

Job Description

Job Title: Finance Officer – Disability Inclusive Development (DID)

Job Location: UK

Reports to: Head of Finance of Inclusive Futures

Responsible for: N/A

Department: Operations, Planning and Finance

Job Purpose:

The Finance Officer DID – DID will principally deliver the day-to-day financial administration of the DID programme to ensure all financial requirements of the projects are fully met. This role will involve close collaboration with the DID FMT, the Institutional Funding team, which has overall responsibility for the funding, as well as the broader NTD/Inclusion Finance Risk and Support team, consortium partners and implementing partners. The post holder is expected to travel overseas up to 4 weeks a year.

Principal accountabilities:

1. Under the guidance of the Head of Inclusive Futures, develop, review and amend coordinating and implementing consortium partner contracts and budgets to enable project delivery.
 - Support the core project annual budgeting process, including development of templates, coordinating budget submission and preparation of agreement/amendment letters.
 - Support the Head of Finance Inclusive Futures with the analysis of the annual budget process.
 - Coordinate reviews of expenditure vs budget for all consortium and implementing partners/countries
2. Coordinate the process for timely and accurate donor financial submissions including core monthly financial expenditure reports, forecasts and ad hoc requests.
 - Using the MyCLAIMS system, check, review and process consortium and implementing partner and consultant claims, and complete other day to day finance and administration tasks on the DID project.
 - Work with the Head of Finance Inclusive Futures on review of all financial expenditure reports/outputs.
3. Work with the Head of Finance to develop tools to improve financial analysis throughout the project, for instance Power-BI dashboards, using data linked from the programme financial database (MyCLAIMS)
4. Support the preparation of financial reports and forecasts for the donor.
 - Reconcile the reports to the accounting system.
 - Assist with the production of internal project financial reports
 - Support the Head of Finance Inclusive Futures with the review and analysis of quarterly reporting
 - Support the Head of Finance Inclusive Futures with annual project reporting

5. Deliver the day-to-day finance and administration tasks on the DID project including partner transfers, cost recovery, fund management, procurement, manage the assets register.
 - Work with the Head of Finance Inclusive Futures and Head of Central Finance and Planning, NTDs/Inclusion to ensure the DID Programme's income and expenditure is correctly reflected in Sightsavers financial systems.
 - Support on risk and audit reviews of consortium and implementing partners and be prepared to carry out audit work/capacity building with partners.
 - With the support of the Head of Finance Inclusive Futures, manage the project's cash flow and reconcile the cash and bank position with internal management accounts.
 - Support the Head of Finance to manage the ongoing maintenance of the MyCLAIMS data in terms of users etc

The principal accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed. In particular support to other parts of the NTD/Inclusion Finance Risk and Support current portfolio or proposals for new work might be required from time to time.

Jobholder Entry Requirements - *the essential knowledge, skills and behaviours required*

Knowledge (Education & Related Experience):

- An understanding of and commitment to equality of opportunity for people with disabilities
- Experience of institutional donor or large-scale contract management. In particular experience of FCDO funding would be useful.

Essential Skills (Special Training or Competence):

- Excellent numerical skills
- Finance and Accounting experience
- High proficiency with Excel (pivot tables) is required and experience of a computer-based accounting system
- Strong attention to detail when needed, with a willingness to follow issues through to resolution.
- Demonstrated ability to effectively prioritise work in a high-pressure environment working to competing deadlines
- Excellent written and verbal communication skills
- Strong interpersonal and relationship building skills

Desirable

- Experience of conducting/participating in finance workshops
- Willingness to continuously develop skills and knowledge to remain current with donor funding developments.
- Experience and awareness/understanding of international development context and humanitarian sector
- Able to travel for up to 4 weeks per year
- Desire to follow up an accounting professional certification (i.e. ACCA or CIMA)

Core Behaviours:

- Communicating & Influencing
- Change & Improvement
- Team Working
- Planning & Organising
- Delivery & Implementation

Key Relationships

Internal

- DID Fund Management Team
- NTD/Inclusion Finance, Risk and Support Team
- Policy and Programme Strategy department
- Programme Systems and Monitoring Team
- Institutional Funding Team
- Disability Inclusive Development Consortium Partners
- Regional/Country Directors and Finance Managers
- UK and programme finance teams

External

- Disability Inclusive Development Consortium Partners
- Disability Policy teams
- Relevant external partners and stakeholders in the thematic sectors