

JOB DESCRIPTION

ROLE DETAILS

Job Title:	Management Accountant
Reports to:	Head of Grant Operations and Finance
Line management responsibility:	Finance Assistant
Budget responsibility:	N/A
Salary band:	S2 (Specialist)

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.

Location:	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.

Hours:	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

Reporting to the Head of GOF, the management accounting role is crucial for delivering timely financial forecasts and reports, ensuring smooth operations across all financial aspects of Elrha's activities. This role at Elrha is essential for maintaining robust financial management and supporting effective cross-programme operations. This position is responsible for preparing and analysing management accounts, donor reporting submissions, and providing key support in the annual budgeting and statutory audit process. It also plays a key role in enhancing financial policies and procedures, systems and quality of reporting to meet Elrha's overall strategic objectives.

The Management Accountant serves as a primary financial contact for both internal and external stakeholders and manages a Finance Assistant. Elrha is a wholly owned subsidiary of Save the Children UK and as such benefits from a range of services and systems. The role acts as the primary contact point for queries and issues raised by Save the Children UK (SCUK), relating to our financial information and shared accounting system.

KEY ACCOUNTABILITIES

Financial Reporting and Forecasting

- Manage Elrha's month-end close process, including the preparation and submission of manual journals, and checking transactional accuracy at a detailed level.
- Prepare and discuss robust monthly budget vs. actual reports with internal budget holders that analyse and provide reasons for variances. Highlighting any potential impact on donor funding.
- Support the Head of GOF in preparing, collating and supplying financial management information and documentation, liaising with both internal and external stakeholders, to support production of the Elrha annual report and accounts, annual statutory audit and donor project audits.
- Assist the Head of GOF in the production of the annual organisational budget and any subsequent reforecasting, including the preparation and submission of financial data into the accounting system.
- Work with the Head of GOF to continually review and improve internal financial management processes, in response to feedback from colleagues and the developing needs of the organisation

Financial Management of Donor Funding

- Work closely with budget owners to ensure that donor funded expenditure is effectively utilised in accordance with agreed funding requirements

- Prepare and submit timely, accurate donor financial and narrative reports and respond to donor queries.
- Ensure that all financial information is fully compliant with donor requirements, including IATI data submissions and support the Head of GOF with donor budget amendments, when required

Financial Management of Elrha's Grant-making activities

- Review grantee budgets for proposals submitted in response to Elrha's grant-making opportunities and provide feedback to Programmes teams on eligibility and realism of costs.
- 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.
- Work jointly with GOF team members to undertake expenditure verification audits for grantee funding awards to give assurance that donor funding requirements are being complied with.
- Assist in the development of financial guidance for grantees and respond to routine queries in relation to financial management of grantees, escalating to Head of GOF as necessary.

Financial Processes and Systems

- Manage Elrha's internal financial transactional processes (including but not limited to accounts payable and receivable, staff expenses, credit cards, bank account management), ensuring all basic and essential financial transactions are dealt with effectively through the shared Finance mailbox, resolving routine issues and working with the Head of GOF to develop and implement process improvements when required.
- Maintain data integrity of financial systems, including updating codes and delegations of financial authority as required.
- Identify and resolve issues with financial processes and systems, and develop improved processes to support efficiency, liaising with colleagues in SCUK when required.
- 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.

Line Management

- Oversee and manage the workload of a direct report, providing regularly check ins to explore and resolve challenges, needs and to support well-being and development.

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 recent, relevant experience.
- Proven experience in management accounting, preferably within a charity or not-for-profit organisation
- Experience in the management of budgets and detailed financial management information with multiple and complex funding arrangements.
- 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
- Experience in grantee financial management and compliance

Skills, abilities and attributes

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

Desirable

- Financial experience within an international humanitarian context or similar, including Knowledge and experience of IATI reporting.
- Experience of grant management and due diligence processes, beyond financial aspects.
- Knowledge of charity accounting and tax issues, including the Charities SORP.
- Experience of preparing statutory financial statements and managing audit processes.
- Experience of staff supervision.
- Working knowledge of Agresso/Navision 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.