



**Evidence.
Ideas.
Change.**

Application pack

Finance Apprentice

Ref.: FD/05/20

Location: London

Closing date: Thursday, 19 March 2020

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ODI is an equal opportunities employer.

The Overseas Development Institute is a Charitable Company limited by guarantee:
Charity No: 228248. Registered in England and Wales: Company No: 661818.

Candidates are strongly advised to study ODI's activities and objectives before completing an application form. Further information can be found on odi.org.

An introduction to ODI

Who we are

ODI is an independent, global think tank, working for a sustainable and peaceful world in which every person thrives. We harness the power of **evidence** and **ideas** through research and partnership to confront challenges, develop solutions and create **change**.

ODI has around 240 staff, two-thirds of whom are researchers with the remainder providing a range of communications and professional expertise.

What we do

- We undertake cutting-edge research and analysis to generate evidence, ideas and solutions.
- We act as trusted, expert advisers to those making change around the world.
- We bring people together to turn ideas into action.
- We communicate our work around the world to increase its reach and impact.

Our guiding principles



We are **independent** and trusted: established in 1960, ODI is non-partisan, non-profit and evidence-driven. Our independence is the cornerstone of our credibility. It allows us to develop fresh ideas, challenge orthodoxies and take the risks we need to succeed.



At a time when the world is faced with complex dilemmas, **innovation** will be essential to finding, testing and scaling bold ideas and solutions. We will be increasingly innovative in the ways in which we bring people together, communicate ideas and increase our influence.



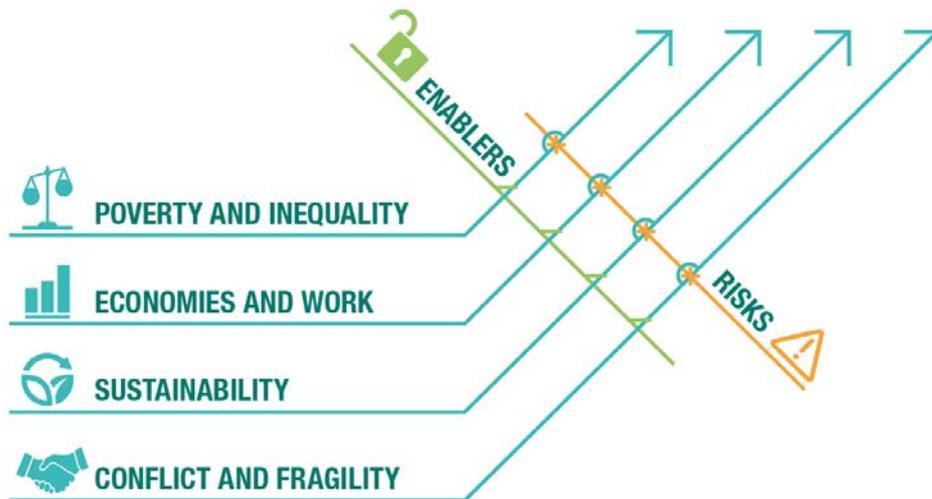
We are a **global** organisation, with staff, partners and ODI fellows in 50 countries around the world. The changes we seek require local knowledge, new relationships and perspectives, and credibility with decision-makers at both the national and international levels. We will therefore strive to broaden where we work in the world, as well deepen and strengthen our links with who we work with, especially at country level.



ODI exists to have real **impact** for those who need it most. This is at the centre of our thinking about what to do, where to go and how we measure our success.

Our work

Our work addresses four key global challenges, and explores the tools and approaches needed to enable progress and address risks.



Our values



Independence

Our work is independent from our funders. Staff are able to challenge donor thinking and policy and the wider development consensus.



High quality

We ensure best practice, innovative approaches and continuous improvement in our research, policy advice and public affairs.



Fairness, diversity and equality

We treat all staff and partners fairly and with respect.



Working together

We continuously try to foster better relationships throughout the organisation. We believe that by working together in a supportive environment, we will achieve more and have greater impact.



Transparency and accountability

We report openly on our use of public funds, and fully communicate our work to our donors, research subjects and partners.



Sustainability

We use resources in a sustainable way, conscious of our impact on the environment.

