

# PROGRAM FINANCE MANAGER

## Job description

Location	London
Hours	37.5 hours per week
Report	Head of Finance
Start date	ASAP
Application deadline	17 <sup>th</sup> September 2024

## About the Freedom Fund

The Freedom Fund ([www.freedomfund.org](http://www.freedomfund.org)) is a leader in the global movement to end modern slavery. The Freedom Fund works to combat many different forms of extreme exploitation, including forced labour, sex trafficking, forced marriage, and the worst forms of child labour. The Freedom Fund:

**invests** in those countries and sectors with the greatest incidence of modern slavery.

**analyses** which interventions work best and shares that knowledge.

**brings together** a community of activists committed to ending extreme exploitation and empowered by the knowledge of how best to do so.

**generates** funding by demonstrating how effective interventions can protect those at risk of being exploited and free those in situations of exploitation.

In its first ten years, the Freedom Fund has supported over 174 organisations across countries in Africa, South America, South and South-East Asia.

## About the position

Sat within the Finance team, the Program Finance Manager will be the main interface between the Programs Team and the Finance department in relation to partner grant management. The post holder will be responsible for supporting the Programs team to manage financial aspects of their grant portfolios by commissioning due diligence for new partners; reviewing partner budgets; monitoring expenditure through financial reports; and arranging financial capacity building for partners if / when needed.

The post holder will carry out their role with the support of a Finance Officer based in London and by commissioning technical assistance providers (e.g. local accountancy practices) in countries in which the Freedom Fund does not hold a local registration. For countries in which the Freedom Fund is registered (currently Ethiopia and Brazil – with a registration application pending for Bangladesh), the Program Finance Manager will support the country Finance Managers to fulfil these functions within their hotspots. This is an exciting opportunity to become part of a growing, highly regarded organisation doing incredible work around the world.

This position will have line management responsibility for one member of the Finance team (a Finance Officer).

It is envisaged that the role will include some travel (up to 12 weeks a year to our hotspot countries).

## Responsibilities

### Partner financial management

- Develop and maintain appropriate systems, policies, procedures, guidelines and templates in relation to program finance management and ensure financial aspects of the Grant Management Handbook are fit for purpose
- Oversee the financial due diligence assessments of partner organisations – liaising with Program staff and / or external contractors (e.g. local accountancy practices) to carry out visits, develop improvement plans and to collate, monitor and report on partner financial risk
- Manage relationships with hotspot technical assistance partners for ongoing financial monitoring and partner financial capacity building
- Support the financial assessment of new grant proposals and budgets from partners and assess partner compatibility with Freedom Fund funding opportunities
- Work with the Senior Financial Reporting and Compliance Manager to ensure that partners are compliant with donor terms and conditions
- Oversee the review of financial reports received periodically from partners – identify, investigate and report on budget variances and provide reports and analysis to both the Programs and Finance teams as required
- Ensure periodic partners finance reviews are conducted and manage completion of actions resulting from the reviews
- Provide oversight to Finance Managers in branch offices on program finance management
- Provide training to Programs staff in relation program finance systems and processes
- Update and maintain the organisation's grant management system (Salesforce) in relation to program finance matters
- Monitor partners' payments requests in the accounting system (Microsoft Business Central) and monitor balances owing to / owed by partners on the Freedom Fund balance sheet

### Partner risk

- Maintain the fraud register and lead any investigations of fraud allegations
- Assess, report on and put in place appropriate measures to reduce partner financial risk
- Produce the quarterly partner financial risk dashboard
- Report on partner financial risk to the Senior Leadership Team and Board, as required

### Other

- Work with the Finance team to monitor and process grant payment requests in the weekly payment runs
- Manage the Program Finance Officer based in London
- Provide ad-hoc financial training to staff as required
- Produce ad-hoc reports as required by the Programs or Finance team
- Support the programs or finance team on any other relevant financial management issue
- Provide cover for other team members as required
- Any other duties commensurate with the post as requested by the Managing Director, Finance and Administration and the Head of Finance

