



**Interserve GBI**  
**FINANCE CO-ORDINATOR**

<b>Team:</b>	<b>Finance Team</b>  <b>Line managed by:</b> the Finance Manager
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<b>Summary of Job:</b>	Ensure the efficient and effective processing of daily finance procedures. Support the Finance Manager with accounts preparation and implementation of finance projects
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<b>Role:</b>	<p><b>Core Finance related tasks:</b></p> <ul style="list-style-type: none"> <li>• Perform the accounting for daily receipts form Stewardship remittances and other National Offices.</li> <li>• Manage use of the office credit cards for online payments.</li> <li>• Process and account for all supplier invoices and payments, including quarterly project transmissions. Ensure correct authorisation of purchase invoices and other payment requests.</li> <li>• Co-ordinate the project transmission process – liaising with recipients, sending payments, collecting receipts and ensuring annual reports are submitted to GBI.</li> <li>• Complete month end journals and balance sheet reconciliations.</li> <li>• Maintain Fixed Assets and Investments Schedule</li> <li>• Prepare and submit Gift Aid claims in a timely manner</li> </ul> <p><b>Additional Finance tasks:</b></p> <ul style="list-style-type: none"> <li>• Assist the Finance Manager with the transition to a new accounting system.</li> <li>• Assist with the preparation of the GBI draft accounts in a timely manner</li> <li>• Assist with year-end accounts preparation, including accruals and reconciliation of accounts.</li> <li>• Prepare accounts for Interserve Ireland and ISSI including liaising with independent examiners.</li> <li>• Liaise with suppliers, tender applications and independent examiners.</li> <li>• Respond to audit queries.</li> <li>• Undertake research on behalf of the Finance Manager where required</li> </ul> <ul style="list-style-type: none"> <li>• Assist with incoming enquiries from supporters and potential supporters where required.</li> <li>• Assist the Payroll and Partner Finance Co-ordinator and provide absence cover in processing payroll and all related procedures (employee expenses, pension, tax, NI and insurance) and Partner finance reporting and budgeting processes.</li> </ul> <p><b>OTHER</b></p> <ul style="list-style-type: none"> <li>• Attend and participate in Christian worship and prayer on a regular basis and may be asked to lead/help lead prayers.</li> <li>• Represent Interserve to external supporters and contacts via telephone and email.</li> <li>• Accept any such tasks in line with the above core activities which may from time to time be required to further the work of Interserve</li> <li>• Participate in the staff Continuous Review Process, agreeing and reviewing objectives with the Line Manager.</li> </ul>
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