

**Terms of Reference**  
Consultant –Finance Management Reporting  
Conciliation Resources  
One Month

## GENERAL

**Position Title:** Consultant –Finance Management Reporting  
**Location:** Flexible, will require attendance to the London office.  
**Duration:** 10-14 days spread over 1 month  
**Reporting to:** Finance Director

## BACKGROUND

**Conciliation Resources** is an independent organisation working with people in conflict to prevent violence, resolve conflicts and promote peaceful societies. Through collaborating with partners, we know there are many peaceful ways of resolving conflict and preventing violence: together, we promote political solutions to conflict and deepen understanding of non-violent approaches.

## POSITION OVERVIEW

The purpose of this consultancy is to work alongside CR's Finance Director to design and build a basic suite of management reports for Conciliation Resources (CR). The process will seek and incorporate feedback from a cross section of users (including Finance), as may be appropriate.

CR presently uses ACCESS Dimensions for financial accounting. There is currently no system for regular financial reporting within CR. Donor reports are generated outside of the accounting system using excel sheets.

## SPECIFIC DELIVERABLES

The reports will be built in Excel and will contain;

1. Income & expenditure reports for all teams incorporating activities/projects, with budget comparatives and variances
2. Consolidated Income and Expenditure Reports for the organisation (distinguishing between restricted and unrestricted funds)
3. Balance sheet showing prior year comparatives and a split between restricted and unrestricted reserves

As part of the testing process, the consultant will generate cumulative team/management reports for May 2019, ensuring that there is adequate mapping to the Chart of Accounts. The data contained in the team/management reports must reconcile back to the Trial Balance in ACCESS Dimensions as at the end of May 2019.

The reports will form the foundation to our plans to review CR's Chart of Accounts and develop a longer-term suite of automated multidimensional reports, ideally with drill-down functionality.

## Contract Duration

The consultancy will be spread over one month to allow time for design, building and testing, with an additional two-week period assigned for rolling out the reports, training and embedding the reports within the organisation.

An Immediate start will ideally be required for this consultancy. This is due to the urgency to produce accurate and complete team/management reports to inform planning and decision making particularly around activity/project underspends or overspends.

## **ADMINISTRATION**

### **Invoicing**

In addition to the requirements outlined in the consultancy agreement (section 8), please ensure your invoice is addressed to Conciliation Resources, 106 Burghley Road, London NW5 1AL, UK; and includes your transfer bank details.

### **Reporting**

The consultant will report to Conciliation Resources' Finance Director

### **Travel expenses**

All agreed travel expenses related to this consultancy will be covered by Conciliation Resources on submission of the final invoice, travel expense summary and receipts.

## **PERSON SPECIFICATION**

- CCAB Qualified
- Proficiency in Excel is essential
- Significant experience of building management reports within a similar accounting and reporting setting
- A working knowledge of reporting within a multi donor environment and a practical understanding of core cost recovery
- Creative and an ability to work on own initiative
- Ability to relate positively to both finance & non-finance staff
- Empathy with the vision of Conciliation Resources

The post holder will be expected to be committed to CR's safeguarding practices and positively engage with practices which help us all to keep people safe.

## **APPLICATION PROCESS**

To apply for this consultancy please submit:

- A short narrative (two A4 pages maximum) detailing suitability and approach for the consultancy contract
- Your CV (two A4 pages maximum)
- Financial proposal for the evaluation

All proposals should be emailed to CR's recruitment email address at [recruitment@c-r.org](mailto:recruitment@c-r.org) with the title 'Consultant – Finance Management Reporting'.

The deadline for receipt of proposals is 24 June 2019. Interviews will take place thereafter.

Any questions regarding this consultancy can be sent to the address above.

June 2019.