Finance Officer/ Bookkeeper (Charity)

Background
Turquoise Mountain is a non-profit, non-governmental organization that supports artisans to thrive and to revitalise traditions in regions of the world where artisanal heritage is endangered. We believe artisanal heritage matters and has the power to transform lives.

Turquoise Mountain is a fast-growing organisation with offices in Afghanistan, Myanmar, Saudi Arabia, and the Levant, and with over 400 international and local staff members worldwide. We combine a cultural heritage focus with a wide scope of activities, including both charitable and commercial interactions.

Reporting to: Senior Finance Manager (Charity) based in The Netherlands

Position Overview
- Work as part of the charity finance team to ensure the integrity of all financial records are maintained at all times
- Ensure the correct processing and recording of the charity’s financial transactions for the UK
- The role is home-based in the UK, or elsewhere within a 3-hour time difference, and working remotely with UK and international teams

Responsibilities
- Record in QuickBooks all USD and GBP bank, MoneyCorp and PayPal entries on a daily basis
- Reconcile all USD and GBP bank accounts, MoneyCorp account and PayPal account on a monthly basis
- Review supplier invoices and expense claims, collate supporting documents, obtain appropriate authorisations, enter into QuickBooks and set up bank payments for UK suppliers and staff
- Set up multi-currency payments for other countries and ensure country creditors ledgers are kept up-to-date
- Responsible for raising sales invoices for UK grants (and providing support to countries when required)
- Maintain record of donations received and inform relevant country FM and grant managers
- Responsible for maintaining the UK debtors and creditors ledgers
- Record in QuickBooks corporate credit card transactions with supporting documents and appropriate authorisations secured
- Prepare and post month end journals in relation to UK accruals, prepayments, capitalisation, depreciation and currency differences
- Reconcile specified balance sheet accounts on a monthly basis (mostly but not limited to bank, Funds In Transit, debtors and creditors)
- Responsible for maintaining hawala tracking reports
- Assist with preparing audit schedules (mostly but not limited to schedules relating to bank, Funds In Transit, debtors and creditors)
- Any other tasks as required by the Senior Finance Manager
**Person specification**

- Significant bookkeeping experience with excellent understanding of double entry
- Considerable experience of using QuickBooks
- Understanding of multi-currency accounting
- Methodical approach with outstanding attention to detail and high levels of accuracy
- Excellent oral and written communication skills
- Good organisational skills, flexible and able to work remotely
- Ability to work on own initiative, manage and organise own workload and meet deadlines
- Cross-cultural understanding and ability to work across dispersed teams
- Understanding of charity finance regulations and practices preferable
- Must be comfortable with 100% remote working, and able to self-motivate and actively seek assistance where needed

The position is offered as a full-time (37.5hrs per week), permanent vacancy. Candidates must have the appropriate right to work in their country of residence to be considered for this role.

UK-based: £30,000 GBP
Other locations: Competitive compensation in line with local benchmarking

**Application Process**

To apply for this role, please send your CV and a covering letter to vacancy@turquoisemountain.org