Job description

Job Description	
Position Title	Finance Apprentice
Department	Finance
Accountable To	Finance Manager
Responsible For	None

Job Summary:

Reporting to Finance Manager, this fixed term role allows you to gain valuable workplace experience whilst working towards the Level 3 AAT qualification.

Key Responsibilities:

General Duties

- Assist the Financial Controller with all aspects of the development and effective operation of the finance function of the organisation.
- Assist the Financial Accountant with operating and monitoring all Institute bank accounts, ensuring the safe receipt and handling of cash and the reconciliation of transactions.
- Assist the Finance Director with duties relating to clerking of the Board and Committees.
- Co-ordinate and complete administrative routines relating to purchase orders, purchase invoices, the receipt of goods and services.

Financial Operations

- Process purchase invoices following required authorisation and ensure relevant documents are signed by relevant signatories.
- Process staff expenses following required authorisation and ensure relevant documents are signed by relevant signatories.
- Ensure the timing receipting of funds against customer accounts.
- Set up new suppliers and customers in the system.
- Operate help desk functions and answer queries in a timely manner.
- Support completion of bank account reconciliations as required and reporting variations
- Assist with the preparation of cash flow calculations and projections as required, reporting any issues.
- Assist in project compliance and statutory audit as required, including locating relevant documents for testing and following up with staff to close any audit queries.
- Attend relevant meetings and training sessions.
- Assist in such duties and activities relating to any of the above areas appropriate.

Requirements:

Knowledge and Qualifications

- Preferably A levels, but good passes at GCSE exams particularly in Maths and English will be considered.

Skills/Abilities

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- | |
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| <ul style="list-style-type: none">▪ High level of numeracy▪ Effective teamwork, inter-personal and collaboration skills▪ Ability to prioritise and organise work effectively and meet deadlines▪ Ability to work effectively as part of a team and with a wide range of people from diverse cultural backgrounds. |
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<p>Key Relationships and Contacts:</p>

- | |
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| <ul style="list-style-type: none">• ODI Chief Executive• SLT Directors• Programme Directors• Heads of ODI functional teams• Programme and functional staff• Auditors and financial regulators |
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Application process

ODI job site: <https://jobs.odi.org.uk>

Closing date: The closing date for receipt of applications is midnight, UK time, on: **Thursday, 19 March 2020**

Expenses: It is our policy to only support the travel expenses to attend an interview for those who are travelling from outside the UK. Please contact the HR Department to discuss this and to ensure their approval prior to booking.

Terms of employment

Location: ODI is based at 203 Blackfriars Road, London SE1 8NJ, UK

Salary: £20,514–£23,527 per annum on ODI's pay structure. Starting salary will be dependent on qualifications and experience, and subject to review.

Salary will be payable by equal monthly instalments (half in advance, half in arrears) on the 15th day of each month.

Hours: 09:30–17:30, Monday to Friday, 35 hours per week.

Contract: Fixed-term All contracts of employment are subject to a three-month probationary period.

Leave: 25 days per annum, plus statutory holidays and 3 days' paid leave for the office closure during the Christmas and New Year period. Maternity, paternity, adoption and parental leave. Full-pay sick leave after a qualifying period.

Pension: The Institute offers a contributory pension scheme with the Superannuation Arrangements of the University of London (SAUL). www.saul.org.uk

Union: ODI recognises UNITE and all staff have the right to become members.

Additional benefits

Loans: The Institute offers an interest-free season ticket loan on completion of probationary period.

Cycle to Work Scheme: Save up to 42% on the value of a bike and accessories for commuting, and pay monthly through your salary.

Employee assistance programme: Confidential Health and wellbeing support.

Flexible working options: Support in maintaining a healthy work-life balance.

Maternity, paternity and adoption leave: Enhanced pay for eligible employees after a qualifying period.

Relocation: Assistance is available towards employees who have been recruited from a place outside the UK.

Other information

ODI is based at: 203 Blackfriars Road, London, SE1 8NJ.

Our offices are close to a wide range of cafes and bars, and to Waterloo, Waterloo East and Southwark stations. There are good transport connections to all parts of London.

ODI is within easy walking distance of South Bank Concert Halls, the Old Vic and National Theatres.



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