

Role: Finance Manager

**Location: based in a country where Viva
has an office – UK, Uganda, Hong Kong,
USA or India**

Remote, hybrid or office-based

Viva is an international charity whose vision is for all children to be safe, thriving and learning – and living life in all its fullness. We do this by building and supporting networks that unite grassroots churches and organisations to support children.

Viva delivers bigger, better, longer-lasting work for vulnerable children, that enables a louder voice on their behalf in their cities.

Our work alleviates the adverse conditions many children face, providing them with new opportunities and bringing hope to situations of fear.

Our partner networks are able to leverage their resources and expertise to provide an effective, long-term response to the holistic needs of vulnerable children in their communities and have an impact on local government.

28
countries



45
partner
networks



1.2
million
children
reached directly



Working with Viva

We are passionate about making a difference in the lives of children and strengthening those who work with them. Wherever you work, you will be part of our global team, which includes regional hubs in Africa, Latin America, and Asia, as well as our UK office in Oxford. Your role will directly contribute to our current strategy: **increasing our impact**, helping **every partner network to become sustainable**, and **growing our reach** by doubling the number of networks we partner with.

Our Christian faith is at the heart of all we do – we take time to pray together in meetings and share reflections from the Bible together during our weekly all-staff meetings. Some senior or other roles are subject to an occupational requirement to be filled by practising Christians because of this. We are welcoming of those of all faiths and none.

Our culture

We are a friendly, welcoming team who enjoy working and having fun together.

- We understand and share our impact
- We are connected and collaborative
- We value one another
- We are committed to learning and growing
- We are focused and fruitful
- We work with integrity and transparency

"I have really appreciated the support, flexibility, and care that Viva has offered."

"I've been impressed by Viva as we've really worked more internationally and developed new and impactful programmes with amazing speed. I'm proud to be part of Viva."

– Comments from our most recent staff survey

We connect with one another regularly through global staff calls and team away days and retreats.

"Viva has forged a distinctive path within the world of international relief and development organizations. We believe Viva's model is one with strong promise for ultimately advancing large-scale, sustainable transformation in the lives of vulnerable children in the countries it serves."

– Sagamore Institute, 2018



Our impact

By joining Viva, you become part of a worldwide team committed to changing children's lives in 28 countries. Just like the 45 networks with whom we partner, we know that when we work together, we can achieve more for children, young people and families living in disadvantaged communities.

Through our work last year:

- **1.2 million** children globally were impacted
- **4,000** girls went back to school through the UK government-supported education programme in Uganda
- **174,000** people in 15 countries were reached with positive messages about better treatment of children
- **427** different 'collective action' programmes were run to meet children's needs on a deeper level around themes including education, strengthening families and empowering girls
- **37** city and country-wide child protection laws and policies were influenced

How we do it

In 2022-23, £2.2 million was raised for this work through the generosity of hundreds of individuals, churches, trusts and institutions. On average, 83p of every £1 raised is spent directly on our charitable activities with vulnerable children.

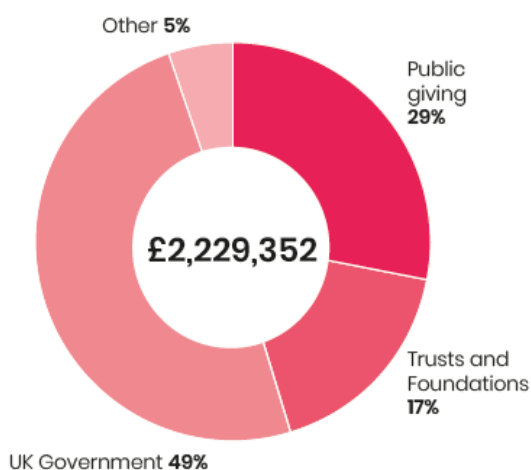
From the unrestricted public giving:

- **60%** is from Major Donors (£1,000+ a year)
- **31%** is from Individuals (less than £1,000 a year)
- **9%** is from churches' and other groups' donations

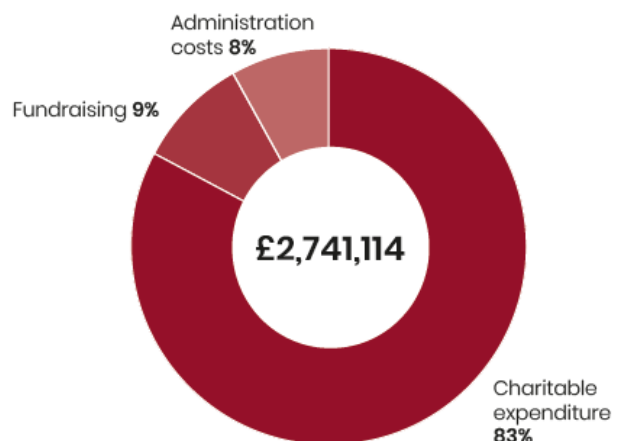
"I have learned so much about how to face the challenges. Becoming a teacher has helped me to grow in my own self-esteem. Viva programmes have played a very big part in my life and I thank Viva."
(Young woman in India, helped by the local network as a child and now volunteering for them)

"In my 25 years of interacting with all of the development agencies across the world, large and small, I still have not come across one that I find so inspirational, genuinely participatory and beneficiary led, as Viva. I pray that many thousands more vulnerable children will know hope."
(Major Donor)

Global income



Global expenditure



Job description

Location:	Location: in any country where Viva has an office – UK, Uganda, Hong Kong, USA or India. The role can be remote, hybrid or office-based in one of those locations.
Hours:	3-5 days a week (22.5 – 37.5 hours).
Salary:	£36,000 to £40,000, depending on experience (pro rata if part time hours). If you are based outside of the UK, the reward package will be adjusted to reflect the relevant local market and terms and conditions.
Reporting to:	Finance Director
Direct Reports:	Finance Administrator

Job Purpose

In close collaboration with the Finance Director and other members of the finance team, you will manage Viva's accounts, fundraising income and contracts across all Viva offices, taking responsibility for analysing data and financial trends. You will lead on financial controls, systems and processes and prepare financial reporting for key stakeholders – budget holders, Leadership Team, Board of Trustees and auditors. Through all this you will play a vital role in supporting Viva's core mission of effectively responding to the needs of vulnerable children around the world.

