



UNIVERSAL LEARNING SOLUTIONS

releasing infinite potential

Job Title: Finance and Admin Manager

Salary: £24-28,000 pro rata

Hours: Flexible hours. 3-4 days a week

Location: Based in our Lancaster office with the possibility of travel to Valencia and Nigeria.

Mission

Universal Learning Solutions is a not-for-profit organisation that works with government, educators, donors and experts around the world to provide bespoke services that deliver innovative literacy solutions.

Our work enables and enthuses teachers to deliver high quality literacy tuition and builds the institutional capacity of partners through knowledge and skills transfer. This gives children of all abilities the skills needed to read and write and helps governments meet their global education targets.

Vision

Our vision is of a world where all children can read and write with confidence and enjoy their right to learn. Through this we believe we can help release a child's infinite potential.

Primary Role

The primary role of the Finance and Admin Manager is to maintain all finance systems and processes for both the UK and Nigerian Companies.

Specific Responsibilities

The Finance and Admin Manager will be responsible for all data entry, reconciling and reporting using both Sage Line 50 and excel.

Specific responsibilities will include:

Finance:

- Maintain the UK and Nigerian accounts in line with existing policies and procedures.
- Completing monthly bank reconciliations.
- Submit monthly management accounts reports to the Management team for the UK and quarterly reports for Nigeria.
- Submit monthly Nigerian expenditure reports to Project Managers using sage departmental reports.
- Ensuring all invoices are approved then paid promptly using online banking for the UK
- Completing payment transfer requests for Nigeria and ensuring all budget codes are included, in line with the Company policy.
- Making international payments using the Coop telephone service.

- Verifying travel expense claims and payments.
- Manage the UK cashflow, ensuring the international transfers are completed and forecasted.
- Assistance with annual UK budget and Nigeria HQ budget with Directors.
- Assistance with preparation of annual accounts for UK and Nigeria, liaising with the Auditor in Nigeria.

HR & Payroll:

- Processing the monthly payroll for the UK using the RTI software.
- Preparing and emailing the UK payslips.
- Ensuring all HMRC payments and requirements are met.
- Process the monthly payroll for the Nigeria staff using excel and make bulk online payments.
- Work closely with the Nigerian Finance & Admin Manager to file the monthly PAYE with FIRS.
- Completing and uploading the monthly pension schedule.
- Issuing of salary sacrifice letters to relevant staff members.

Staff Supervision and Management:

- Oversee the Finance and Admin Manager in Nigeria.

Personal Skills

- Excellent interpersonal and communication skills.
- Strong teamwork and financial skills
- Ability to deal effectively with deadlines.
- Good analytical and reporting skills.
- Strong ability, to be able to manage and prioritise multiple tasks - Good attention to detail.
- Excellent computer skills with high proficiency in Microsoft excel and Sage.
- Experience of working with overseas partners.
- Accurate and thorough in work.
- Good collaboration with colleagues inside and outside finance.
- Analysis of financial data.
- Knowledge of project management and project cycles.
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Qualifications, Knowledge and Experience

We will require candidates to be qualified in the majority of points below from both the 'desirable' and 'essential' criteria:

Essential:

- ✓ Recognised accounting qualification.
- ✓ Minimum of 4+ years' experience within an accounting role.
- ✓ Working knowledge of accounting software and excel.
- ✓ Experience of managing a diverse workload.
- ✓ Experience of managing and processing payroll.
- ✓ Positive working ethos and personal values in line with those of the organisation.

To be successful as a member of the Universal Learning Solutions team you will also:

- Have a passion for Universal Learning Solutions' mission and a strong desire to work for a not-for-profit organisation to bring about positive social change.
- Adhere to Universal Learning Solutions' core values including family, humility, quality and flexibility.

Desirable:

- ✓ Working knowledge of pension systems.

- ✓ Willingness to travel overseas.
- ✓ Experience of managing staff, particularly overseas.
- ✓ Experience working with international non-governmental organisations, preferably in the field of education / literacy in the developing world.

To apply please send CV and covering letter to katy@universallearningsolutions.org by 13th July 2018. Interviews will be held in our Lancaster office the following week.