

Job Description: Senior Finance Business Partner (interim)

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Location: London (Hybrid)

Reporting to: Chief Operating Officer

Duration: 6-9 months

Conciliation Resources

Conflict is difficult, complex and political. The world urgently needs to find different ways to respond. Conciliation Resources is an international organisation committed to stopping violent conflict and creating more peaceful societies. We work with people impacted by war and violence, bringing diverse voices together to make change that lasts. For 30 years, we have been making peace possible. We currently have over 70 full and part-time staff members, working mainly out of the London and Australian offices. We work with over 70 locally-based and international partners worldwide. Conciliation Resources is deeply committed to keeping people safe from harm, whether they are personnel or those who come into contact with our work.

Job Context

The Senior Finance Business Partner sits within a Finance Team which provides the full range of financial support, reporting and services across Conciliation Resources (CR) to support the efficient and effective running of the organisation and the delivery of its work.

The team consists of the Senior Finance Business Partner, Income & Treasury Accountant, Financial Controller, three Finance Officers and one Finance Assistant. The team works with finance staff in each of CR's three departments (Africa, based in Kenya; South-East Asia and the Pacific, based in Australia; and Europe-Asia, based in the UK), to ensure effective overall financial management.

The Senior Finance Business Partner, along with the Income & Treasury Accountant, and the Financial Controller, reports to the Chief Operating Officer.

The Finance team sits within a wider Core and Operations team which includes Human Resources, Safety and Compliance, Safeguarding, Development (Fundraising), and IT.

Job Purpose

The Senior Finance Business Partner will deliver accurate and on time management information to the Executive Management Team (EMT) and decision makers to drive informed business decisions. The role will provide finance technical support, including budgeting & planning, financial analysis and problem resolution to budget holders and CR teams. The Senior Finance Business Partner will additionally be responsible for supporting the EMT in developing annual budgets and quarterly forecasts.

Specific Responsibilities and Tasks Responsibilities

Annual budgeting and re-forecasting

- Support the annual budgeting process, developing appropriate templates for department and teams, collating and verifying budgets, providing support to departmental finance staff, analysing and advising the EMT regarding budget issues.

- Maintaining ongoing monthly reforecasting to reflect new projects won, existing projects terminated, or opportunities lost.
- Conduct financial modelling to analyse business performance, identify trends, and forecast future financial outcomes, advising the EMT in order to facilitate management decisions.

Financial Reporting

- Prepare consolidated monthly management reports to facilitate EMT decision making, conducting analytical reviews and providing commentary on financial highlights and major variances.
- Where necessary, review format of reports, and develop new reporting formats that more effectively meet management needs.
- Support departmental finance staff to ensure accuracy of department financial reports.
- Review donor reports prior to submission
- Provide cover for donor reporting during periods of absence by departmental finance staff.

Project Budgeting

- Maintain and update the Budget Tool with up-to-date salary and operational costs.
- Respond to queries and make adjustments where needed to ensure the tool remains up to date and fit for purpose.
- Provide budget templates and budget data where needed for specific donor projects, working particularly with the Development (Fundraising) team.
- Maintain and update the Salary Allocation Tracker.

Internal Finance

- Review and sign off deferred income reconciliations.
- Work with the Income and Treasury team in the production and monitoring of cash flows, and forecast future cash flows.
- Provide business partnering support to the Core and Operations department
- Regularly liaise with departmental finance staff to provide troubleshooting support and to engage on improvement processes.

Other Responsibilities

- Participate in regular Finance team meetings, internal meetings and organisational initiatives.
- Participate in regular line management sessions, semi-annual and annual appraisals.
- Provide cover for other members of the Finance team during holidays, sickness or other absences, and in emergencies.
- Positively engage in CR's work on safeguarding.
- Perform other duties and tasks, consistent with the skills and expertise of the postholder, as required in non-routine circumstances.

Person Specification

- Qualified Accountant (ACA, ACCA, CIMA), with significant experience of working as part of a busy finance team.
- Alignment with CR's values, and interest in supporting CR's peacebuilding work. Past experience of working in an organisation that supports partners in conflict contexts would be an advantage.
- Experience of running and performing budgeting or forecasting processes.
- Experience of preparing comparative management accounts.

- Demonstrable track record of analysing management reports to inform timely decision making.
- Meticulous and good attention to detail.
- Strong communication skills with the ability to present plans to support business decisions.
- Determined, assertive and proactive; prepared to get into the detail to understand the complex issues and find solutions.
- Substantial experience of Finance Business Partnering.
- Experience of working in a grant funded environment.
- Proficiency in the use of Excel and major accounting packages – Sun Systems and Infor Q&A preferred in order to be able to quickly utilise CR's finance system.
- Good time management skills, ability to prioritise workload, and ability to work to strict reporting deadlines.

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