

Role Profile

Overview	
Role	Finance Manager
Main Purpose	To provide support on the reporting of all entities within the HfJ group (including African entities) for management & statutory accounts and to provide oversight and control of grants globally from bids through to monitoring spend and financial reporting both internally and to donors.
Department	Finance
Location	UK, Flexible, Manchester office or homeworking
Reporting To	Director of International Finance
Main Duties	
<ul style="list-style-type: none"> • Maintain the Consolidated Accounts (in Microsoft Dynamics Business Centre) of all entities within HfJ group, (including Retrak entities) and work with the local country teams to ensure timely and accurate monthly reporting. • Work with Director of Finance to further embed and enhance the new ledger systems within MDBC. In addition to helping reshape the finance processes and procedures. • Maintain the granular level data on each grant, monitoring spend against restricted funds and communicating available spends/completion of spends. • Support the income generating teams with Donor Financial Reports, ensuring data is provided in adequate time and in the required format, as per each bid requirement • Understand and uphold the standards outlined in the Hope for Justice Safeguarding policies, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with our work and reporting concerns if they do arise 	
Key Result Areas	
<ul style="list-style-type: none"> • Supporting the Director of Finance to create accurate and timely management accounts presented for consolidation in to global accounts, ensuring consistent accounting processes used across the various entities. • Reporting and analysis of spend against approved grant budgets and restricted funds, acting as the key focal point for provision of financial donor compliance support. • Working with new and existing partners and programme colleagues, manage financial aspects of grant inception, implementation and closure, including due diligence, contracts, sub-granting, reporting procedures, variance analysis, expenditure, grant payments and grant audits • Working with local teams to ensure accurate forecasting to determine full effect of any likely under/overspend and ultimate actions to be reviewed with donor • Preparation of programme budgets for fundraising proposals, reviewing financial implications and compliance requirements, ensuring that donor funds are maximised and tracked appropriately • Highlighting of potential gaps in program spend to enable bid team to target new funding • Develop reports from MDBC and Jet reports to support the various finance communications to other teams and stakeholders. 	

- Contribute to the reshaping of the finance processes and procedures as we seek to build an effective and efficient finance function to support the charitable objectives.

Soft Skills

- excellent organisational/prioritisation skills
- ability to multi-task
- excellent relationship and collaboration skills
- ability to work with senior leadership
- ability to work with partners and 3rd parties

Technical Skills

- ability to explain financial information clearly
- understanding the implications of under/overspends
- knowledge of management accounts and their supporting evidence from trial balances

Experience & Education

- CCAB qualified or equivalent or qualified by experience
- Proven track record of financial grant management and reporting, preferably in a global organisation
- Experience in producing grant budgets that reflect donor requirements
- Experience of using MDBC as a system