Finance Officer

£25,780 - £28,000 p.a., depending on experience
London | SW1

The Resolution Foundation is an independent think-tank focused on improving living standards for those on low to middle incomes. Our reputation for rigorous analytical work that results in effective policy solutions places us at the forefront of the UK debate on economic and social policy.

We are now seeking a Finance Officer to join our Resources team and assist in providing proactive, efficient and effective financial management of the Foundation’s charitable resources. This is a new position and the post-holder will play a key role in ensuring internal financial systems and procedures are working efficiently and effectively, providing accurate and timely reports, as required.

Working closely with the Director of Resources, the Finance Officer will take day to day responsibility for the finance function and help to ensure all financial transactions are managed in compliance with internal policies, relevant financial regulations and funders’ specifications. The role will include ensuring financial records are clear, complete and up to date, management of sales and purchase ledger processes, budget monitoring, contributing to the preparation of management accounts, and overseeing compliance with procurement and authorisation procedures.

This is an exciting time to join the Foundation as we consolidate our internal procedures to match the demands of recent expansion and a high profile work plan. The role would suit an individual keen to develop their finance career within an economic and/or policy making environment. Previous experience in a similar role is essential, and experience of working with Sage accounting packages preferable. We also require excellent IT, organisation and time management skills, a meticulous attention to detail and the ability to innovate. For the right candidate, we offer support in becoming a part or fully qualified accountant (ACCA or CIMA).

The Resolution Foundation prides itself on analytical rigour and we strive to achieve standards of excellence in all our work. This commitment is matched by dedication to our core purpose, working to improve the living standards of those on low to middle incomes. These twin pillars of rigour and purpose underpin everything we do.

We offer a competitive benefits package and the opportunity to join our close-knit team at an exciting time in our development as we build on success and look to further raise our public profile and impact.

The Foundation supports flexible working and offers a range of family-friendly policies. We actively look to develop and grow the skills and reputations of our researchers, and provide training and development opportunities, including support for formal qualifications when applicable.

**Closing date: 09:00am on 9 April 2020**
First interviews are expected to be held on 15 April 2020
Second interviews are expected to be held on 20 April 2020

The Resolution Foundation is actively seeking to improve the diversity of our workforce and welcomes applications from all under-represented communities and groups. We are particularly keen to attract BAME candidates given their under-representation within economics and the policy making sector. We welcome applications from candidates from lower-income backgrounds and can provide financial assistance for interview expenses. We are also happy to make reasonable adjustments to accommodate the individual requirements of candidates with disabilities.
About the role
The Finance Officer will assist in providing proactive, efficient and effective financial management of the Foundation's charitable resources. The Foundation prides itself on analytical rigour, and we strive to achieve standards of excellence in all our work. This commitment is matched by dedication to our core purpose, working to improve the living standards of those on low to middle incomes. These twin pillars of excellence and purpose underpin everything we do.

Main duties and responsibilities

• Ensure all financial records are clear, complete and up to-date
• Record and accurately code all financial transactions into Sage 50
• Process purchase invoices and staff expenses ensuring compliance with procurement and authorisation procedures
• Manage the submission of all supplier invoices and requests for payment, ensuring timely payment
• Reconciliation and processing of transactions made using Foundation credit cards and petty cash
• Responsibility for monthly bank reconciliations
• Budget monitoring and cash flow tracking for projects, updating budget holders and project managers as required
• Prepare budgets for funding proposals, liaising with the research team to ensure all relevant costs are included and external funders’ reporting requirements are met
• Assist with the creation of annual budgets and the preparation of management accounts, including reviewing expenditure and highlighting discrepancies and variances
• Engage with the advisors to ensure the necessary returns and payments are made to HMRC within the timescales required including submitting VAT returns as required
• Engage with the third party payroll support, administering monthly payroll and related matters (e.g. pension contributions).
• Assist external accountants in the preparation of statutory annual accounts, including preparing year-end figures and providing information on project finances
• Support the development of Sage 50 to meet future accounting and reporting needs
• Work with colleagues to improve systems and ways of working, setting up relevant accounts, forms, reports and procedures as required
• Any other duties as deemed reasonable by the line manager.

