

## JOB DESCRIPTION

<b>Job Title:</b>	Finance Manager
<b>Responsible to:</b>	Head of Operations
<b>Responsible for:</b>	UK Finance Officer
<b>Key internal relationships:</b>	<ul style="list-style-type: none"> <li>• Finance Officers (Burundi, Myanmar, Laos, Cambodia, Philippines)</li> <li>• Programme Quality Lead &amp; Programme Management teams (Country Reps/Programme Managers)</li> <li>• Fundraising Manager</li> </ul>
<b>Key External relationships:</b>	<ul style="list-style-type: none"> <li>• Business Central third-party provider</li> <li>• Banks and financial service providers</li> <li>• Auditors</li> <li>• Donor grants teams</li> <li>• Counterparts in other partner organisations</li> </ul>
<b>Location:</b>	Home based
<b>Contract type:</b>	Full time, permanent
<b>Salary:</b>	Grade 9

### Job Context

Cord is an international charity working to make peace a reality where people don't have the freedom to exercise their rights. We work to build the relationship between those in power and local communities.

We believe that people flourish when all parts of society work together. Peaceful relationships make that possible. The simple act of talking begins a journey of growth which transforms mistrust, includes the excluded and turns adversaries into allies.

This vision, our mission and our values are inspired by the Christian faith and based on these values we work with and employ people of all faiths and none.

Cord currently operates in eight countries either implementing activities directly or through partnership with other organisations. Typically, about 70% is direct expenditure and 30% is spending through grants to partners. Cord's turnover is about £2m a year. About 85% of Cord's funding is restricted, coming from institutional donors like the EU and the US government, and 15% (about £300K) is unrestricted coming from a committed UK supporter base and other private fundraising streams.

In 2024, Cord operates in eight countries and has offices in Burundi, Myanmar, Laos, Cambodia & Philippines. Cord has a global team of thirty people with finance staff across six country teams.

The Finance Manager role is a newly created role which is being introduced to strengthen the organisation's financial management and control systems. The postholder will work across the breadth of the finance function preparing internal management accounts and external annual accounts. In 2024, Cord changed its finance system to use Business Central. The Finance Manager will become the organisation's main 'admin' user of the finance system. In the near-term, there will

be a particular focus on rolling out further functionality of the system. The Finance Manager will have oversight of the UK finance function through the line management of the UK Finance Officer and will directly deliver on the international side of operations including donor compliance, programme financial management, partner financial monitoring, and reporting.

### **Job Purpose**

- To support the Head of Operations to provide finance team leadership, develop and deliver an annual finance workplan to ensure continual improvement, and to drive finance capacity across the organisation
- To ensure the effective financial management of the organisation create and maintain effective financial control
- To be the Business Central Finance System Lead, developing functionality, troubleshooting and capacitating system users
- To ensure financial compliance: prepare statutory accounts, partner compliance, donor compliance and financial reporting

### **Scope and Limits of Authority**

#### **Budget Management:**

The post holder will support the global budget setting process and provide budget monitoring oversight of the global budget.

There is no budget authorisation. This role will be an account signatory responsible for processing payments.

#### **Line Management:**

This role has line management responsibility for the UK Finance Officer and support functional oversight of the international Finance team.

#### **Risk Management:**

- Mitigation and risk reduction around finance compliance, contractual risks, sanctions, fraud & misuse of funds
- Ensuring the development and implementation of Cord Global and/or country specific financial policy and procedures

### **Areas of Responsibility**

#### **1. Finance Team Leadership**

- To support the Head of Operations to provide finance team leadership
- To deliver an annual finance workplan to ensure continual improvement and adaptation to the changing operating needs
- To coordinate regular meetings of the global finance team and foster an encouraging culture of peer support, learning and development.
- Coach and mentor team members in key aspects of finance management, financial controls, compliance and reporting.

## **2. Organisational Financial Management**

- To ensure the effective financial management of the organisation
- Support the global budgeting process to provide a three-year budget planning horizon
- To prepare management accounts (e.g. I&E, balance sheet, consolidated accounts, cash flow forecasts) and undertake regular finance management reviews with the Head of Operations
- Treasury and cash flow management
- To create and maintain an effective and well-controlled financial environment with rigorous financial and balance sheet control
- Review and identify gaps for effective financial management, input to policy drafting and development of procedures
- Maintain the internal audit function and perform certain financial control functions

## **3. Business Central Finance System Lead**

- Be the 'admin user' of the Business Central-Microsoft Dynamics (BC) finance system, be the main point of contact with TES (third-party provider) for troubleshooting and functional development
- Maintain and develop the system, roll out functional improvements and design reports
- Proactively work to drive digital adaptation and efficient ways of working including streamline organisation procedures and BC integration
- Maintain and develop guidance notes and user resources for Finance Users and Team Member Users and provide induction and training to system users

## **4. Compliance and Reporting**

- To produce annual organisation accounts for audit and support Annual Return
- Prepare/ review reports for institutional donors
- Prepare internal project financial monitoring reports and support finance officers/programmes teams to use project financial monitoring tools
- To provide expert advice on taxes, accounting policies, changes in legislation, donor compliance, and international GAAP and SORP.
- To support partner compliance, undertake due diligence assessments, monitoring partner reporting, and perform checks and audits.

## **5. General duties**

- To drive a culture of zero tolerance to fraud and effective use of organisation funds
- To work in accordance with the organisation's policies and procedures

- To lead on Cord's values and culture by personally modelling these to the Cord team and external stakeholders
- Support the Head of Operations with a range of other tasks

## **PERSON SPECIFICATION**

### **Knowledge**

- Qualified Accountant (ICA, CIMA, CIPFA or ACCA) or proven equivalent experience
- Knowledge of the Charity sector, GAAP and SORP accounting requirements
- Knowledge of major institutional funders e.g. USAID (CFR200), EU, UN,

### **Experience**

- Minimum of 4 years' experience of working in similar position
- Experience of financial management of large institutional donor funded programmes and contract management
- Experience of working with and motivating diverse teams at distance
- Demonstrated experience of charity financial management

### **Skills/Abilities**

- Highly developed interpersonal, communication and influencing skills (including with senior managers and non-financial managers)
- Ability to work under pressure to meet tight deadlines, operate within budgets and to solve problems
- Ability to work independently & proactively
- Proven communications skills, both verbal and written English including the ability to write clearly, concisely and precisely
- Fluency in French (desirable)
- Highly digitally competent with advanced excel skills
- Ability to use Microsoft Dynamics/Business Central (desirable)
- Willing to occasionally travel internationally to visit project teams and partners.

### **Personal Qualities**

- Passionate about making a difference and wanting to contribute to Cord's programmes
- Commitment to Cord's values and ethos
- Enthusiasm, diplomacy and the ability to use own initiative
- Flexible, friendly and willing to work as part of a team