

JOB DESCRIPTION

Job Title:	Finance Business Partner
Location:	London, Nairobi, Kampala, Bishkek (other locations where Saferworld has an office will be considered). Hybrid working with 2 days a week in the office.
Reporting to:	Director of Finance and Operations
Management responsibility	Financial management oversight in conjunction with Director of Finance and Operations and other Finance Business Partners. Dotted line management of in country finance managers in selected country offices.
Type of position:	National – must have right to work in country
Grade and Salary:	£52,298 per annum (UK pay structure) – grade G
Contract terms and hours:	Fixed term for 6 months with possibility of extending or open ended. 37.5 hours per week

Background:

Saferworld is an independent non-profit organisation that works to prevent violent conflict and build safer lives. We work with communities, civil society, governments and international institutions to encourage and support effective policies and practices through advocacy, research and policy development, and through supporting the actions of others.

Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.

Saferworld has grown in size in recent years with income ranging between £16-20 million funded by some 40 donor contracts from governments, the EC and other funding entities. We operate in an increasing complex environment with our head office in London, offices with country programmes in several African countries, Central Asia, Yemen and South Asia, and offices in Washington and Brussels and Beijing, which requires us to ensure our financial systems and processes are fit for purpose.

The finance team provides a crucial role to underpin the organisation by providing assurances on compliance and risk management, by partnering the operational parts of the business and by providing good stewardship of the organisation's funds. The team will seek to optimise money to mission.

Job purpose:

This role provides an exciting opportunity to engage with Saferworld's work funded through 'commercial' contracts, and to strengthen systems for their financial management and compliance.

Reporting to the Director of Finance and Operations, the Finance Business Partner will provide effective finance partnering to country offices to drive high quality financial performance. The post holder will support financial planning, budgeting and reporting, provide financial analysis and commercial insight, and informing strategic decision making for their assigned business area to maximise financial contribution and/or optimise impact.

The post-holder will work closely with budget holders including Directors, head of business and Country Directors/Managers, in-country finance managers and country teams, accompanying processes and delivering solutions to ensure processes are effective and appropriate – e.g. monthly and quarterly management accounts, annual budgeting, quarterly reforecasting and ad hoc analysis as necessary. The Finance Business Partner will also be tasked with supporting successful implementation of our fundraising strategies and targets for cost recovery.

ROLES AND RESPONSIBILITIES:

Key areas of responsibility:

Priority areas for fixed term role in **bold**

Country programme Business Partnering

- Working together with country offices to ensure the timely and appropriate preparation and uploading of budgets and longer-term financial plans.
- Oversee country monthly and quarterly management accounts to assess quality and trends and participating in business reviews with country teams of financial performance.
- Support Finance Managers on financial management of projects and reporting, including the preparation of financial information required for the year-end accounts, and statutory audits.
- Support financial components of donor reporting, ensuring reporting timelines are met and compliance with donor reporting requirements across a range of donors.
- Work with Finance Managers and leadership in-country to implement audit recommendations.
- Support Finance Managers in-country to provide financial information and analysis to support the development of business cases / fundraising bids.

Organisational business partnering

- Provide sound financial strategic advice and analysis to assist the Director of Finance and Operations, Head of Programmes, leadership and senior staff in decision making.
- Provide finance support to organisation-wide initiatives and Finance projects (e.g., changes or improvements to financial processes and systems).
- Enable the reporting key trends, analysis and accounts to the leadership accurately and to time
- Oversee the implementation of cost recovery policies and risk management procedures in country offices, and sign off budgets for country fundraising proposals

Key working relationships:

- **Key budget holders and Country Representatives**– working together on setting up support finance priorities; and working on reflection to feed into changes/improvements to financial systems and processes.
- **Grant Managers** – Working together to ensure finance reports and trends are appropriate analysed and reported on

Scope and accountability

Decision making and limits of authority	This is a finance partnering/advisory role, and strategic decisions especially will be taken by the finance team in country or are under the Country management responsibility.
Financial resources	This role doesn't have a budgetary responsibility. For reasons of segregation of duties, the post holder may sign bank transfers in tandem with other authorised signatories as needed.
People management	Technical supervision' and 'supervision and oversight' responsibilities may be assigned to this post-holder, including but not limited to consultancies and dotted line management of finance staff in-country.
Legal, regulatory and compliance responsibility	Financial regulations: Oversee all aspects of local compliance, statutory and management

PERSON SPECIFICATION

Knowledge, qualifications and experience

- Experience working as a finance business partner or financial management in a senior position in the charity sector, ideally with experience working in offices overseas.
- Proven experience in budgeting and forecasting with a mix of restricted and unrestricted funds
- Qualified accountant (CIMA, ACA, ACCA)
- Experience interpreting the needs of others, creating solution to address the organisational needs, and creating/adapting tools and systems to address people's needs.

- Experience of project management across an organisation including an ability and willingness to undertake 'hands-on' tasks such as preparing budgets, cash flows and other financial planning, management and control processes
- Understanding of donor environment, grant making processes and compliance processes.
- Understanding of key operational and strategic considerations relating to institutional fundraising
- Track record in anticipating change, understanding its impact on the organisation and supporting process to adapt to change
- Track record in working with people without line management responsibility, and influencing change
- A track record in proven line management skills with the ability to work collaboratively and effectively with others to deliver results, mentoring and strengthening capacities of finance staff

Skills and abilities

- Excellent analytical problem-solving skills to facilitate leadership and smooth running of the finance function in country programmes
- Ability to balance a strategic approach with strong hands-on work ethic.
- Well-developed analytical and business partnering skills, ability to work closely with leadership
- Ability to liaise remotely with a wide range of people at all levels and across different cultures and to act with credibility, tact and sensitivity
- Ability to be proactive and logical in problem-solving scenarios
- Ability to cope with a rapidly changing environment and handle high levels of pressure and decision-making
- Overcome obstacles to find solutions to complex problems, sometimes in challenging and stressful circumstances.
- Communicate sensitively and effectively with a wide range of people, including across cultures and with those at a distance.

Personal qualities

- Commitment to and compliance with Saferworld's safeguarding principles
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work
- Commitment to own continuing personal and professional development
- Commitment to the vision, mission and values of Saferworld

Other requirements

- Able to work out of hours during any emergency or critical incident.