## Qualifications and experience

### Essential

- Experience working for a grant-making organisation
- Experience of managing partner financial risk within an international charity
- Experience of developing financial systems and processes
- Experience and knowledge of typical donor compliance requirements
- Experience of overseeing fraud investigations
- Experience of working with multiple currencies
- Experience of designing and delivering training to build financial capacity of staff and / or partners
- Excellent numerical skills
- Advanced excel skills and strong general IT skills
- Entitled to work in London without work permit sponsorship

### Desirable

- Qualified management accountant, ACA/ACCA/CIMA with proven work experience
- Experience in the anti-slavery sector

## Personal attributes

### Essential

- Team player committed to the Freedom Fund's values
- Flexible, "can-do" attitude
- Ability to work independently, displaying strong initiative, sound judgement and tenacity in solving day-to-day problems with limited direction
- Thoroughness and attention to detail - producing work with a high degree of accuracy, first time
- Strong budgeting and financial analysis skills
- Ability to prepare accurate, relevant and clearly presented financial information
- Strong organisational skills and efficient time management, ability to manage multiple tasks and priorities
- Ability to build relationships with a wide range of individuals from diverse backgrounds
- People management and influencing skills

## Compensation

- £51,598 to £52,956 per annum, plus 10% non-contributory pension scheme.
- 25 days holiday pro rata, plus public holidays.
- Season ticket loan and childcare voucher schemes available.

## Application procedure

Applications should be submitted in English and include a CV, cover letter (maximum one page), and contact details of two professional referees, one of which must be the applicant's current / most recent line manager or current / most recent Head of HR. If professional referees are not applicable, personal references are welcomed, providing they are able to speak to the strengths listed in the above description.

Please send applications by email in PDF format to [jobs@freedomfund.org](mailto:jobs@freedomfund.org), including 'Program Finance Manager' in the subject line before **5PM on 17<sup>th</sup> September 2024**.

Please note that only candidates selected for further consideration will be contacted. No phone calls please. **No agencies please.**

The Freedom Fund is an equal opportunities employer. In line with our values of respect, agility, and excellence, we value the strength of a diverse workforce and strongly encourage applications from people with disabilities, Black, Asian, Indigenous or Minority Ethnic backgrounds, LGBTQ+ and from different socio-economic backgrounds. Applicants must be eligible to work in London. The Freedom Fund will aim to meet candidates' access requirements throughout the recruitment process. If this is applicable, then please notify us.

**The Freedom Fund is committed to the importance of meaningful survivor inclusion and leadership. As such, particular consideration will be given to applicants with lived experience of trafficking and/or forced labour.**

The Freedom Fund offers any candidates with lived experience of trafficking and/or forced labour the opportunity to have an informal and confidential pre-application chat with a member of our team to discuss suitability for the role as well as any reasonable adjustments that may be needed for the recruitment process. This conversation is intended to provide support to the candidate and will not have any negative impact on the recruitment process. Please get in touch at [jobs@freedomfund.org](mailto:jobs@freedomfund.org)

## Background checks

As part of our commitment to the protection of children and vulnerable people in our work, any offer of employment with the Freedom Fund will be subject to satisfactory pre-employment checks to ensure we recruit only those who are suitable to work with children and vulnerable persons. These checks include Disclosure and Barring Service and/or International Criminal Records Checks, satisfactory references, proof of eligibility to work in the national location of this role and checks against the Office of Foreign Assets Control data list (OFAC) which highlights any connections to terrorism or trafficking.

At the Freedom Fund, we are conscious that some candidates may have criminal records resulting from their experience of trafficking and/or forced labour. Applications from individuals with a criminal record, or who have been formerly incarcerated are accepted. We welcome a confidential conversation on this as part of the pre-application chat noted above or at the point of an offer being made.

Any offer of employment or consultancy with The Freedom Fund will only be made following successful background checks conducted on the applicant. Such checks may be updated periodically during the period of employment or consultancy. Initial checks will only be undertaken at the point of a job offer being made, and always with the prior permission of the candidate.