



DETAILS OF ROLE		
Role title	Programmes & Finance Officer	
Reports to	Head of Programmes	
Directorate & Team	Programmes & Accountability	
Contract type	Permanent	
Location	17-21 Wenlock Road, London, N1 7GT	
Salary	£38, 000 per annum	Grade 4

This job description is a guide to the nature of the work required of the position at the DEC and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required as the DEC learns and evolves in response to global emergencies.

Who we are and what we do

The Disasters Emergency Committee (DEC) is a unique and dynamic membership organisation which comprises 15 of the UK's leading humanitarian agencies: ActionAid, Action Against Hunger, Age International, British Red Cross, CAFOD, CARE International, Christian Aid, Concern Worldwide (UK), Islamic Relief Worldwide, International Rescue Committee UK, Oxfam GB, Plan International UK, Save the Children, Tearfund and World Vision.

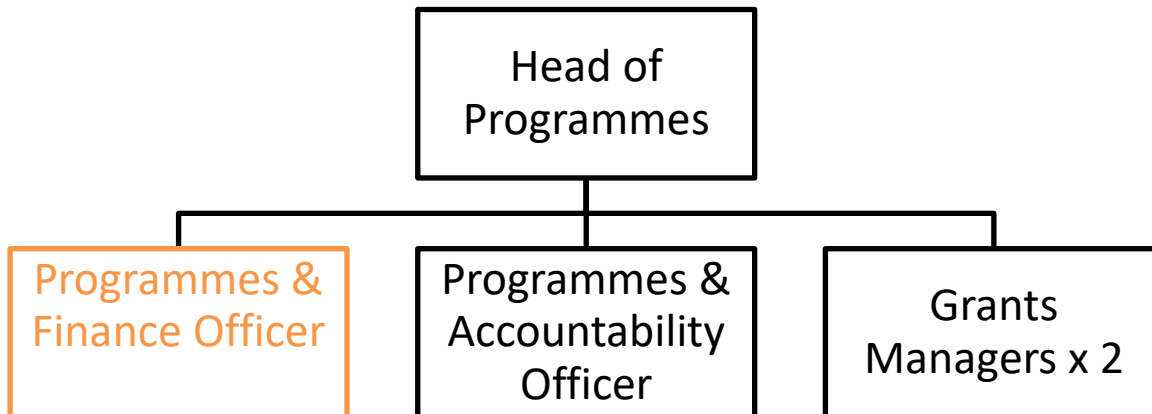
Since it was founded in 1963, the DEC has run over 79 fundraising appeals and raised more than £2.5 billion to help save lives and protect livelihoods in disaster-affected communities around the world.

The DEC launches appeals when there is a humanitarian emergency of such magnitude to warrant a national UK response. DEC fundraising appeals benefit from unique corporate partnerships through our Rapid Response Network and the combined expertise of our member agencies, resulting in wide reaching appeals across high profile TV, radio, and an increasing number of digital channels.

Most DEC funds are raised over an intensive two-week period following a disaster. Appeal funds are specifically for overseas humanitarian work and are normally spent over a two or three-year response period. An important part of the DEC's remit is in learning, accountability and sharing information.

The DEC Secretariat is funded by contributions from its member agencies and a range of core cost funders, and is responsible for the day-to-day running of the DEC. There are currently 43 staff members and a small number of dedicated volunteers, working together to promote the strategic values of collaboration, accountability & transparency, learning, humanitarian, and impartiality.

Team Structure



Purpose of the role

The Programmes and Finance Officer performs a key role in supporting the effective financial management, compliance and performance monitoring of DEC appeals. The role provides high-quality financial aggregation, analysis and reporting for a wide range of internal and external audiences. The role also builds effective working relationships with member charities and DEC colleagues, helping to strengthen programme finance processes and maintain high standards of accuracy, accountability and compliance.

RESPONSIBILITIES

Appeal Ready:

1. Develop and maintain tools to effectively collect and analyse data from member charities to inform DEC Secretariat's assessment of Criterion 2: Operational Capacity, specifically member charity presence and ability to scale up in response to a humanitarian crisis.
2. Contribute to the development of appeal launch documentation by preparing accurate and timely analysis of operational and financial data including maps to support decision-making.
3. Contribute to the development of appeal guidance materials and support with induction sessions as part of the member charity onboarding process at the launch of an appeal.
4. Contribute to the customisation of appeal planning and reporting templates.
5. Maintain and contribute to Programmes and Accountability team appeal standard operating procedures.

