

## JOB DESCRIPTION

### ACCOUNTANT (VOLUNTEER) - UK

<b>Organisation:</b>	<p>SeeBeyondBorders (SBB) is a non-profit organisation registered as a Charity with its primary focus being to improve education standards in Cambodia, with the objective of providing Cambodian children with access to quality teaching and learning at school.</p> <p>SBB UK is primarily a fundraising entity with a direct relationship and responsibility to donors and assesses Cambodia as an operational partner on behalf of donors.</p> <p>SBB has a UK Board of Trustees which meets quarterly. The UK has one full-time UK Country Manager and one part-time employee. Its annual turnover is circa £150,000.</p> <p>The last Trustees' annual reports and accounts are available on the Charity Commission's website <a href="#">here</a>.</p> <p>A volunteer is in place who will assist the accountant with bookkeeping and administrative tasks.</p>
<b>Reporting to:</b>	CFO
<b>Type of Employment:</b>	Volunteer Role – average 3-4 hours per week
<b>Place of Employment:</b>	Home
<b>Primary Function of Role:</b>	<p>Overall management of the Finance function ensuring:</p> <ul style="list-style-type: none"> <li>● Accurate and timely financial reporting to CEO, Country Manager and Board - to be presented to the Board of Trustees at quarterly meeting.</li> <li>● Effective management of restricted funds including understanding of spend in Cambodia.</li> <li>● Robust internal controls in keeping with an organisation of this size.</li> <li>● Compliance to legislation and policies e.g. Payroll, VAT, tax, privacy.</li> <li>● Appropriate support to the Country Manager including fundraising application data and review of financial reports.</li> </ul>
<b>Key Responsibilities and Tasks:</b>	<p><i>Quarterly and Annual Reporting</i></p> <ul style="list-style-type: none"> <li>● Complete transaction reporting, reconciliations etc.</li> <li>● Generate quarterly reports for Board of Trustees including variance analysis.</li> <li>● Liaise with SeeBeyondBorders Australia (SBBA) re intercompany</li> </ul>

	<p>transactions, cash flow and control of restricted funds</p> <ul style="list-style-type: none"> <li>• Prepare Statutory Financial Statements &amp; audit documentation</li> <li>• Liaise with Country Manager re Trustee report and ensure filing with Charity Commission and Companies House</li> </ul> <p><i>Donor Reporting / Funding Applications</i></p> <ul style="list-style-type: none"> <li>• Liaise with Cambodia Finance and Country Manager to review financial element of donor reporting and funding applications</li> </ul> <p><i>Legal Compliances</i></p> <ul style="list-style-type: none"> <li>• Ensure appropriate policies and procedures are both in place, and followed, in respect of key finance and HR legislation, and undertake periodic reviews of policies.</li> <li>• Take steps to stay abreast of key changes in respect of the compliance requirements.</li> <li>• Report annually to Trustees on compliance with internal control.</li> </ul> <p><i>Staff Payroll</i></p> <ul style="list-style-type: none"> <li>• Oversee accurate and timely payroll processing.</li> </ul>
<b>Qualifications and experience:</b>	<ul style="list-style-type: none"> <li>• Qualified accountant, with at least 3-4 years PQE.</li> <li>• Prior experience with computerised accounting packages (SBB uses Xero).</li> <li>• Preferred interest &amp; experience in NGO arena.</li> </ul>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• A high level of initiative, a self-starter, happy and capable of working unsupervised whilst still delivering results.</li> <li>• An organised approach to working, with the ability to prioritise work when required.</li> </ul>
<b>Hours</b>	<ul style="list-style-type: none"> <li>• The hours are variable as requirement driven. The applicant would allow a regular 3-4 hours a week for dealing with queries, an accounts prep day each month, and ad hoc fundraising support. This role may grow as the organisation grows and seeks government funding.</li> </ul>
<b>Application</b>	Apply to <a href="mailto:hr@seebeyondborders.org">hr@seebeyondborders.org</a> enclosing your CV and a covering letter explaining your suitability for the role.