

## Finance and Administration Officer

<b>Location:</b>	Mission East HQ, Hellerup, Denmark
<b>With occasional travel to:</b>	N/A
<b>Department / Team</b>	Administration and Accounting
<b>Responsible to:</b>	Administration and Accounting Director
<b>Direct Line Management of:</b>	N/A
<b>Length of contract:</b>	Permanent
<b>Hours per week:</b>	30
<b>Salary Scale:</b>	This role is assessed as Level 14 on the Mission East salary scale.
<b>Background</b>	<p>Mission East is an international relief and development organisation working in crisis-affected countries in the former Soviet Union, the Middle East and Asia. We deliver emergency relief during disasters as well as long-term development assistance. We are based on Christian values. Mission East works to support vulnerable people and help local communities lift themselves out of poverty and marginalisation. We work directly with our beneficiaries or through local and international partners. We constantly strive to strengthen the relevance, effect and sustainability of our programmes.</p> <p>More information on Mission East can be found at: <a href="https://missioneast.org">https://missioneast.org</a></p>
<b>Role Purpose:</b>	To be responsible for bookkeeping, office administration, statutory payments and administration relating to supporter donations.
<b>Key Tasks and Responsibilities:</b>	<p><b>Bookkeeping and Finance</b></p> <ul style="list-style-type: none"> <li>• Book-keeping and associated tasks for Mission East's HQ offices (CPH and BXL).</li> <li>• Administration and processing of HQ payments and transfers.</li> <li>• Handling of day to day banking matters, as delegated by Director of Administration and Accounting.</li> <li>• Ensure all accounting entries have complete supporting documentation and manage accounting files according to audit requirements and record retention policy</li> <li>• Handling of liquid assets for the CPH Office</li> <li>• Processing of Mastercard transactions for the CPH &amp; BXL office</li> <li>• Reconciliation of Bank accounts, other balance sheet accounts, Supporter Database and Quick Books entries on a monthly basis.</li> <li>• Handling of VAT &amp; applications for VAT Compensation</li> <li>• Reporting donations to TAX</li> <li>• Handling and reconciling the tax account (Skattekonto)</li> <li>• Registration of public and private donations in accounts</li> <li>• Administration of web donations from homepage and BS requests from website.</li> <li>• Handle "e-boks"</li> <li>• Register PBS (Nets) transfers</li> <li>• Coordination of HQ staff timesheets and allocation entries into QuickBooks</li> <li>• Support annual audit by preparing account reconciliations and supporting documents as requested by auditors and delegated by Director of Administration and Accounting</li> </ul> <p><b>Office Administration</b></p> <ul style="list-style-type: none"> <li>• In coordination with payroll administration, coordination of staff holiday and personnel leave registration, pension admin support and communication with PFA.</li> <li>• Reporting of FTEs and other necessary reporting to the Danish authorities</li> <li>• Office and staff insurance administration and renewals</li> <li>• Coordination of office APV processes, as required</li> <li>• Managing registration in The Danish Fundraising Board</li> </ul>

	<ul style="list-style-type: none"> <li>• Day to day liaison and administration with office landlord and other suppliers.</li> <li>• In coordination with Mission East's IT and Systems Manager, support asset registration and office equipment purchase.</li> </ul> <p><b>Other activities:</b></p> <ul style="list-style-type: none"> <li>• Provide support to handling incoming mails and phone calls from supporters and others.</li> <li>• Participate in ME AGM</li> <li>• Carry out other duties, which may or may not be related to the job, as reasonably requested.</li> </ul>
<b>Selection Criteria:</b>	<p><b>You will have the following experience, skills and qualifications:</b></p> <ul style="list-style-type: none"> <li>• At least three years of practical experience with bookkeeping in a medium sized organisation or company.</li> <li>• Experienced user of accounting and budgeting software, preferably in a project or donor-funded environment.</li> <li>• Qualification (or recognised equivalent) in bookkeeping / accounting or other relevant subject area would be desirable.</li> <li>• Experience in managing multiple currencies</li> <li>• Understanding of financial issues pertinent to not-for-profit organisation. Previous experience working in the not for profit / INGO sector is desirable</li> </ul> <p><b>You will display:</b></p> <ul style="list-style-type: none"> <li>• Ability to effectively communicate to all parts of the organisation and cross-culturally.</li> <li>• Competence in use of MS Office (including Access Databases).</li> <li>• Fluent in oral and written Danish and English.</li> <li>• Ability to exercise accountability and good judgement</li> <li>• Positive and pro-active attitude.</li> <li>• Sympathy to Mission East Organisational Values</li> </ul> <p><b>Other requirements:</b></p> <ul style="list-style-type: none"> <li>• All staff are required to sign Mission East's Code of Conduct and Child Safeguarding Commitment</li> <li>• This role is based in Denmark, the successful candidate will be required to demonstrate they have the right to live and work in Denmark.</li> <li>• Mission East upholds high standards in all aspects of Safeguarding. In view of the nature of this role potentially requiring involvement with vulnerable individuals (including situations where there are potential imbalances of power), you will be required to provide a self assessment and formal certificate of previous good conduct.</li> <li>• Mission East upholds high standards in Counter Terrorism (COTER) and sanctions regulation compliance. In view of this role's potential travel to and remote involvement with our field offices, Mission East will conduct a thorough pre-employment background check of successful candidates, including checking through the SDN sanctions lists.</li> </ul>

