



Finance Officer, The Orwell Foundation (part-time / 0.15 FTE)

Reporting to: the Programme Managers

Closing date: 17.00 Monday 1st February 2021

Hours: Part-time (6 hours per week, worked flexibly)

Location: Though much of the role may be carried out remotely, in ordinary circumstances the successful candidate will be expected to be able to attend occasional meetings at the Foundation's office in Central London (Bloomsbury). The office is currently working remotely.

Contract: 10 months, fixed term. The position is available immediately.

Salary: equivalent to a full-time salary of £25,000 - £30,000 depending on experience

Additional benefits: generous annual leave and an opt-out organisation pension scheme

Job description:

Reporting directly to the Programme Managers, the Finance Officer will:

- Deal with all day-to-day financial and book-keeping matters, using Excel and online accounting software (e.g. Xero) Specific duties include:
 - ensuring prompt payment of invoices, and prompt issuing of invoices to clients.
 - ensuring that all transactions are recorded and reconciled correctly.
 - ensuring that payroll and pension records are maintained and updated, liaising with external payroll provider where necessary.
 - banking, cash-handling and recording petty cash registers.
- Maintain the internal finance procedures.
- Prepare and monitor internal reports and monitor all financial aspects of the Foundation's work, including budgets, bank reconciliations cashflow forecasts and quarterly management accounts.
- Keep track of incoming restricted and unrestricted donations and generate reports on donations when required.
- Ensure that Gift Aid is properly collected and prepare and maintain records.
- Assist the Programme Managers where policies need to be updated or created.
- Present financial reports to the Finance, Audit and Risk Committee twice per year.
- Contribute to the risk register on financial matters.
- Submit full and accurate financial information, as required, to the Foundation's accountants, HMRC, and the Charity Commission.
- Provide full and accurate information to the Foundation's accountants and work with them to prepare year-end accounts.
- Maintain relevant filing systems and record-keeping to a high standard.
- Work with the Data Protection Officer(s) to ensure the security and confidentiality of all information relating to the Orwell Foundation and its activities.

The Finance Officer will be expected to carry out other reasonable duties, as requested by the Programme Managers.



Making an application

With reference to the specification below, applicants should send a brief cover letter and CV, FAO Alex Talbott and Jeremy Wikeley, to recruitment@orwellfoundation.com by the deadline of Monday 1st February in an email with the subject heading 'Finance Officer application'.

Please use the 'recruitment' email address above to make your application, as applications sent to any other email address will *not* be considered. If you have questions about the role, or accessibility requirements for interview, please email Alex and Jeremy at alex.talbott@orwellyouthprize.co.uk and jeremy.wikeley@orwellfoundation.com with the subject heading 'Finance Officer query'.

Interviews will take place via video call in the week commencing 8th February 2021 and applicants will be invited to interview by 5th February 2021 at the latest.

Finance Officer person specification

Essential

- Strong experience of financial transactions and record-keeping, ideally using QuickBooks, Xero, or an equivalent system.
- Experience of working in a finance role and preparing management accounts.
- Experience of cash-handling and banking, including online banking.
- Ability to write clear reports dealing with financial matters.
- Computer-literate, with strong working knowledge of MS Excel, Word, Gmail, Dropbox, Zoom and Google Docs.
- Excellent team-working skills.
- Flexible, adaptable and confident about working independently without close supervision.
- Well organised and self-motivated.

Desirable

- Experience of forecasting, budgeting and cash flow projections.
- Experience of finance work for a charity or similar environment.
- Experience of working in the charitable sector and awareness of the regulatory and safeguarding issues faced by charitable and voluntary organisations.
- Experience of working closely with trustees and senior management.
- An interest in the life and work of George Orwell and a commitment to the aims of The Orwell Foundation and its core programmes, The Orwell Prize and The Orwell Youth Prize.

About The Orwell Foundation

The Orwell Foundation is a registered charity (1161563) which exists to sustain the achievements of the British author George Orwell (1903-1950) through the provision of prizes, cultural events, and debates for the public benefit, as well as the education of children and young people. The Foundation is host to a growing number of Orwell-related activities – from events and lectures to dramatized readings of Orwell's work, though its primary programmes remain The Orwell Prizes – the UK's prestigious awards for books and journalism – and The Orwell Youth Prize, an educational programme of works and resources for young people which culminates in an annual writing prize. The Orwell Foundation is based at the Institute of Advanced Studies in University College London, home of the George Orwell Archive. For more information visit www.orwellfoundation.com.