Job description

About the role	
Job title	Interim Assistant Accountant - Investments
Reports to	Finance Manager – Investments
Salary	C£45,000
Hours	Part-time post, 21 hours per week, 12-month fixed term contract
Location	Hybrid (40% of time in our central London offices)

Introduction

Paul Hamlyn Foundation was established by Paul Hamlyn in 1987. Upon his death in 2001, he left most of his estate to the Foundation, creating one of the largest grant-making foundations in the UK.

We use our resources to support social change, working towards a just and equitable society in which everyone, especially young people, can realise their full potential and enjoy fulfilling and creative lives.

Our **vision** is for a just society in which everyone, especially young people, can realise their full potential and enjoy fulfilling and creative lives.

Our **mission** is to be an effective and independent funder, using all our resources to create opportunities and support social change. We partner with inspiring organisations and individuals to put them at the heart of leading change and designing solutions to overcome inequality.

We are committed to being an anti-racist organisation. This commitment drives how we work, who we work with and how we make decisions. You can read more about our commitment to Diversity, Equity, and Inclusion (DEI) here.

We have **five funding priorities** where we wish to see change for our work in the UK:

- Investing in young people
- Migration
- Arts
- Education and learning through the arts
- Nurturing ideas and people

Our values are important to us and we work to and carry them through all our activity.

Role overview

What will be my main contribution?

To undertake accounting for the Foundation's investment portfolio and support the team with other accounting needs as required.

Who will I line manage?

You will have no formal line management responsibility. However, you will be expected to work in a small and fully interconnected structure that relies on collaboration, flexibility, and the ability to operate within both formal and informal reporting relationships.

What other key internal relationships will I have?

You will work closely with the Finance Manager – Investments as well as with colleagues in the Investments team.

What level of budget responsibility will I have?

None.

Main responsibilities

Investment valuations

You will be the main person maintaining the accounting records of the investment valuations.

- Ensure the accuracy of internal records of investment fund valuations. Work with the Investment Administrator to ensure files are kept up to date with statements received from investment funds.
- Update valuation spreadsheets accurately and efficiently to ensure up-to-date valuations of the portfolio are available.
- Prepare and enter journals to maintain the correct valuations in the finance system within agreed timelines.
- Work with the Finance Manager – Investments to reconcile our investment records to control records held by the Foundation's investment advisors quarterly and investigate any areas of difference.

Fund inceptions and redemptions

Inceptions and redemptions take place as instructed by the Investment Director. Most of the administrative support will be provided by the Investment Administrator but you will be responsible for preparing bank payments and accounting records.

- Prepare bank transfers for transactions to new funds in line with their deadlines, following internal procedures to ensure the integrity and security of transactions. Ensure that payments are approved by the relevant bank signatories.
- Set up new investment fund codes in the finance system and work with the Investment Administrator to ensure prompt integration of new funds into internal systems.
- Create and upload journals to the finance system to record inceptions and redemptions accurately and in line with accounting standards and internal policies.

Cash transactions

- Prepare capital call payments at least weekly and within timelines set out by funds. Contact fund managers to verify any changes to bank details or details for new funds in line with our internal procedures.
- Post journals to the finance system to accurately record all cash transactions within agreed timelines.
- Monitor the receipt of distributions and ensure their appropriate recording in the finance system.
- Work with the Finance Manager – Investments to maintain and reconcile the spreadsheet of outstanding investment commitments on at least a quarterly basis.

Investment income and management fees

- Post journals to recognise investment income as received or reported by investment funds.
- Liaise with the Investments team and review contracts and statements to determine management fees payable to investment funds.
- Post journals to recognise reported management fees as they arise.
- Calculate and prepare quarterly postings for other fees on a timely basis.
- Support the Finance Manager – Investments with preparation of the budget for investment management fees.

Reporting

- Provide bank statements and other supporting documentation to the Foundation's investment advisors monthly and upon request.
- Prepare a monthly summary of cash held for circulation to the investment advisers and members of the Senior Leadership Team.
- Work with the Finance Manager – Investments and Investment Manager in preparing reports on the investment portfolio.
- Liaise with auditors and provide records and explanations as required for the annual audit process.

Other

- Contribute to the work of the finance team, providing cover for others and participating in system development as required.
- Provide accountancy support across the finance team as needed and capacity allows.
- Maintain and develop internal controls and procedures. Work to develop systems, processes and templates as opportunities arise.
- Arrange for appropriate cover of any urgent tasks while you're on leave.
- Contribute to the production of the year-end financial statements as required.
- Contribute to cross-departmental and multidisciplinary working across the Foundation to deliver continual improvement and professional development.
- Uphold and promote the aims of the Foundation's equality and diversity policies in the course of day-to-day work.

Person specification

We are open to adjusting the role and how it is delivered to enable those from a broad range of backgrounds and lived experiences to apply.

Experience and knowledge

- Experience of working in an accounting role, with a good understanding of double entry accounting and the importance of strong financial systems and procedures.
- Analytical skills with the ability to interpret data.
- Confident use of Excel including building spreadsheets and writing formulas including SUMIFS and LOOKUPs.
- Experience of using a finance system.
- Proven track record of an organised and methodical approach to work, combining numerical accuracy with attention to detail and an ability to work within agreed timelines.
- A high level of numeracy and ability to undertake complex transactions with accuracy.

Behaviours and ways of working

- Sympathy with the values and aims of Paul Hamlyn Foundation, and in particular its commitment to social justice and equality, tackling disadvantage, fighting prejudice and supporting youth voice and participation.
- Strong communication skills and the ability to explain financial issues to non-finance colleagues and build constructive working relationships with colleagues at all levels.
- An ability to work creatively and flexibly in a small team, supporting other colleagues, and with a strong personal commitment to learning and development.

Terms and conditions

- 25 days leave per annum pro rata, plus statutory holidays pro rata.
- Employer pension contribution of 10%
- Medical, permanent health and life insurance (once probation period passed).
- Office hours are normally 9am – 5pm Monday – Friday, but flexible working is possible around core hours of 10am – 4pm.
- PHF operates a hybrid working policy and you will be expected to work at least 40% of your time in the office with the option to work up to 60% of your time from home. The contractual place of work for this role is 5- 11 Leeke Street, London WC1X 9HY.
- Some flexibility is required from team members around evening work and travel to and from events and meetings.
- We are open to discussing flexible working arrangements.