.
- Preparation and submission of the quarterly VAT return.
- Assisting budget holders on any VAT related queries.
- Key relationship manager for VAT helpline.

**Anti-Terrorist Finance checks**
- Coordination of the group’s Anti-Terrorist Financing control checks for organisations.
- Performing the scheduled and ad-hoc checks.
- Review control results and escalating suspected hits.
- Monitoring RCO and UK compliance, following up on non-compliance.

**Procurement**
- With support from the Financial Controller maintain oversight of the procurement function in the UK ensuring that procurements are compliant with policy.
- Assist stakeholders with procurement queries and support with tenders where appropriate.
- Responsibility for maintaining the preferred and retained suppliers list.

**Line Management**
- Provide line management to the UK finance officer.
- Manage their performance and support their development through regular catch ups and quarterly reviews.

**Other**
- Contribute to continuous process improvements in areas of responsibility.
- To support with other financial duties particularly during periods of high demand as directed by the Financial Controller or the Chief Finance Officer.

**PERSON PROFILE**

**Qualifications, Knowledge and Experience**

**Essential**
- Qualified or part-qualified ACA or ACCA
- Minimum of two years experience in a relevant finance role.
- Good understanding of the Charities SORP.
- Working knowledge of VAT.
- Experience of dealing with external audits.
- Ability to work in a highly pressured professional environment, keep organised and manage multiple demands on time.
- Excellent communication and inter-personal skills with ability to coach/train others
- Good written and verbal communication skills, including the ability to explain complex concepts in straightforward ways and across language and cultural barriers
- A commitment to Practical Action’s mission and values.
- A commitment and enthusiasm for personal and team learning and development

**Desirable**
- Prior knowledge and experience of the International Development and / or Charity Sectors.
- Previous experience of Dynamics 365 Business Central
APPLICATION INFORMATION

Why join us?
The opportunity to work for an organisation that is making a positive difference to the lives of people worldwide, a friendly and supportive culture, working with values-driven and highly engaged colleagues, work-life balance, and flexible working – these are just some of the reasons we think Practical Action is a great place to work.

Our modern open plan offices are located in the centre of Rugby and near to Rugby train station, but we also offer free parking.

In addition, we offer the following benefits:
- Full time roles are contracted at 35 hours per week.
- It is our normal practice to operate a hybrid working policy, where flexible working hours are enabled as well as remote working.
- 27 days holiday rising with continuous service, in addition to public holidays
- Pension scheme - employer contributes 10.5% of salary and the employee contributes 5%.
- Enhanced family friendly policies, including maternity, adoption, paternity, and shared parental leave.
- Life assurance (3 x annual salary).
- Bike to Work scheme.

Additional information
Practical Action believes that having a diverse workforce and inclusive workplace culture based on respect will enable us to be an effective organisation. We seek to create an inclusive workplace in which people are accepted as individuals, regardless of their differences and where they feel their contribution is valued. Practical Action is an equal opportunities employer, and we encourage applications from under-represented groups.

We stay committed to cultivating an inclusive and diverse working environment and believe that people from different backgrounds or cultures give us different perspectives, and the more perspectives we have, the more successful we will be. By building a culture where everyone feels heard, respected, and valued we give everyone working with us the opportunity to achieve their full potential.

Practical Action is committed to safeguarding and protecting children and vulnerable adults and as such candidates will be subject to pre-employment checks including criminal checks and terrorist financing.

The successful applicant must have the pre-existing right to both live and work in the UK.

Closing date for applications: Friday 8th March 2024

Interviews: First round interviews will take place in the week commencing 11th March 2024.

HOW TO APPLY

If you want to work for a charity with significant people ambitions, then we would like to hear from you. To apply go to Practicalaction.org/jobs to view the full recruitment pack. Please submit a copy of your CV and a supporting statement that describes your suitability for the role to recruitment@practicalaction.org.uk

(Due to the high volume of applications which we receive, please note, that if you do not hear from us within 4 weeks of the closing date, please assume you have not been successful.)