

Job description: Senior Finance Manager

1. General

Job Title: Finance Manager

Location: London (with some overseas travel) – fixed term contract

Reporting to: Chief Operating Officer

Team of 5 (3.8 FTE) finance staff –
Finance Manager (0.6 FTE)
Finance Officer x 2 (one 0.8 FTE – maternity cover, 0.6 FTE)
Finance Assistant

Line Manager: Finance Manager plus one other

2. Organisational Information

Conciliation Resources

Conciliation Resources is an independent organisation working with people in conflict to prevent violence and build peace, providing advice, support and practical resources. In addition, we take what we learn to government decision-makers and others working to end conflict, to improve peacebuilding policies and practice worldwide.

Conciliation Resources was established in 1994 and incorporated in 1996 as a company with charitable status. We currently have 40 full and part-time staff members with a number based outside of the UK. In addition, we use a number of consultants and volunteers to support our work.

General Criteria

Conciliation Resources' staff operate in a spirit of programme partnership, which demands team-work and collaborative decision-making, transparency and mutual respect, integrity, personal initiative, creativity, political and interpersonal sensitivity and professional discretion.

3. Job Overview

Finance Team

The Senior Finance Manager leads the Finance Team providing the full range of financial support, reporting and services across Conciliation Resources to support the efficient and effective running of the organisation and the delivery of its work.

Job Purpose

As the leader of the Finance Team, the Senior Finance Manager will continue the development of the highly capable and motivated team responsible for the maintenance of accurate financial records, monthly reporting across the organisation, maintaining an effective system of financial control and ensuring the team supports the wider organisation on all day-to-day financial management issues. A key part of this is the continued drive to use the Access accounting system to the fullest extent possible.

Key elements in this role are the continued development of the organisation's financial systems, the continued development of the financial budgeting processes that support programme team's rolling three year plans and delivery of SORP compliant unqualified audited accounts. The jobholder will ensure that Conciliation

Resources complies with all necessary obligations in respect of payroll, VAT, corporation tax, Companies House, and the Charity Commission.

Working with budget holders and the wider Finance Team ensure Conciliation Resources meets all its contractual, reporting, and statutory obligations and requirements in a timely and accurate manner and that it operates within its financial control framework.

Scope and Accountability

The Organisational Support team provides support to all parts of Conciliation Resources in the areas of financial management, personnel (HR) management, fundraising, information and communications technology, facilities and organisational communications.

The Senior Finance Manager reports to the Chief Operating Officer. This is a key role in the continued strengthening of the financial capacity of our budget holders, their partners and respective areas of work as well as the organisational financial control and supporting others in the Finance team in achieving this.

4. Specific Responsibilities and Tasks

a. Finance and Financial Systems

Finance Systems

- Some overseas travel will be required to support programme colleagues in their work supporting the capacity and capabilities of our organisational partners.
- Lead the Finance Team in consistently delivering high quality financial support and advice across Conciliation Resources, to its partners and contracted consultants to achieve Conciliation Resources' organisational strategy and objectives.
- Lead on the development and, with others, subsequent delivery of organisation-wide learning that continues to improve the engagement and understanding by budget-holders in financial matters.
- Jointly with the Head of Monitoring, Evaluation and Reporting continue to embed all aspects of value for money into the delivery of Conciliation Resources' work.
- The Senior Finance Manager has lead accounting responsibility for Conciliation Resources. This requires oversight of the end-to-end financial processes around all aspects of Conciliation Resources work.
- Lead on the continued development of the organisational financial control framework through an environment of continuous improvement in all aspects of our financial processes, use of the Access accounting system, financial accounting, and management reporting and helping staff achieve the required level of financial responsibility.
- Lead on developing and extending Conciliation Resources' use of the Access accounting system and be the principal point of contact between Conciliation Resources and The Access Group.
- Lead on the management and administration of VAT ensuring that Conciliation Resources meets its obligations in a timely and accurate manner.