The Foundation is a small team and staff members are expected to support each other, work flexibly, and share cross-organisational work in addition to fulfilling individual responsibilities.
Summary of main terms and conditions
Some of the main terms and conditions for this post are summarised below. This summary does not form part of any subsequent employment contract.

<table>
<thead>
<tr>
<th>Job title: Finance Officer</th>
<th>Contract: Permanent</th>
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<tbody>
<tr>
<td>Salary: £25,780 - £28,000 p.a., depending on experience</td>
<td>Annual leave: 30 days annual leave p.a. plus bank/public holidays</td>
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<td>Accountable to: Director of Resources</td>
<td>Probation period: Three months</td>
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<td>Location: London, SW1</td>
<td>Notice period: Three months</td>
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The Foundation has a defined contribution pension scheme and a range of flexible and family friendly policies. We also invest in training, including providing support with formal qualifications when appropriate. We will support the Finance Officer to become a part or fully qualified accountant (ACCA or CIMA).

About you
Essential requirements include:

- At least two years’ experience in a similar role
- Knowledge of bookkeeping, preferably using Sage 50 Accounts
- Previous experience preparing budget and management reports
- Excellent IT skills including Excel
- Excellent administrative, organisational and planning skills
- The ability to innovate, and manage time and workload effectively
- Self-driven and motivated with meticulous attention to detail
- Excellent written and verbal communication skills
- The ability to work collegiately as part of a small team
- Working towards, or a desire to undertake training to become, a part or fully qualified accountant (ACCA or CIMA)

Desirable characteristics include:

- Experience of working in finance in the not-for-profit sector and knowledge of charity finance regulations
- Experience of preparing VAT returns
- A commitment to the Resolution Foundation’s core mission
How to apply

Resolution Foundation uses an online application process for all our roles. If you would like to apply, visit https://app.beapplied.com/apply/xmfzpgtyyj.

The application process has two stages:

1. About you
   
   This section captures your personal details and requires you to upload your CV.

2. Application questions
   
   You will be asked to answer the following:

   I. Please explain why you want to work for the Resolution Foundation and what attracts you to this position specifically.

   II. With reference to the essential requirements and desirable characteristics listed, please summarise the relevant experience you have that ensures you are a suitable candidate for the role.

   III. Please describe three key things you will do upon starting in the position to ensure your administration of the Foundation's finances kicks off smoothly.

   Each question has a 250 word limit and you will have the opportunity to amend these sections before submitting your application.

   N.B. each of your answers will be reviewed separately and anonymously by different people. This means the person reviewing your answer to question 2 will not have access to your answer to question 1, and so on. Therefore, do not refer in one answer to what you have written in another (e.g. avoid using phrases like “as explained above”). If it is relevant, explain again in full.
Closing Date
To be considered for this opportunity, please ensure you submit your application by 09:00am on 9 April 2020.

Interviews
Shortlisted applicants will be contacted as soon as possible after the closing date, and we expect to hold first interviews on 15 April 2020. Please indicate your availability and let us know if you have any specific requirements so we can make any necessary reasonable adjustments in advance.

Financial Assistance
Assistance for interview expenses may be provided subject to agreement in advance. If you are invited to attend an interview and would like to be reimbursed for interview expenses, please let us know when confirming your attendance.

Feedback
All unsuccessful applicants will be sent feedback about their application through the Applied platform. Candidates who have attended an interview will be offered feedback in order for the experience to assist in preparing for future interviews. We also welcome any feedback candidates have about the application process.

Contact
If you would like to speak to someone informally about the role before applying, please contact sharmina.khanam@resolutionfoundation.org.