Appeal Management:

1. Contribute to the review and analysis of financial plans and reports submitted by member charities in response to DEC appeals, with a strong focus on compliance with DEC policies and good practice guidelines.
2. Aggregate and analyse budget plans and finance reports to assess unusual variances, adherence to the DEC Operations Manual and value for money considerations.
3. Working closely with DEC Grant Managers, maintain strong understanding of programme finances for DEC appeals.

4. By forming part of the Collective Initiatives screening panel; review and provide feedback on financial elements of concept notes and proposals, and advise on compliance and reporting requirements for approved projects.
5. Act as a key focal point for member charities on programme finance and compliance queries.
6. Prepare Letters of Agreement, Confirmation of Funding letters and oversee the signoff/approval process.
7. Prepare timely monthly member drawdown requests for approval.
8. Draft financial summaries for onward reporting purposes with key stakeholders both internal (DEC functional groups & Board sub-committees) and external (FCDO, IATI, FTS etc.)
9. Prepare financial content for appeal infographics and stakeholder reports
10. Convene and chair the Programmes Finance & Compliance Advisors functional group member charity programme finance and compliance leads routinely and chair the functional group
11. Track member charity appeal income reporting

Other responsibilities

- Contribute to the maintenance of the DEC Operations Manual to ensure policies and procedures are accurate and kept up to date.

The role sits in the Programmes & Accountability Team and will work closely with the Finance Team to ensure efficient communication and collaboration with regards to funds allocation, programme budgets, drawdowns and expenditure. The Programmes and Finance Officer will undertake other tasks in line with the main responsibilities described above and as agreed with the line manager.

Competencies	Level & Descriptor	Demonstrable descriptors [key, are in bold]
1. Delivering Quality Results	B	Demonstrates excellent project management skills within team
2. Planning	B	Is aware of others' activities and vice versa in planning activities
3. Analytical and Innovative Thinking	B	Works confidently with data and uses evidence to support work and come up with new solutions
4. Communications	B	Fosters two-way communication and adapts communications effectively
5. Team Working and Collaboration	B	Collaborates effectively across teams and builds strong networks
6. Leading and Motivating	B	Manages own development and seeks opportunities
7. Resilience	B	Remains professional under external pressure

PERSON SPECIFICATION			
Criterion and descriptors		Essential	Desirable
Knowledge / Experience	<ul style="list-style-type: none"> • Strong understanding of humanitarian issues, principles, indices, the humanitarian sector and programming. • Strong experience in aggregating financial information and financial analysis. • Ability to analyse and present data into coherent reports for different audiences. • Experience of providing administrative and operational support in a similar role, including proven ability to develop, maintain and improve administrative and operations systems and procedures. • PowerBI experience. 	E E E E E	
Qualifications	<ul style="list-style-type: none"> • Educated to degree level qualification. • Master's degree in a related job discipline. • Proven commitment to a career in the humanitarian sector demonstrated through career experience with an international NGO or a relevant post graduate qualification. 	E E	D
Skills	<ul style="list-style-type: none"> • Proven ability to review and/or prepare budgets. • High level of technical ability with all usual computer software packages and data analysis and visualisation software including Excel, Tableau, Box & Canva. • High attention to detail and accuracy in analysing and using data. 		

Criterion and descriptors		Essential	Desirable
Skills continued	<ul style="list-style-type: none"> • Clear and confident communicator, able to use initiative to identify and resolve problems. • Good relationship builder with ability to provide advice, training and support across diverse teams. • Effective time management including the ability to manage a significant workload and competing priorities. • Excellent writing skills in English. • Strong presentation skills. • Ability to work self-directed, using own initiative to identify and resolve problems. 	E E E E E E	
Secretariat culture and mind set	<p>Ensure DEC's values are integral to and are upheld, throughout your DEC journey.</p> <p>Open to effective, personalised support for managing a healthy work-life balance.</p> <p>Acute self-awareness, maintaining behaviour and conduct of the highest standards of professionalism and respect as an ambassador for the DEC.</p> <p>Actively contribute to make the DEC a diverse and equitable workplace through inclusive practice and openness to different perspectives, cultures, and ideas.</p> <p>Embrace the working culture of a progressive learning and demanding humanitarian secretariat, seeking insight and using problems as opportunities to learn.</p>		