

# JOB DESCRIPTION

## ROLE DETAILS

<b>Job Title:</b>	Management Accountant
<b>Reports to:</b>	Head of Grant Operations and Finance
<b>Line management responsibility:</b>	N/A
<b>Budget responsibility:</b>	N/A
<b>Salary band:</b>	P1 (Professional)

Our salary bands are benchmarked externally. New staff usually join at the bottom of the salary band to allow for progression and consistency with existing staff.

<b>Location:</b>	London, Cardiff, Edinburgh, Manchester or remote within the UK.
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We operate a remote first working environment whereby staff are able to choose to work from home or their office of reference. Staff are expected to attend in person meetings on a monthly basis (at most) to support collaboration and connection with team members.

<b>Hours:</b>	Full time (35 hours per week)
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We aim to support flexible working as much as possible and requests for non-standard or part time hours will be considered.

## ABOUT US

We are Elrha. A global organisation that finds solutions to complex humanitarian problems through research and innovation. We are an established actor in the humanitarian community, working in partnership with humanitarian organisations, researchers, innovators, and the private sector to tackle some of the most difficult challenges facing people all over the world.

Under our [Strategy](#) we aim to work within the humanitarian community to build a global research and innovation system that is relevant, responsive to need, and able to effect transformative solutions. Our strategy sets out our [values](#) which are demonstrated across our work and how we hold ourselves accountable.

- Putting people at the centre
- Working with others
- Acting responsibly
- Committed to learning
- Inspiring change

Details of our programmes and how we're improving outcomes for people affected by humanitarian crises through research and innovation is available on our [website](#).

## TEAM

This role sits within our Grant Operations and Finance team (GOF), which is part of the larger operations function under the Director of Finance & Operations. A central strategic function of Elrha, GOF works closely with all other teams as well as external stakeholders. It is responsible for managing Elrha's financial planning, management, and reporting; and for leading on the operational aspects of grant management. The team has a particular focus on risk management in Elrha's grant-making, and ensuring appropriate systems and processes are in place to comply with all donor requirements.

## JOB PURPOSE

The Management Accountant role is vital to Elrha's robust financial management. It plays a critical part in ensuring that Elrha's programmes and activities run smoothly and efficiently, while also supporting accurate and timely financial forecasting and reporting. This role is varied, touching on all aspects of Elrha's financial management, and acts as a key contact for a range of stakeholders, both internal and external.

The Management Accountant supports the Head of GOF with the completion of financial activities and reporting such as the preparation of budgets, forecasts and financial reports for internal purposes and for donors, managing statutory and project audits, and developing and improving financial management processes, always ensuring high standards of accuracy and efficiency are maintained at all times.

## KEY ACCOUNTABILITIES

### Financial Processes and Systems

- Manage and maintain operational financial processes and controls that ensure donor compliance and best practice, by working closely with the Save the Children (SCUK) finance team (which delivers some financial processing services) and Elrha colleagues, escalating non-routine issues to Head of GOF.
- Manage Elrha's internal financial transactional processes (including but not limited to accounts payable and receivable, staff expenses, credit cards, bank account management) resolving routine issues and working with the Head of GOF to implement process improvements when required.
- Ensure all basic and essential financial transactions are dealt with effectively through the shared Finance mailbox.
- Manage Elrha's month-end close process, including the preparation and submission of manual journals.
- Maintain data integrity of financial systems, including updating codes and delegations of financial authority as required.
- Liaise internally and with colleagues in Save the Children UK (SCUK) to ensure that financial systems are accessible and fit for purpose for Elrha staff and reporting purposes.
- Respond promptly to issues or concerns which arise in relation to financial processes, systems and controls, liaising with colleagues as appropriate and escalating non-routine issues to the Head of GOF.

- Act as internal subject matter expert on accounting issues and support the financial capacity building of Elrha staff through the development of guidance documents and knowledge sharing sessions.
- Work with the Head of GOF to continually review and improve internal financial management and budgeting processes, in response to feedback from colleagues and the developing needs of the organisation.

### Financial Management of Grant-making activities

- Review budgets for proposals submitted in response to Elrha's grant-making opportunities, and provide feedback to Programmes teams on feasibility and risk(?)
- Resolve issues arising from financial due diligence carried out on prospective grantee organisations as escalated by colleagues.
- Advise Programme teams on the review and risk assessment of financial reports submitted by grantees during the life of the projects, providing second-line review of complex or higher risk reports, with oversight by Head of GOF as needed.
- Plan and implement enhanced grantee financial monitoring and risk management procedures, as required, working closely with Head of GOF and other colleagues.
- Respond to routine queries in relation to financial guidance for grantees, escalating to Head of GOF as necessary.

### Financial Forecasting and Reporting

- Prepare monthly budget versus actual reports for internal teams and meet with budget holders to update forecasts, provide guidance, and support effective budget management.
- Support the Head of GOF in preparing and collating financial management information, liaising with both internal and external stakeholders, to include the annual report and accounts, donor reports, annual statutory audit, project audits and IATI reporting.

### Responsibilities of all Elrha employees

- Promote and adhere to our organisational values at all times, demonstrating behaviour which supports the achievement of our strategy.
- Work within Elrha's guidelines for flexible and remote working practices, including attending in person meetings in Cardiff and/or London on occasion and as required.
- Undertake any other duties as assigned in support of Elrha's purpose and objectives.

## PERSON SPECIFICATION

### Essential

#### Qualifications and experience

- Qualified Accountant (CIMA, ACCA, ACA, CIPFA or equivalent) or part-qualified with relevant experience.
- Experience in the financial management, and related compliance requirements, of grants from institutional donors within the international aid sector including the UK and European governments
- Strong technical accounting, financial management and reporting experience.

- Experience of managing restricted expenditure and reporting to institutional donors,
- Experience in the management of budgets and financial management information with multiple and complex funding arrangements.
- Experience in grantee financial management and compliance

#### Skills, abilities and attributes

- Ability to recognise and advise on the practical implications of financial information or decisions.
- Strong analytical and interpretive ability.
- Excellent communication skills with the ability to work with a broad range of people, including those without specialist finance or accounting training.
- Strong understanding of risk management and audit principles.
- Advanced working knowledge of the Microsoft Office package, specifically Excel with abilities to work with pivot tables and complex formulae.
- Ability and willingness to take responsibility for a wide variety of tasks, ranging from routine administrative tasks and monthly reporting to technical accounting problems. Ability to plan and prioritise across multiple and conflicting timeframes.
- Resourceful, proactive, flexible and with the ability to work in a constantly changing environment and evolving job responsibilities.
- Strong attention to detail, with the ability to ensure implementation of work to required standards and tight deadlines, often under pressure.

#### Desirable

- Strong understanding of the realities of operating in an international humanitarian or similar context.
- Experience of grant management and due diligence processes, beyond the financial aspects.
- Knowledge of accounting and tax issues relating to charities, including the Charities SORP.
- Knowledge and experience of IATI reporting.
- Experience preparing statutory financial statements.
- Experience of managing audit processes.
- Experience of staff supervision in a matrix set up.
- Working knowledge of Agresso accounting software.

## CHILD PROTECTION LEVEL 1

The responsibilities of the post do not require you to have contact with children or young people.

We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. This post is subject to a range of vetting checks including a criminal records disclosure.