

Directorate:	Finance
Reporting to:	Finance Manager
Contract type:	Permanent

Working at Mary's Meals International:

Our mission, vision, and values are at the very heart of everything we do here at Mary's Meals and working for Mary's Meals International is so much more than a career opportunity, we offer the opportunity to support our global movement in a dynamic, flexible and inclusive environment with a real focus on personal and professional development. We believe in the innate goodness of people, respect the dignity of every human being and family life and believe in good stewardship of the resources entrusted to us. In line with our values, Mary's Meals is fully committed to a culture of safeguarding.

Role purpose:

The Finance Assistant, who reports to the Finance Manager, is responsible for recording the financial transactions of the organisation in an accurate and timely fashion in our accounting system, administering the purchase ledger and implementing the financial controls of the organisation. The role provides support to the wider Finance team to safeguard the security, probity and end use of funds.

Key activities:

Providing Financial Support

- Assist in the daily recording of income and expenditure in an accurate and timely manner, including correctly recording the coding and analysis of costs.
- Administer the purchase ledger, ensuring appropriate approval and accurate and timely recording of purchase orders, invoices, bank and credit card payments onto our accounting system.
- Administer bank payments ensuring all payments are accurate, fully and correctly authorised, and made in a timely fashion.
- Be the principal point of contact for suppliers and staff member queries on purchase orders, invoices, expenses and payments.
- Assist the Finance Manager in the performance of financial control reviews for MMI to ensure that value for money is achieved.
- Support the Finance Manager in the development and implementation of standardised financial policies and procedures at MMI.
- Provide appropriate coverage within the team.

Collaboration with Others

- Contribute to team meetings and organisational priorities.

Self-Development

- Be proactive in keeping up to date with developments affecting the role, including any ad-hoc or ongoing training requirements.

General

- Carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the post.

Additional information:

- Work within the framework of the Mary's Meals mission, vision and values.
- Work towards achieving departmental strategy, operational plans and objectives.
- Ensure familiarity with and adhere to all MMI policies and procedures.
- Undertake and apply learning from appropriate training and development programmes.
- Understand and uphold the standards outlined in MMI's Safeguarding Policy, acting with due care and attention to safeguard anyone that comes into contact with our work.
- You may occasionally be required to travel to countries where Mary's Meals operates.

Essential skills & experience required for this role:

- Numeracy skills and an ability to understand, analyse and manipulate complex information and data.
- Excellent communications skills, including the ability to communicate with suppliers on any financial matters, ability to communicate issues or respond to queries with internal budget holders and other members of staff.
- Excellent attention to detail.
- Understanding of financial and management accounting concepts.
- A diplomatic person who seeks to build harmony.
- Able to use Microsoft packages competently (Excel, Word, Outlook).
- Administrative and organisational skills to manage a busy workload.
- Experience of data entry into a financial system.
- Proven purchase ledger experience
- Experience of manipulating data in spreadsheets
- Experience in supporting others.
- Experience of documenting financial policies and processes.

Desirable skills & experience required for this role:

- Experience of working in an international organisation.

Qualifications

- Educated to National 5 Maths and English (Grade A or B) level or equivalent.

Mary's Meals 7S Competencies:

As an employee Mary's Meals International, you have a responsibility to approach your role in line with our 7S competency model.

Self	<ul style="list-style-type: none">• I build and demonstrate resilience• I lead by example• I am authentic and true to Mary's Meals values• I develop myself and set stretching goals
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Service	<ul style="list-style-type: none"> • I have a vocational attitude to my work • I inspire hope in others • I build belief that even difficult challenges can be solved • I am committed to serving and enabling all who want to be part of the global movement • I work to ensure our future will be even better than our past
Simplicity	<ul style="list-style-type: none"> • I communicate effectively • I follow clear decision-making criteria • I create plans that are easy to follow and contribute to organisational goals • I embrace inclusivity and diversity • I focus on delivering results
Stewardship	<ul style="list-style-type: none"> • I pay attention to the things that matter most – (a) our physical resources; (b) our people • I nurture, develop and respect our relationships with external stakeholders • I deliver on my promises • I am happy to be held accountable and to hold others to account
Strategy	<ul style="list-style-type: none"> • I have a point of view about the future • I know our stakeholders and see our priorities clearly • I help others to work in ways that have the greatest impact • I work to deliver my objectives
Strengthen	<ul style="list-style-type: none"> • I contribute to a positive work environment • I help and support those around me
Success	<ul style="list-style-type: none"> • I am a catalyst for change • I maintain my technical competence • I contribute to the success of my team • I am accountable • I embrace change

Changes to your role:

As our organisation evolves and grows, your job description may need to be reviewed and if appropriate, changed. These changes may be initiated by you or your manager but always in consultation with you and your job description may also be reviewed as part of your annual PDR process.