If you would like further information about the application process, or if you have a disability that might affect your ability to complete the online application system, please contact us at: recruitment@resolutionfoundation.org and a member of staff will get in touch. For more information about our work and what it is like to work for the Resolution Foundation, please see our Recruitment Brochure.
Privacy notice for job applicants

When you apply for a job with the Foundation, we collect and process a range of information about you.

This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the Foundation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

The Foundation may collect this information in a variety of ways. For example, data might be provided by recruitment agencies, contained in applications, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests. The Foundation may also collect personal data about you from third parties, e.g. references supplied by former employers, information from employment background providers. The Foundation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the Foundation process personal data?

The Foundation needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you. In some cases, the Foundation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant’s eligibility to work in the UK before employment starts.

The Foundation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Foundation to manage the recruitment process, assess and confirm a candidate’s suitability for employment and decide to whom to offer a job. The Foundation may also need to process data from job applicants to respond to and defend against legal claims.

The Foundation may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The Foundation processes such information to carry out its obligations and exercise specific rights in relation to employment.

The Foundation will not use your data for any purpose other than the recruitment exercise for which you have applied.

If your application is unsuccessful, the Foundation may keep your personal data on file in case there are future employment opportunities for which you may be suited. The Foundation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Job applicant personal information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers and managers involved in the recruitment process, and IT staff if access to the data is necessary for the performance of their roles.

The Foundation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Foundation will then share your data with former employers to obtain references for you.

Your data will not be transferred outside the European Economic Area (EEA).

How does the Foundation protect data?

The Foundation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Recruitment data is kept in a secure location with access restricted to HR employees only.

For how long does the Foundation keep data?

The Foundation will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal data (so that it can no longer be associated with you) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

If your job application for employment is unsuccessful, the Foundation will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the Foundation to keep your personal data on file, the Foundation will hold your data on file for a further 6 months.
for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have rights under data protection laws in relation to your personal data. You have the right to:

• Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.

• Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected, though we may need to verify the accuracy of the new data you provide to us.

• Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing (see below), where we may have processed your information unlawfully or where we are required to erase your personal data to comply with local law. Note, however, that we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you, if applicable, at the time of your request.

• Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground as you feel it impacts on your fundamental rights and freedoms. You also have the right to object where we are processing your personal data for direct marketing purposes. In some cases, we may demonstrate that we have compelling legitimate grounds to process your information which override your rights and freedoms.

• Request restriction of processing of your personal data. This enables you to ask us to suspend the processing of your personal data in the following scenarios: (a) if you want us to establish the data's accuracy; (b) where our use of the data is unlawful but you do not want us to erase it; (c) where you need us to hold the data even if we no longer require it as you need it to establish, exercise or defend legal claims; or (d) you have objected to our use of your data but we need to verify whether we have overriding legitimate grounds to use it.

• Request the transfer of your personal data to you or to a third party. We will provide to you, or a third party you have chosen, your personal data in a structured, commonly used, machine-readable format. Note that this right only applies to automated information which you initially provided consent for us to use or where we used the information to perform a contract with you.

• Withdraw consent at any time where we are relying on consent to process your personal data. However, this will not affect the lawfulness of any processing carried out before you withdraw your consent. If you withdraw your consent, we may not be able to provide certain products or services to you. We will advise you if this is the case at the time you withdraw your consent.

• If you would like to exercise any of these rights, please contact dataprotection@resolutionfoundation.org. If you believe that the Foundation has not complied with your data protection rights, you can complain to the Information Commissioner.

No fee usually required: You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

What we may need from you: We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

Time limit to respond: We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

What if you do not provide personal data? You are under no statutory or contractual obligation to provide data to the Foundation during the recruitment process. However, if you do not provide the information, the Foundation may not be able to process your application properly or at all.

Automated decision-making: Recruitment processes are not based solely on automated decision-making.

For more information about Google's privacy policy, please visit: https://privacy.google.com/index.html#. We do not make, and do not allow Google to make, any attempt to find out the identities of those submitting the form. Information is used for monitoring purposes only and completing this form is not a requirement of application.