



Job Title: Finance Assistant
Reporting Lines: Head of Finance and Compliance
Location: London
Contract: 12 months fixed term, subject to successful 6 months probation

WHO WE ARE:

Purposeful is an Africa-rooted global hub for girls' activism. For millennia, girls have played a critical role in struggles for freedom and liberation. From Africa's anti-colonial movements to the Arab spring to climate justice organising and everything in between, their resistance has always sparked and sustained transformational change. And yet, too often girls are separated and side-lined from resources and shut out from decision-making spaces, their power deliberately obscured and hidden from view.

Centring the political power of young feminists across the world, we work so that girls and their allies have access to the resources, networks and platforms they need to power their activism and remake the world.

Our Ways of Being in the World - We believe that another world is not only possible, it is already being built right here and now, in the ways that girls are organising with each other, imagining with each other and pushing us all a little further towards liberation. To build the world that we imagine, a core set of values guide all that we do at Purposeful: **Taking bold action; Many ways of knowing; Centring lived expertise; Deep embodiment; Cultivating radical imagination; Joy as resistance; Power in diversity; Rooted in sisterhood.**

Our Power-Building Strategies - Our holistic, movement-centred approach works to support girls to live into, amplify and compound their political power. It understands girls' power-building as holistic and political and in centring the political power of girl activists, we enter all of our work through a power-building lens: **Redistributing power assets; Building collective power; Organising power holders; Transforming power structures.**

Our vision - Girls are living in safety, dignity and freedom, and the world is transformed.

Our Mission - Girl activists and their allies have access to the resources, networks and platforms they need to power their activism and remake the world for themselves.

CONTEXT OF THIS ROLE:

The Finance Assistant is a newly created role, which will play a vital role in supporting Purposeful's rapid response grant making to grassroots girls the world over. She/he will report to the Head of Finance and Compliance, based in London. The individual will provide support to international grass roots grant payments, reconciliations and ad hoc organisational process projects. The role requires a dynamic, process driven, preferably female individual with feminist values and a wealth of experience in working with people from diverse backgrounds and managing multiple complex tasks. They will be highly organised and able to balance multiple ad hoc queries and duties whilst staying on top of monthly scheduled tasks.

KEY RESPONSIBILITIES:

- Input international grant payments into the banking platforms for authorisation
- Follow up with the bank, programme staff and / or beneficiaries on any queries relating to payments that are delayed, returned or require further investigation
- Liaise with our bookkeeper on grant payment coding within our accounting system (Xero).
- Reconciliation of grant payments across various finance platforms (banks, PayPal and Western Union) to Xero and programme team instruction templates
- Work closely with the other members of the team and key external contacts to coordinate schedules and meetings where required.
- Managing accounts payable function, ensuring invoices are approved against budget and recorded accurately in Xero.
- Review monthly credit card statements and receipts, and provide coding / allocations to Purposeful's bookkeeper
- Review and revise the structure of Purposeful's online filing system
- Manage day to day finance admin and support ad-hoc project work.

Other

Take on additional tasks as assigned or required.

REQUIRED SKILLS, EXPERIENCE & QUALITIES:

- A university graduate, ideally with a finance or numerical related degree or working towards an AAT Level 3 or similar qualification
- Highly numerate, with understanding of basic finance and payment processes
- Excellent writing and oral communications skills in English.
- Strong MS Excel skills (vlookups, hlookups, pivot tables, sumifs etc)

- Computer literacy (Zoom, Google Hangouts, G-Suite, MS Office: Word, e-mail, Internet)
- Experience of use of online banking platforms
- Process driven, with an ability to think logically, plan ahead, set goals and objectives, and execute plans through to conclusion
- A proven strength in building great relationships remotely and working with a broad range of finance/non finance individuals at all levels
- Ability to manage multiple tasks and work under pressure, efficient task prioritisation and time management
- Proven discretion and maintaining confidentiality of data
- Strong attention to detail
- Dedicated to upholding the values and approaches that define Purposeful's work.
- Committed to Purposeful's mission and values.

APPLICATION PROCESS:

Please send your CV and a cover letter to applications@wearepurposeful.org by 5pm on Friday 11th February, 2021. For more information on Purposeful please visit the website www.wearepurposeful.org