

Finance Officer

Title	Finance Officer
Contract:	Permanent - Part-time 3 days/21 hours per week, hybrid and flexible working available.
Location	MS International Federation (MSIF), Skyline House, 200 Union Street, London SE1 0LX. Must be UK Based. All staff can choose to work remotely, with access to the office on a voluntary and needs basis. An all staff in-person meeting is held in London approximately every 6 weeks which all staff are required to attend.
Relationships	Reports to the Director of Finance and Resources. Works closely with all staff members.
Salary and Benefits	£36,286 per annum pro rata (actual salary is £21,772). Contributory pension scheme, pay scheme with incremental growth, Employee Assistance Programme and 22 days' holiday rising by 1 day each calendar year up to a maximum of 27 days (pro rata) plus public holidays (9 days in 2023 pro rata).
Job Purpose	The Finance Officer will be responsible for the day to day financial functions of MSIF. They will support the Director of Finance and Resources and all other staff in relation to financial queries. All positions at MSIF manage their own administration.






About the MS International Federation (MSIF) and our movement

The MS International Federation is a unique global network of MS organisations, people affected by MS, volunteers and staff from around the world. We have 47 member organisations and we are in contact with more than 50 additional organisations worldwide. We are all working together, as the global MSIF movement, to improve the quality of life of everybody affected by MS and to end MS forever.

The MSIF secretariat in London has 20 staff and acts as a central point of communication for the whole movement, facilitating collaboration among members, convening members for learning and networking opportunities and providing capacity building support to new and emerging MS organisations

2022 is the final year of our strategy: 'Together we're stronger than MS'. This is an exciting time to join MSIF, as we are currently developing our new strategy, ready for launch in 2023. This strategy will be for the whole MSIF movement, not for the secretariat alone. Throughout this strategy, member organisations will be central in designing, resourcing and implementing projects to tackle the big challenges for people affected by MS around the world.

Our current strategy has five interconnected strategic aims. The number of aims is likely to reduce in the new strategy.

				
Greater scientific understanding and new treatments	Improved access to treatment and healthcare	A stronger, broader MSIF movement	Confident and informed decision making	Positive changes in attitudes, policies and practices

Job Description

This role will suit an experienced Finance Officer with excellent attention to detail who can take responsibility for the day to day bookkeeping and assist the Finance and Resources team as required.

The job holder will also be involved in supporting the Finance and Audit Committee, planning, coordinating and minuting their meetings in consultation with the Treasurer.

Key Responsibilities and Tasks

- Input all basic bookkeeping entries within Sage50 Cloud and carry out appropriate reconciliations.
- Reconcile monthly credit card statements with receipts and follow-up with relevant staff before entering on Sage50 Cloud.
- Maintain and monitor all financial systems to ensure that MSIF complies with current fundraising, financial and charity regulations as a charity registered in England & Wales (Statement of Recommended Practice - SORP).
- Complete and file quarterly VAT returns online.
- Complete and file Gift Aid returns online.
- Enter payments through the online banking system for authorisation.
- Provide information and assistance on any follow-up information requirements in relation to payments.
- Banking and petty cash.
- Maintain the Fixed Asset Register.
- Maintain the MSIF Membership fee records, requesting annual income figures and membership fees.
- Working closely with the Director of Finance and Resources and Treasurer assist in the organisation of and minute taking at the Finance and Audit Committee meetings.
- Assist with the production of documentation for the annual audit of the accounts.
- Support and assist with wider tasks within the Finance and Resources Team.

Person Specification

Essential	Desirable
An understanding and experience of basic accounting principles.	Assisting with preparation of documentation for audit.
Excellent accuracy and attention to detail.	Experience of working with multiple currencies.
Experience of working with Sage50 cloud.	An international world view and understanding of the demands of working internationally across diverse cultures.
Experience of managing and submitting VAT returns to HMRC.	Experience of working/volunteering in the charity sector.
Confident organising and prioritising your own workload.	Knowledge of relevant financial guidelines and legislation for the charities.
A flexible and cooperative team player who demonstrates an ability to work effectively and is able to make positive contributions to group work.	
Confident working independently as and when required.	
IT literate: proficient in Microsoft Office.	
An interest in multiple sclerosis/health/disability.	
Ability to travel internationally occasionally.	