

## Finance Officer

### **About Us:**

At the forefront of humanitarian efforts, IRARA boasts a wide-reaching global presence. Through our steadfast commitment to enacting positive change, we have solidified our reputation as a leading tier global provider of humanitarian services.

We have a global footprint, offering our services across more than 20 nations. Our UK and European headquarters can be found in Brussels, Geneva, and Sheffield. Across every continent, our presence is deeply established, securing the trust and partnership of a myriad of UK, European, and local governments.

IRARA is a holistic provider of solutions addressing some of today's most pressing challenges. Central to our offerings are our comprehensive immigration services, ensuring ethical and efficient processes for those on the move. Recognizing the complexities of the migration journey, we prioritize dignified returns and sustainable reintegration programs, helping individuals find their footing as they settle back into their communities or new environments.

### **Job Overview:**

The Finance Officer at IRARA will play a key role in the finance team. The successful candidate will be responsible for the completeness and accuracy of the organisation's financial transaction data, including posting and checking invoices, payroll and other transactions.

The Finance Officer will report directly to the Finance Manager, and they will work closely with the UK team and staff in other countries, and partner organisations.

### **Key Responsibilities:**

1. Accounts Payable and Accounts Receivable:
  - Checking creditor invoices for accuracy and recoverable or reverse charges VAT, posting the invoices into the ledger.
  - Creating payments in the bank and tracking them to ensure they have reached the beneficiaries, liaison with the bank regarding any compliance issues.
  - Producing debtor invoices and chasing payment if required.
2. Payroll:
  - Collation of monthly payroll data, to send to the external payroll provider.
  - Processing of travel and subsistence claims.
  - Investigate any differences in third party payments in conjunction with the external payroll provider.
3. Bank reconciliations and cash management:
  - Regular bank reconciliations for all Irara companies including investigating unreconciled transactions.
  - Ensuring each company's current account has enough funds to pay creditors, transferring from savings accounts as required.
  - Transacting cash transfers between companies.
4. Partner reporting and financial queries:
  - Provision of monthly financial reports to partner organisations showing their case delivery, spend and advance balances.
  - Support the partner organisations with ad hoc finance queries.
5. Statutory and management reporting:
  - Month end closedown including balance sheet reconciliations, accruals and prepayments.
  - Monthly management accounts reporting.

- Support the Finance Manager with the preparation of data/audit evidence for the external accountants and auditors, and with VAT and other statutory reporting.

## **Qualifications:**

- **Educational Background:** AAT qualified or qualified by experience.
- **Experience:**
  - Proven experience (5+ years preferred) in a finance role, within a small organisation, with a variety of responsibilities.
  - Experience of using small business finance ledgers (Xero preferred).
  - Experience of working with multiple currencies (desirable).
- **Skills:**
  - Exceptional numerical and analytical skills, including the capability to produce complex reports with attention to detail and accuracy.
  - Excellent verbal and written communication skills, and the ability to work with all levels of the organisation and external stakeholders.
  - Strong time management skills, independent working and management of own workload.
  - Microsoft office including the use of Excel at an intermediate level.

**The successful candidate must be able to commute to our office in central Sheffield and hold a British passport (a requirement of our international banks).**

## **Work Details:**

Location: Hybrid / Sheffield

Direct Reporting: Finance Manager

To apply please send your full CV to: [careers@irara.org](mailto:careers@irara.org)