

Job title:	Finance Officer
Hours:	Full Time or 0.8 FTE
Reporting to:	Operations and Impact Director
Location:	Flexible options: home working or head office near Brighton
Introduction to National Numeracy:	<p>We are on a mission to empower children and adults in the UK to get on with numbers so they can fulfil their potential at work, home, and school. Our work improves how people understand and work with numbers in everyday life, sparking better opportunities and brighter futures.</p> <p>The issue: Numeracy levels in the UK are significantly below the average for developed countries: nearly half the working age population (49%) has the expected numeracy level of a primary school child. And it costs the UK economy a staggering £25 billion a year.</p> <p>Enabling social mobility: Basic number skills and confidence provide a gateway to financial inclusion, wellbeing, and employment prospects. Without number confidence and skills, people are locked out of many life opportunities. And it's a problem handed from one generation to the next.</p> <p>Enabling a fairer society: Poor numeracy blights lives and livelihoods and contributes to pervasive problems from unemployment to poor health and debt.</p> <p>Our diversity: Our stakeholders have different backgrounds and experiences, and we are committed to having a diverse team who can bring their experiences from work and home into this role. We encourage applications from all, regardless of age, race, colour, creed, background, nationality, previous life experience, gender, sexual orientation, and disability status.</p>
Introduction to the role	<p>We are looking for an outstanding candidate to provide a key role in the finance team for National Numeracy. You will work closely with the Head of Finance to manage the financial procedures for the charity, building relationships across the organisation to help ensure that the financial systems are robust and understood by all. You will be involved with helping teams across external relations and projects understand how the finance function can help them deliver the best value interventions and campaigns for our beneficiaries. You will be part of the operations team, helping to form the bedrock of the charity. This is a new role within a rapidly growing organisation and offers considerable room for growth and development.</p> <p>You'll be joining the only independent charity in the UK dedicated to improving the nation's numeracy at a time when the profile of our charity and the numeracy issue is rising. We are looking for someone who is highly motivated with bags of energy and initiative. Experience in the charity sector is not necessary, as long as you can show us that you have relevant transferable skills and an understanding of what it takes to be successful in this role. It's a fantastic opportunity within a small but ambitious and dynamic organisation making a real difference to people's lives and livelihoods.</p> <p>We are willing to support a finance-related study package if appropriate for the successful candidate.</p>

	<p>National Numeracy is based near Brighton, but we are offering significant remote/hybrid and flexible working with this role. If you are not office based, then the expectation is that you will be in Sussex at least occasionally when the work requires it.</p>
<p>Overview of main duties:</p>	<p>This role will perform a key role in the Operations & Impact team to continue to build a robust organisation to support the charity to grow and develop.</p> <ul style="list-style-type: none"> • Responsible for monitoring and processing all incoming invoices to the organisation, ensuring that approval processes are followed correctly. • Processing expenses and pre-paid card transactions for all teams and ensuring they are processed, approved, and paid in an accurate and timely manner. • Maintaining accurate electronic filing and storage of all necessary documentation • Accurate processing of bank transactions onto the finance system and reconciling all bank accounts regularly. • Review and regularly reconcile all supplier records within accounting software. • Raising sales invoices as required and taking control of debt collection. • Work with the Head of Finance to provide an expert finance function for the charity, contributing to the production of monthly accounts, assisting with project reporting to funders, monitoring of budgets and forecasts with budget holders. • Other duties that may arise to support the wider work of the charity.
<p>Essential skills/experience:</p>	<ul style="list-style-type: none"> • Experience of Sage 50c Accounts with remote data access, or similar accounting software/package. • A proven understanding of financial procedures. • Relevant experience within a finance office. • Strong written and verbal communication skills. • Ability to build effective relationships across the organisation and with external stakeholders. • Good organisational, multi-tasking and prioritisation skills. • Flexible and proactive in your approach, and able to work both independently and as part of a team. • Competent in Excel and willing to learn new systems and embrace digital improvements in efficiency and processes.
<p>The details:</p>	<p>We are offering:</p> <ul style="list-style-type: none"> • £26,000 FTE • Full time or part time. • 33 days' holiday a year including bank holidays, pro rata • Company pension scheme • Flexible approach to office/hybrid/remote working • Equality, Diversity, and Inclusion strategic plan • Employee Assistance Programme and other staff benefits • Multiple staff social opportunities <p>National Numeracy offers a supportive, friendly culture with a focus on wellbeing and collaboration. We take life-long learning seriously and support our staff to develop their skills and knowledge. We have a hybrid approach to work and welcome applications from candidates interested in either mainly office or mainly home working options.</p> <p>National Numeracy is an equal opportunities employer, and all applicants are treated equally and fairly throughout the recruitment and selection process.</p>

How to apply:

In the first instance, please submit an application by 5th September 2022 to Rachel Bignell using HR@nationalnumeracy.org.uk

Please include in your covering letter an outline of your suitability for the role and address the following questions:

- What attracts you to working at National Numeracy?
- What do you like best about working in Finance?

Applications without a cover letter will not be accepted. If you would like to have chat about the role or visit us prior to applying, please contact us at the above address.

Applications may be assessed on a rolling basis.

* This job description does not constitute a promise or guarantee of employment, National Numeracy reserve the right to make changes to this job description.

** National Numeracy reserves the right to change the deadline for applications or to close the application window if a suitable candidate is found.

*** National Numeracy cannot offer visa sponsorship for this opportunity. Please do not apply unless you can demonstrate eligibility to work in the UK.