

Job description

Job title	Business Accountant
Department	Finance
Location	London, UK
Reporting to	Director of Finance
Responsible for	N/A
Liaison with	Programme Management, HR, Legal & Overseas Finance Teams
Hours	Full time, 35 hours per week
Type of contract	Permanent
Organisation	
<p>Options Consultancy Services Limited was established in 1992 and is a wholly owned subsidiary of Marie Stopes International. We are a consultancy organisation providing technical and management expertise in the health and social sectors to governments and international development partners to transform the health of women and children. We provide information, expertise and influence to governments, health workers, NGOs and businesses to catalyse change so that health services can be accessed by the people who need them most.</p>	
Main purpose of job	
<p>The primary responsibility is to provide financial management services, assurance and monitoring on designated Options' programmes and will take the lead on project related financial reporting from Host Agencies and Key Suppliers and Options Overseas Offices. The post also manages various financial processes within designated programmes working alongside the Programme Manager.</p>	
Main Duties	
<p>Project Finance You would be working closely with the Project Management team and project finance staff based overseas, in managing project finances to include:</p> <ul style="list-style-type: none"> • Managing the client invoicing process to ensure invoices are produced and sent to the client in good time and to standards set out by Options and that of the client. • Ensure that bespoke client contractual financial requirements are adhered to on each designated programme by all Options staff. • Ensure all costs and income are correctly accounted for each month and programme trackers are reconciled to SUN. • Foster relationships with overseas Finance Managers to ensure they are working in line with the Options Finance Manual, including quality assurance of their monthly returns. • Ensure that each Options office has a functional Finance Manual. • Monitor programme financial performance against approved contract budgets as well as Options budgets / forecasts ensuring contractual requirements are met. • Complete monthly financial variance analysis in addition to the PM variance analysis. • Produce budget / forecast jointly with the PM on a biannual basis. • Produce programme financial reports for the client jointly with the PM and provide finance sign off to ensure reports reconcile to the accounting system and in line with the client's requirements. • Full audit and uploading of all monthly financial returns from overseas offices and selected key suppliers including full monthly reconciliations of all Options overseas bank and cash accounts and key supplier balances back to the accounting system with exchange differences realised. 	

- Provide monthly financial reviews to PM's discussing major variances and agreeing / suggesting corrective action.
- Undertake financial audit visits to Options overseas offices and key suppliers, as required. Work with local staff to agree corrective actions and monitor progress thereafter.
- Contribute to Options Due Diligence for major suppliers.
- Provide adhoc financial advice / audit to projects, as required.
- Conduct audit review on Options overseas Offices (likely 2 per year).

General Financial

- With the PM, complete the recharge tracker for team member recharges on a monthly basis and upload and reconcile to the accounting system.
- Maintain Q & A reports and update management reports as necessary to the adapting needs of the business.
- Maintaining IATI data for selected Options programmes
- Produce the year end audit schedules for designated programmes, including payroll schedule, deferred / accrued income schedule, fixed asset schedule, accrual schedule.
- Responsible for financial compliance of overseas office openings and closures.
- To take the Finance Department lead for named activities agreed with the Director of Finance.
- Contribute and maintain the Options Finance Manual.
- Ensure Programme Managers are fully aware and trained in Options financial procedures.
- To alert Senior Programme Manager and the Director of Finance where there are on-going concerns on programme financial management.

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Signed by:	Date:
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Person specification

Criteria	Essential	Desirable
Qualifications		
Educated to degree level	✓	
Qualified or working towards a recognised financial qualification e.g. (AAT, ACCA, CIMA)	✓	
Experience		
In depth experience of supporting client focussed projects, preferably in international development	✓	
In depth experience of project / programme focussed budgeting and accounting	✓	
Experience of Sun and Vision (or eq accounting system)	✓	
Experience of creating financial reports from SUN / Q&A covering programme level through to Management Account Level (or eq accounting system)	✓	
Experience of project management in consultancy/NGO/small business environment	✓	
Experience working in an international organisation with multiple sites		✓
Experience working in Finance in an overseas location		✓
Experience of new office set up in an overseas location		
Knowledge and Skills		
Advanced IT proficiency including financial software, Excel and Word	✓	
Excellent organisational skills	✓	
Excellent team player and ability to work using own initiative	✓	
Ability to mentor and support non-financial staff with complex financial scenarios	✓	
Is able to display sound judgement and decision making skills	✓	
Knowledge of large institutional donors and their operational and reporting requirements (USAID, EC, DFID etc.)	✓	
Other requirements		
Commitment to equal opportunities	✓	
Commitment to the principles of Safeguarding	✓	
Fluency in written and spoken English	✓	