Key Responsibilities

Your responsibilities will include:

- Taking responsibility for accounting systems within the Oxford office and carrying primary financial accounting responsibility for the US, Latin America and Hong Kong offices, including reconciling the intercompany accounts
- Producing consolidated monthly management accounts for the Leadership Team and Board
- Leading on international payments and currency trading
- Ensuring the Aqilla bookkeeping system is checked and reconciled on a monthly basis – overseeing reconciling to bank statements, trade creditors and debtors, and dealing with posting errors etc.
- Assisting managers in becoming effective budget holders, and producing monthly reports for managers of performance against budget
- At the year-end, supporting the Finance Director to consolidate accounts from the other offices and prepare the statement of accounts and audit file
- Supporting the Finance Director in preparing the annual Viva budget in consultation with the Leadership Team and other budget holders
- Supporting cash flow planning, forecasts to ensure effective cash management
- Working with the Network Partnerships Team and Fundraising Team to ensure that financial reports for grants are prepared by deadlines
- Maintaining and developing financial controls and processes
- Making all payments and returns to HMRC as required under payroll regulations

This job description is written to provide an indicative description of the role and will need to be interpreted and implemented according to the specific needs of the team and/or the Finance Team strategies in place from time to time. The job holder will do all tasks within their level of skill and ability.

Person Specification

	Essential	Desirable
Qualifications/ Experience	Accountancy qualification e.g. minimum AAT Level 3 in the UK, or equivalent in other countries	Experience of charity finance management
	Demonstrated track record of financial management experience	
	Grant management experience	
	Multi-currency and international financial management experience	
	Experience of working with accounting software (Aquila or other similar)	
Skills & Knowledge	Excellent IT, Word and Excel skills	
	Excellent attention to detail	
	Excellent interpersonal and communication skills (written and verbal)	
Capabilities/ Strengths/Personal Qualities	Able to communicate well across all levels, especially adept at being able to explain financial matters to non-financial staff	
	Able to work well with people of different cultures and nationalities	
	Able to work under pressure and meet deadlines	
	Able to inspire confidence in others within the charity and with those external to the charity with whom contact will be made	
	Self-motivated, pro-active and flexible	
	A team player	
	A heart for children at risk	
Additional		If based in the UK, able to come into Oxford on a regular basis

Terms, Conditions and Benefits

Salary and Annual Leave

- This is a part-time or full-time role for Viva, based in a country where Viva has an office: UK, Uganda, Hong Kong, USA or India. If based in the UK, the full-time salary range is £36,000 to £40,000 per annum, depending on experience. If you are based outside of the UK, the reward package will be adjusted to reflect the relevant local market and terms and conditions.
- Holiday entitlement for full-time staff is 33 days, including public holidays (pro rata for part-time staff).

Terms of Employment

- The appointment will be confirmed, subject to a satisfactory six-month probationary review and after this time there is a two months' written notice period for both parties.
- We conduct annual performance reviews and it is a requirement of all staff to be familiar with all of Viva's policies and procedures,

Other benefits

- Flexible working options
- Opportunities for learning and development
- Three 'Emergency Days' a year in addition to annual leave
- A welcoming, caring and supportive environment
- Auto-enrolment pension scheme (UK only)
- A great team to work with!

Please note that you will need the right to live and work in the country where you are based e.g. if you want to work in the UK you must have the right to live and work there.

Data Protection:

By applying for the above role, you are consenting to your personal data being processed in accordance with the Data Protection Act 2018, GDPR (EU2016/679) and confirming that your personal data may be held and disclosed in the manner contained herein. You acknowledge that this may also include, where relevant, sensitive personal data, relating to yourself. Any information obtained from you or from any other source, will be retained by Viva and/or any of its associated and/or subsidiary companies indefinitely for the purpose of providing you with the services you require. Should you wish to have your data deleted you are to contact a member of the Viva team who will ensure this is carried out in line with Viva's Privacy Policy which can be found [here](#). If your application is successful, your application will become part of your personnel record, otherwise the information will be destroyed after 12 months.

Application process

To apply, please submit both your CV and a covering letter of no more than 2 pages explaining why you are applying for the role and how you are suitable for it. The person specification on page 6 of this pack will help you in this.

Please make sure to specify which country you are based in – to be employed by Viva in that country, you will need the right to live and work there.

We will be actively shortlisting applications and holding interviews so please don't delay your application! The final closing date will be midnight (GMT) on **Sunday 4 February 2024**.

You can apply through CharityJob or send your application directly to hr@viva.org

Please do contact us if there are any accessibility-related adjustments we can support you with in the application process.

If you have any queries about the role or anything to do with the application process, please get in touch with Miriam Kniffen, our HR Administrator, at hr@viva.org

We are looking forward to hearing from you!

Viva, CMS House, Watlington Road, OX4 6BZ, UK

Telephone: **+44 (0) 1865 811660** • Website: **www.viva.org**

Viva is an operating name of Viva Network. Viva Network is a company limited by guarantee no. 3162776, registered charity no.1053389, and registered in England at the above address.

