

Job Title: Senior Officer	Division/Dept: Finance Department	
Reports to: Associate Director - Finance	Line manages: Sales Ledger Coordinator	Date: 18/01/10

About Teach First:

Our Mission: To address educational disadvantage by transforming exceptional graduates into effective and inspirational teachers and leaders in all fields.

TF is a charitable education-business partnership launched in July 2002 with the aim of transforming exceptional graduates into inspirational teachers, placing them into schools in London, East Midlands, West Midlands, North West and Yorkshire where they are needed most. Whilst raising pupil aspirations and achievements through innovation and resourcefulness, TF teachers will gain experience and skills that will help build a new generation of leaders both inside and outside education. The programme includes the innovative Leadership Development course, run in conjunction with Imperial College's Business School and over 30 other partners. TF is currently ranked 9th in *The Times* annual survey of most prestigious graduate recruiters – the highest ranked charity in Britain. Its participants are carefully selected to be among the most able graduates in Britain each year.

Over 120 business, government, and education supporters are committed to training, mentoring, and supporting TF participants and ambassadors through structured summer institutes, internships and tailored business courses to ensure they are fully equipped for fast track careers in education and commerce. Britain's leading businesses, as well as policy institutes, all major political parties, educationalists, and the Prime Minister are supporting this programme. More information can be found at: www.teachfirst.org.uk.

The organisation currently has around 120 staff. It has an annual operating budget of over £3.5 million raised from businesses, foundations and school recruitment fees.

Job Purpose: Teach First's Finance Office ensures that all aspects of the company's finances operate efficiently. The Senior Officer's role is to ensure timely month end reconciliations along with assisting with production of the management accounts. The Senior Officer's role is also to provide additional strategic support through the production of reports based on data analysis and key performance indicators.

- Production of Statutory Accounts including leading on the year end audit, liaising and providing external auditors with required information.
- Preparation of quarterly VAT returns.
- Point of contact for all VAT enquires. Ensure Finance is adhering to charity VAT rules on all projects undertaken (new and existing).
- Maintaining the Bank and Cashbook and producing weekly bank reconciliation.
- Main point of contact for the Bank including all bank queries, setting up new accounts and signatories etc.
- Maintaining and reconciling all Balance Sheet accounts including the Fixed Asset register, Payroll ledger, Accruals, Prepayments, and Accrued & Deferred Income on a monthly basis.
- Overseeing the Sales Ledger function and its staff members including checking all invoices raised are accurate before release to Customer/School.
- Upkeeping the Debtors Report and ensuring all debts are collected by departments within a reasonable time frame.
- Liaising with External Relations (Fundraising Department) to certify accurate forecasting of all revenue streams / update finance income spreadsheet monthly (LEO – Latest Expected Outcome).
- Upkeeping Wages Spreadsheet with accurate timely information i.e. wage increases, changes to working hours and joiners/ leavers.
- Updating changes to Accounting package (Sage 200) including creating new codes or deleting obsolete ones, opening and closing month end periods, liaising with IT to synchronise the Purchase Order package

(Salesforce) with the changes in Sage 200.

- Overseeing the finance aspect of projects the company undertakes. Currently we have 3 projects in hand.
- Ad hoc tasks as and when they arise.

Dimensions: (i.e. significant numerical quantities on which the job has either a direct or indirect impact)

- Finance Office – Associate Director, 2 x Senior Officer, 3 x Coordinator.
- Approximately 200 schools to be invoiced on a yearly basis.
- Estimated total of 900 participants over both year 1 and 2.

Key Accountabilities: (Specify main accountabilities. Focus on results expected, in line with Job Purpose).

Competencies, Skills, Characteristics and Experience Required:

- Qualified or Part Qualified Accountant.
- High degree of Excel skills.
- Capable of working to tight deadlines to achieve team and organisational goals.
- Sound administrative and IT skills.

Person Spec

- Excellent communication skills and experience of working with managers.
- Exceptional relationship-building skills; the ability to establish effective working relationships with people of all working styles, backgrounds, industry-experience, etc.
- A good team player but also the ability to work under own initiative to meet deadlines.
- Self-starter with initiative, confidence, drive, and flexibility to deal with unexpected situations or last-minute changes in a dynamic organisation
- Person with a “can-do” attitude able to help the organisation expand in the coming years.
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- Strong organisational skills and the ability to assess, prioritise and manage a varied workload
- A good eye for detail.
- Computer literacy.
- Belief in the organisation’s mission.

Location: London

Salary Band: £32,00 - £36,000

Closing Date: 19th February 2010

Benefits: A generous performance related bonus package of up to 20% (per annum) of your basic salary, 27 days vacation per annum (7 of which must be taken during the two weeks of Christmas and New Year), participation in the Staff Pension Scheme and private health insurance policy, Life Assurance and Income Protection, Childcare Voucher scheme and interest free season ticket loan.

	Name	Signature	Date
Immediate Manager	Neala Okuromade		18/01/10

