



Head of Finance and Administration (permanent, part-time)

Asia House is seeking a **Head of Finance and Administration**.

The role will have responsibility for Asia House's financial management and key administrative functions. This is a part time role - three days per week.

Job Description

Job Title: Head of Finance and Administration
Reports to: Chief Executive

Key Responsibilities

- Maintain accurate and up to date accounting records for Asia House and its subsidiaries, using Xero and ReceiptBank
- Work with the CEO and managers to prepare comprehensive annual budgets
- Produce quarterly management accounts and provide the CEO with relevant accurate periodic reports, including variance analysis and commentary for the Finance Committee and Board of Trustees
- Prepare the statutory accounts and supporting schedules for Asia House, and Asia House Enterprises Ltd, and assist the statutory auditors during their audit
- Prepare and submit VAT returns, and Charities Commission/Companies House returns
- Invoicing and debt control
- Manage the monthly outsourced payroll
- Other administration duties as and when required including GDPR and overseeing contracts/leases

Skills and qualifications:

- Qualified, including relevant experience
- Proficiency in financial accounting and reporting, including external statutory reporting and audit
- Experience and a high level of proficiency using Xero software and ReceiptBank
- Management accounting experience including budgeting, forecasting, monthly reporting
- Have excellent interpersonal and communication skills
- Have excellent planning, organisational and time management skills
- Have a high degree of integrity, tact, diplomacy
- Accuracy and attention to detail is essential

How to Apply

Please send a cover letter, including salary expectations, and your CV to recruitment@asiahouse.co.uk by 12 October, 2020.

Location

Asia House, 63 New Cavendish Street, London, W1G 7LP

Remuneration Package

- Salary: £45k pro rata
- Annual Leave: 25 days pro rata + Bank Holidays
- Life Insurance
- Pension
- Private Medical Insurance

About Asia House

Asia House is a centre of expertise on trade, investment and public policy. We drive political, economic and commercial engagement between Asia and Europe.

Asia House is an independent, objective and trusted advisor to governments, public institutions and private sector organisations.