Audit

- Lead on complying with all statutory, tax and financial requirements. This will involve leading on the preparation of the annual Audit File (including preparation of the schedules to support the Notes to the accounts) and working with Conciliation Resources' external auditor to successfully deliver draft accounts to the Annual General Meeting, usually held in May, for signature.
- With the support of the Finance Manager provide an internal audit function to and for budget holders as well as on behalf of the wider organisation.
- Oversee the Finance Team in their work with external auditors on project specific audits. With the Head of Monitoring, Evaluation and Learning, review the findings of each audit, learn from them and share with others across Conciliation Resources.

Financial Management, Reforecasting, and Reporting

- Lead the quarterly reforecasting process at the end of March, June and September.
- Lead on training partners in financial processes and procedures and maintaining and updating Conciliation Resources' records of all partner relationships.
- Lead monthly finance meetings with an agreed number of Conciliation Resources' programme teams monitoring cashflow, income and expenditure and be responsible for meeting their donor reporting timescales and requirements.
- Lead on producing timely accurate and reports for the Executive Management Team (monthly).

Budgeting and Proposal Support

- Lead, supported by the Finance Manager, the budgeting components of the three-year rolling planning process.
- For those programme teams where the jobholder has lead responsibility, they are responsible for providing budget sign-off for aggregate budgets up to £500,000, seeking to achieve the target core cost recovery rate.
- In the absence of the Finance Manager they will provide leadership to programme teams in the area of budget preparation to support funding bids.
- Support the strategic and financial development of the organisational support team during the annual planning and half yearly reforecast processes.

b. Filing, Administration and Internal Communications

- Both lead and support others in the Finance team in developing and maintaining strong relationships across Conciliation Resources and with external agencies and partners.
- Lead on sharing information with other organisational support functions (Fundraising, Communications and Monitoring and Reporting).
- Lead responsibility for keeping finance's electronic and paper filing systems up to date, appropriately managed and tagged to enable retrieval of information by the organisation and others.

c. Team Management Responsibilities

- Responsible for the line management and professional development of direct reports, holding regular 1:1 meetings undertaking a half-yearly and annual appraisal and keeping the HR Information System up to date.
- Making sure all team members have regular 1:1 meeting, a half-yearly and annual appraisal and that they are all recorded in Conciliation Resources' HR information system.
- Support and encourage staff in the Finance Team to build their skills and knowledge.

d. Other Responsibilities

- Member of Conciliation Resources' Senior Leadership Team.
- Lead regular Finance team meetings.
- Participate in internal meetings and organisation wider meetings and initiatives.
- Provide cover for other members of the Finance team during holidays, sickness, or other absences and in emergencies.
- They may also assist in staff recruitment processes.
- Perform other duties and tasks, consistent with the skills and expertise, as required in non-routine circumstances.

5. Person specification

Knowledge

- Professional (or progress towards) qualification in accounting.

- Knowledge of SORP accounting standards for charity accounts.

Experience

- Considerable experience of using accounting software such as Access accounts.
- Experience of working in a charitable organisation (desirable).
- Experience of working with and developing established financial accounting procedures, identifying and delivering changes in financial systems.
- Experience of SQL, Crystal Reports would be a distinct advantage.
- Experience of financial reporting to institutional donors such as the UK or EU.
- Experience of leading the preparation of all aspects of statutory and management accounts especially for a charity or voluntary organisation through to accounts production.
- Experience of preparing project budgets and using cost recovery models to support funding bids.
- Experience of successfully managing a small team or a number of staff.
- Experience of handling all aspects of VAT within an organisation.

Skills/attributes

- Strong financial, numeracy and Excel skills including accuracy, attention to detail and the ability to operate complex financial systems.
- Strong organisational skills including planning, developing, implementing and maintaining financial administrative systems.
- Excellent time management skills with the ability to manage demanding priorities and deadlines.
- Excellent verbal and written communication skills in English including the ability to explain financial information to non-finance staff. A second language such as French would be an advantage.
- Self-confident and with excellent interpersonal skills, with the ability to work individually as well as in a team, sometimes under considerable pressure.
- Ability to determine own priorities and appropriately respond to changing priorities.
- Good political judgement, including an appreciation of how to handle sensitive and confidential issues.
- Ability to analyse data and communicate complex issues in a clear and engaging manner to a range of audiences providing clear recommendations for decisions.
- Able to inspire, educate, motivate and influence others.

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