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| Job Title: | Finance Manager, UK |
| Responsible to: | Head of Finance, UK |
| Salary: | £40,000 pro rata |
| Job type: | Permanent, Part time – 3-4 days / 21-28 hours per week (negotiable) |
| Location: | UK, home-based (minimum 2 days per month to our London office) |

About Chance for Childhood

At Chance for Childhood, we believe that no child should have to fight for a safe, happy childhood. We exist to ensure that every child in Africa can thrive from their early years through to adulthood. Together with partners, supporters, children and their communities, we protect, educate and create lasting change for every child threatened by violence, neglect and conflict. We specialise in ensuring access to inclusive education and safe spaces so that children in Africa can play, grow, learn and thrive. We have staff and offices in the UK, Rwanda, Ghana and Uganda and community partners across West and East Africa.

Purpose of the role

The Finance Manager will be responsible for supporting the Head of Finance in managing the day-to-day finance function of the charity in the UK and providing oversight and support to the financial management of subsidiary country offices, maintaining accurate accounting records, good financial controls and providing timely and useful reporting. The post holder will be a keen problem solver with an appetite for improving and future proofing financial systems to allow for growth and structural changes including mergers and acquisitions.

Main duties and responsibilities

Key Responsibilities and Deliverables

- Improve the impact, and understanding, of management information across the organisation
- Champion value for money and proactively offer assistance with financial analysis including run-rates, impact of projects, opportunity cost analysis, impact assessments, or projects with a financial element
- Support Head of Finance in preparation of reports for Trustee Board meetings and other external meetings as necessary

Governance and compliance

- Full compliance with the Charity SORP
- Full compliance with VAT regulations
- Full compliance with Gift Aid legislation

Accounting, budgeting and record keeping

- Deliver month end reports and produce monthly management accounts to support and inform decision-making by Chance for Childhood's SMT
- Produce monthly budget variance reports
- Monitor restricted funds
- Work with the Head of Finance to produce the annual Budget and Reforecast Budget (specifically Operating Expenditure and Staff Costs)
- Assist with the preparations for the annual audit process and auditors' queries
- Ensure all balance sheet accounts are reconciled every month
- Undertake an aged debtors and creditors report monthly
- Ensure all balance sheet accounts are accurate, making journals where necessary
- Provide accurate financial information for donor due diligence compliance and ensure up to date financial information is providing to the fundraising and programmes teams for external communication
- Ensure accurate record keeping of all expenses and support team members in preparing accurate financial reporting to donors
- Maintain Asset Register

Systems and Controls

- Act as champion user of NetSuite software, maximising features and capabilities of the software to enhance efficiencies, working with other teams where appropriate
- Work with the Head of Finance to contribute to implementation of procedures to ensure effective and efficient financial controls across Chance for Childhood's UK and subsidiary operations
- Work with the Head of Finance to review and adjust financial procedures and internal controls in response to changes in activities and compliance requirements, ensuring the relevant processes are rolled out, documented and are kept up to date

Policies and Administration

- Support the Head of Finance and country office finance staff to ensure policies are contextually relevant and adapted to create country office specific policies where appropriate
- Provide guidance on procurement of goods and services across the charity
- Manage the UK payroll and the UK pension scheme and ensure ongoing compliance

Person Specification

Our preferred candidate will demonstrate the following attributes:

- A professional part or full accountancy qualification
- Experience in a charity finance role, preferably with multiple income streams
- A hands-on team player who can provide full service financial support from processing invoices to producing monthly management accounts
- A risk-orientated approach to decision making
- Strong IT skills, including proficiency in all aspects of Microsoft Office packages and knowledge of database management
- Evidence of significant commercial acumen – an interest in value for money and ROI

- Strong analytical skills
- Strong interpersonal skills and experience of working with multiple and diverse stakeholders
- Evidence of working as a team player and contributing to a culture of collaborative working
- A commitment to Chance for Childhood's vision, mission and values
- Knowledge of NetSuite and QuickBooks a plus
- Knowledge of the international charity sector and specifically statutory grants financial compliance preferred

Application process

To apply, please send the following documents to Finance@ChanceforChildhood.org

1. Your CV
2. A letter of no longer than 2-pages illustrating how your skills and experience make you the right person for the role

Chance for Childhood is committed to safeguarding everyone we encounter.

We have a zero-tolerance policy towards any abuse, neglect, and exploitation of all people. Everyone that works with us is required to share and uphold this commitment through signing and complying with our Global Safeguarding Policy and Code of Conduct. Pre-employment checks are undertaken to ensure high standards are maintained, including a DBS check (or equivalent) and references.

Chance for Childhood is committed to creating an inclusive working environment, promoting and providing equal opportunities in employment. We particularly welcome applications from people with disabilities, Black, Asian or Minority Ethnic (BAME) backgrounds, LGBT+ and from different socio-economic and educational backgrounds, as these are underrepresented at Chance for Childhood.

Candidates must have the right to work in the UK.

To learn more about what we do with your data, please visit www.chanceforchildhood.org/privacy. If you want to receive a paper copy of our Privacy policy, please call us on 01483 230 250 or email hr@chanceforchildhood.org.