**Firefly International**

**Finance & Administration Manager – Application**

**WELCOME**

Thank you for your interest in applying for the post of Finance and Administration Manager with Firefly International. Firefly helps war-affected children and young people by supporting locally-based partner NGOs in four project areas: Bosnia, Turkey (with Syrian refugees), northern Syria and Cairo (with Palestinian refugee children).

Our income is derived from grants and donations from private individuals, companies and trusts. Our projected income for the financial year ending 31 March 2025 is c.£500,000.

There is a team of four staff, consisting of the Director, Jane Salmonson; Appeals Director, Amy Stirling; Projects Coordinator Maria Chambers and the Finance & Administration Manager.

The post-holder will report to the Director.

There is an active, hands-on Board of Trustees who meet around once a quarter.

Please call if you would like more information before applying, on 07764 221170. I look forward to receiving your application.

Jane Salmonson, Director

**JOB OVERVIEW**

Finance and Administration Manager Salary: £30,000 fte; £15,000 pro rata; 50% time, i.e. 20 hours per week, with some flexibility over the course of the year (for example, to fit as far as possible with timetables of candidates with children at school or other caring responsibilities).

Location: 26 Dublin Street, Edinburgh EH3 6NN – also working from home as appropriate.

Core areas of responsibility:

* Book all receipts and payments of funds and upload all invoices on to our accounts package;
* Manage all regular monthly and annual donations;
* Notify the Director of all grants and donations received.
* Work with external accountant ensuring they have all information needed in time for preparation of management accounts and the annual accounts and annual financial returns.
* Provide all documents required to independent examiner to allow them to complete the annual audit.
* Manage relationship with independent examiner and respond to any enquiries raised;
* Contribute to budgeting process and monitoring of income and expenditure actuals against budgets.
* Provide updates and information for the Director and Chair as required;
* Manage all transfers of funds to partner organisations overseas.
* Manage savings and current account and timely transfers from savings to current to meet scheduled outgoings.
* Maintain our database, ‘donorfy’, on which all donation income is recorded.
* Manage relationships with landlord, contractors and suppliers
* Work closely with Appeal Manager to record all donation sources
* Manage annual due diligence requirements with bank
* Ensure efficient maintenance of all financial records including filing on shared folders.
* Other duties as required.

You will be entitled to five weeks (pro-rata’d) paid leave and time off in lieu for hours worked at weekend or evening meetings/events.

There will be a three month probationary period.

**PERSON SPECIFICATION:**

It is **essential** that the Finance and Administration Manager:

Has some financial experience

Is able to work effectively on their own

Is able to work effectively as part of a small, geographically dispersed staff team, and with trustees

Is able to work effectively and sensitively with staff in partner organisations overseas

Takes pride in the quality of the work they produce

Is numerate and accurate, with experience of collaborative working.

Understands the importance of meeting deadlines and of compliance with Board and statutory requirements

Knows when to ask for help

Is committed to Firefly, its mission, its partners and the children and young people it helps.

It is **desirable** that the postholder:

Has experience of Xero or another widely used accounts package such as Quickbooks or Sage. Training in Xero will be given.

Has experience of using a CRM for the input and management of data. Training in Donorfy will be given.

Has experience of book-keeping.

**To apply, please e**mail your CV and a covering letter and completed [Equal Opportunities Monitoring Form](https://forms.gle/xuvtxb6GppLAiL7K6) to jane@fireflyinternational.org

The closing date for receipt of completed application is Sunday 9th February 2025