JOB AND PERSON SPECIFICATION

Job Title: Finance Assistant - Travel

Division: Corporate Business Directorate - Finance & Management Information Section

Grade: M

Reports To: Travel Manager

General information

The Finance and Management Information Section (FMIS) forms part of the Corporate Business Directorate, which has responsibility for a wide range of corporate services in the Commonwealth Secretariat, which has overall responsibility for the financial management of the Commonwealth Secretariat’s annual budget of approximately £40 million. The Secretariat’s Funds include the Commonwealth Secretariat, the Commonwealth Fund for Technical Cooperation and the Commonwealth Youth Programme as well as the New York Joint Office and Commonwealth Small States Office in Geneva.

FMIS provides financial management and accounting services and support to the Commonwealth Secretariat. The section prepares budgets, management information and financial statements for the Commonwealth Secretariat funds. It also manages payroll, pensions, revenue, treasury, payments and travel for both full time staff and contracted experts, and provides financial information to Secretariat management and the governing bodies. FMIS is also responsible for the risk management across the Secretariat as well as the maintenance of the Secretariat’s financial system.

Job summary

The post holder will primarily be responsible for processing travel-related documents and activities however may at times be required to support other activities within the finance team, including accounts payable processing activities, in accordance with the Secretariat’s policies and procedures.

The post holder is required to support the Travel Manager in providing travel services to the Secretariat and in achieving the team’s objectives and goals.

Task description

The post-holder will:

- Process travel advances and claims in order of relevant urgency and in accordance with agreed service levels ensuring appropriate supporting documentation and approvals are provided.

- Actively manage the level of outstanding claims and balances in the staff ledgers by sending regular reminders to staff, following up any queries, preparing journals and reconciling all entries regularly, highlighting areas of concern to the Travel Manager.

- Reconciliation of all travel-related claims and payments.
• Administration of the programmes for corporate credit cards, virtual cards, cash passports and foreign currency.
• Liaise with the Secretariat’s travel agent and travel-related suppliers to ensure services are delivered in line with service level agreements.
• Arrange prompt settlement of travel related invoices and claims.
• Prepare prepayment, accrual and correction journals.
• Compilation of reports for FMIS.
• Provide support to the accounts payable processing team, processing payments, setting up supplier, other ad hoc duties, as required.
• Support the Travel Manager in the delivery of travel services to the Secretariat i.e. supporting the travel service delivery, travel policy development and implementation, travel solution deployment, managing travel supplier deals and managing the safety and security programme for Secretariat staff when they travel.

General
• Support the finance team in the achievement of the wider objectives and goals.
• Ensure compliance with the Secretariat’s policies and procedures.
• Deal professionally and in a timely manner, with queries and requests from internal and external customers.
• Achieve month end deadlines while ensuring all tasks are completed accurately.
• File and archive soft and hard copies of financial records efficiently and promptly.
• Support the financial accounting team during audits as necessary.
• Draw the attention of management to any potential risks and issues identifying mitigating actions.
• Contribute towards continuous improvement in Finance by identifying opportunities for streamlining of processes to deliver measurable and sustainable improvements in processes.
• Perform any other duties as may be required from time to time.

Person Specification

Education
• 5 GCSE’s (or equivalent) including English and Maths
• AAT part qualified or ACCA part qualified
• Book keeping or accountancy qualification

Experience
• At least 4 years’ book keeping or accounts payable experience
• Good IT skills, experienced user of Microsoft Office products and working knowledge of Excel
• Experience of CODA/Unit 4 or other computerised accounting packages and electronic banking
• Good interpersonal and communication skills
• Knowledge or experience of reviewing and processing travel expenses is preferable
## Competencies:

### Respect for Diversity
- Works effectively with people from all backgrounds.
- Treats all people with dignity and respect. Treats men and women equally.
- Shows respect and understanding of diverse points of view and demonstrates understanding in daily work and decision making.
- Examine own biases and behaviours to avoid stereotypical responses and does not discriminate against any individual or group.

### Working with Others
- Maintains an open, respectful, and professional approach to others.
- Works as a team to achieve shared objectives.
- Uses empathy and cultural awareness to facilitate working relationships.
- Shows commitment to delivering on key agreements made to colleagues.
- Utilises networks to ensure similar goals are achieved collaboratively.

### Developing & Applying Expertise
- Takes learning from previous experience and applies them appropriately.
- Demonstrates willingness to learn new skills and/or approaches.

### Adapting & Innovating
- Adapts to changing circumstances and work demands.
- Shows a willingness to proactively take on new challenges and responsibilities.
- Considers ways of doing own job better.
- Demonstrates flexibility e.g. by working beyond own remit in order to achieve an objective inter alia.

### Accountability
- Takes ownership of assigned tasks, honours deadlines.
- Ensures timely delivery of outputs within defined cost and quality standard parameters.
- Takes responsibility for own shortcomings and compliances.

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*June 2021*