

Vacancy Announcement: Finance and Operations Manager

Title: Finance and Operations Manager

Location: London (for the first year this position will be remote working)

Reports to: Executive Director

Salary: GBP £36,000 - £46,000

Applications Close: 2 April 2021; applications will be reviewed on a rolling basis

Start date: position is available immediately

Summary:

We are seeking a full-time London-based Manager to work alongside the Founder and Executive Director to provide a comprehensive finance driven operations system. The role will include organizational operations, human resources, financial due diligence, donor reporting, budget management, audit management and resources allocation. The appointed manager will need to have good overall financial skills including knowledge of building of a finance system thus enabling the operations of the organization to function effectively.

About All Survivors Project:

All Survivors Project (ASP) mission is to support global efforts to eradicate conflict related sexual violence (CRSV) and strengthen national and international responses to it through research and action on CRSV against men and boys, including those with diverse sexual orientation, gender identity, gender expression and/or sex characteristics (SOGIESC), as well as other people with diverse SOGIESC. ASP conducts research and advocacy and facilitates inter-disciplinary dialogue and learning to improve global responses for every victim/survivor of sexual violence including men and boys in situations of armed conflict and forced displacement. Through our work with governmental and non-governmental stakeholders and with male survivors of sexual violence, we seek to ensure that conflict-related sexual violence is prevented and that the rights of all victims/survivors, including men and boys, are fulfilled, and the dignity of all survivors is respected and protected. All Survivors Project has a team of full-time and part-time staff members in the UK and Europe.

About the position:

Reporting to the Executive Director, the Finance and Operations Manager will support a growing organization to plan for its future and meet its current commitments. The post holder will ensure adherence to financial policies and procedures including donor regulations and guidelines, and governmental compliance.

The Finance and Operations Manager will be the focal point for overall financial management and planning, including budgeting, donor proposal development, cash flow management, donor reporting, audits and internal capacity building. The Finance and Operations Manager will need to develop and build systems in the overall financial management of the organization. Whilst the Finance and Operations Manager will be the sole finance person to begin with, it is envisaged that a bookkeeper will be appointed to support the inputting requirements once systems are properly established.

The Finance and Operations Manager will also be the focal point for overall operations management, including legal compliance, managing and updating organizational policies, supporting ASP on human resources, internal communications, and documenting institutional memory. The role will also provide support to a growing team for daily operations.

Core Responsibilities:

The post holder will be expected to comply with all ASP policies and procedures. ASP has clear commitments to safeguarding all those it is in contact with, directly or indirectly, and the postholder will be

required to work within ASP's Safeguarding Policy and Code of Conduct. Pre-employment recruitment checks will reflect these safeguarding commitments.

The post holder will provide direct support to the Executive Director in relation to all the areas outlined below:

Routine work:

Bookkeeping & recordkeeping – oversee ASP's digital accounting system, tracking income and expenses to ASP's grants, supporting the team to manage grants through internal reporting and skills building.

Payments - Verification and processing of consultants' payments ensuring internal and donor rules are respected.

Cash flow - Consolidate monthly cash needs from budget holders and compile monthly cash forecasts and ensure timely submission of information to the Executive Director.

Financial projects:

Budgeting – to work with the Executive Director to create the financial aspects of the annual budget and plan.

Audit – Provide key support to Executive Director in preparation for internal and external annual, ad hoc and donor audits. Reviewing and addressing questions of concern from auditors in consultation with the Executive Director – work closely with the team to ensure that donor finance guidelines, formats and processes are understood by all colleagues at the start of each project and being adhered to throughout the project.

Quality control - Work to ensure completion and quality of deliverables prior to payment of invoices, and ensure sufficient supporting documentation is provided. Ensure all procurement is executed according to policies and regulations, including the review of purchase orders, consultant agreements and work orders, expense reports, travel advances, for accuracy and completeness of supporting documentation.

Operations:

Proposal development – Act as a Finance focal point during the process of Proposal Development and budget creation.

Donor reporting – to build and manage a rolling donor reporting schedule. To notify the Executive Director and others when reporting is due on a given grant to allow time for the narrative to be prepared. To prepare the financial report to the donor report. To compile the full donor report and submit to the Executive Director for verification, approval, and dispatch.

Systems administration – *strengthen and where necessary design financial systems*; strengthen internal systems for communications; ensure timely access to policies; build systems for compliance with policies. Develop systems for purchasing, equipment and facilities maintenance; maintain inventories; build systems to ensure staff/consultants have support for remote working.

Human Resources – Write and manage compliance with contracts, oversee recruitment, assist staff and build internal systems for staff/consultant appraisal. Manage compliance with personnel policies and manage staff requests for leave and other allowances.

Governance – support the Executive Director in providing quarterly financial reports to the Board of Trustees.

Person Specification

This specification contains the essential and desirable criteria which candidates should possess to satisfy the performance requirements for this post.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Professional accountancy qualification e.g. ICAEW, ACCA, CIPFA, CIMA We will consider experience as an alternative to formal or lower qualifications in accountancy/ management accountancy in some instances 	<ul style="list-style-type: none"> Evidence of continuing professional development activities
Skills & Abilities	<ul style="list-style-type: none"> Leadership skills Interpersonal skills with colleagues, funders, partner organisations and other stakeholders Written and oral communication skills Ability to present financial information clearly to a wide range of audiences Ability to work to high levels of accuracy within deadlines Ability to act strategically Ability to respect and understand the importance of confidentiality Ability to analyze data and implement appropriate strategies to promote improvements and raise standards Strong IT skills 	<ul style="list-style-type: none"> Remote management experience
Personal Qualities	<ul style="list-style-type: none"> Highly organized and proactive Commitment to equality of opportunities Commitment to maintaining up to date knowledge and practice Ability to self-manage and delegate appropriately 	<ul style="list-style-type: none"> Understanding of human rights especially as it relates to our work
Knowledge & Experience	<ul style="list-style-type: none"> Previous charity finance experience at a senior level Experience and knowledge of strategic planning and evaluation 	<ul style="list-style-type: none"> Social enterprise/trading experience

	<ul style="list-style-type: none">• Experience of online financial management systems• Budgeting and reporting processes• Line management experience• Audit management experience• Experience of developing financial risk management and business continuity strategy	
Relationships	<ul style="list-style-type: none">• Able to work with a wide range of staff, funders, customers, suppliers, bank and auditors and other stakeholders	

This position is based in London, England and will be primarily remote for the first year. Applicants must have the legal right to work in the United Kingdom. Visa sponsorship is not available, and no payment is available for relocation.

Application instructions:

Online application forms only.

Please have all information you will need to hand, including CV and two professional references, ready before completing the form as the form does not save and will only allow submission upon end of the entry.

Applications will be reviewed on a rolling basis until the deadline. All Survivors Project will not contact references without your permission.

For further information on All Survivors Project, please see the [website](#) and this [documentary](#) recently released on ASP's fourth anniversary.