



ELTON JOHN AIDS FOUNDATION

JOB DESCRIPTION – Financial Planning & Analysis Manager

At the Elton John AIDS Foundation (EJAF), we believe that AIDS can be beaten. Since 1992, we've raised over \$600 million to support more than 3,000 programs – combating stigma, preventing infections, providing treatment and services, and motivating governments to end AIDS. As a leading worldwide organization, we work alongside local, national, and international partners, government officials, and advocates to promote a global response that leaves no one behind.

The Foundation currently works across four continents, supported by staff operating out of offices in London and New York. We are executing an ambitious five-year plan (2020-2025) to further our vision, and this position provides critical support for the Foundation's daily functions. Our team must consist of individuals who share our passion for the important life-changing work we do.

POSITION SUMMARY

The Financial Planning and Analysis Manager is responsible for overseeing the financial planning and analysis functions within EJAF. They play a crucial role in driving financial performance and providing strategic insights to support the organization's objectives and decision-making processes. As part of a small, professional Finance Team, the role reports directly to the Head of Finance and works closely with budget holders and the Senior Leadership Team. The ideal candidate will have relevant experience in financial planning and analysis or business partnering and will be an enthusiastic team-player with good accounting skills and attention to detail.

This role is for a full-time 18-month contract with the possibility of converting to a permanent role.

DUTIES AND RESPONSIBILITIES

- **Budgeting and Forecasting:** With oversight from the Head of Finance, lead the end-to-end process of developing annual budgets and forecasts, including: preparing budget templates and supporting budget holders to complete them; importing and consolidating templates in the finance system; and producing budget analysis packs containing extensive analysis and insight for the Senior Leadership Team, Finance & Investment Committee and Board.
- **Management Reporting:** Produce monthly management accounts for the Senior Leadership Team, to enable effective decision making. Prepare KPI reporting and variance analysis to highlight differences between actual and budgeted/forecasted figures. Use Microsoft Power BI to analyze financial information.

- **Business Partnering:** Collaborate with departments to provide financial expertise, guidance and support. Work closely with budget holders to understand their financial needs and projections.
- **Month end close processes:** Perform comprehensive reviews at month end to ensure all income and expenditure is correctly coded in the Finance System. Reconcile records between the Finance System (Microsoft Dynamics D365 Business Central), the CRM (Raiser's Edge NXT), the grants management system (Salesforce) and Microsoft Power BI.
- **Strategic Planning:** Assist in the development of long-term strategic plans by providing financial insights and analysis to support decision-making.
- **Performance Analysis:** Analyze financial and operational performance metrics to identify areas for improvement or optimization.
- **Cost Management:** Monitor and analyze costs across the organization to identify opportunities for cost reduction and efficiency improvements.
- **Cash flow forecasting:** Prepare detailed cash flow forecasts to inform treasury management decisions.
- **Donor report:** Track restricted expenditure and help with donor reporting.
- **Process Improvement:** Continuously evaluate and improve finance processes to enhance efficiency and accuracy.
- Provide any other support as and when required.

LOCATION London, UK (two days a week in the office, three days a week working from home)

QUALIFICATIONS, EXPERIENCE AND PERSON SPECIFICATIONS

- Qualified accountant (ACA, ACCA)
- Minimum of two years post-qualification experience in a similar finance position.
- Some experience in an international context.
- Ability to work as a team player in a cross functional setting and challenging environment.
- Ability to deliver within high quality standards and tight deadlines and with strong attention to detail.
- Effective written and verbal communication skills and ability to tell a story with numbers.
- Excellent organizational skills, with the capability to work effectively on multiple tasks simultaneously and meet deadlines.
- Intermediate/advanced Excel skills.
- Experience using Microsoft Dynamics D365 Business Central and Microsoft Power BI desirable.
- High level of integrity and commitment to professional responsibilities.
- Commitment and passion for the mission of the Elton John AIDS Foundation.

HOW TO APPLY

To apply, please submit a cover letter and CV. In your cover letter, we would like to know why you are interested in working with us at the Elton John AIDS Foundation. It is also helpful to tell us why you think you are a great candidate for this role. Cover letters should be no longer than one page.

Candidates will be selected for interview to proceed through the recruitment process. All inquiries will be held in confidence.

EJAF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION.

EJAF VALUES

COURAGE: Courageous in our action. Bold in our words. Relentless in our mission.

CREATIVITY: Empowered to innovate. Open to new ideas. Always learning.

CONNECTION: Collaborating to make a difference. Committed to inclusion. Giving people a voice.

CARE: Driven by our mission. Creating a world free from AIDS. Leaving no-one behind.