

Vacancy Announcement

Finance Manager

Title: Finance Manager

Location: Euston, London (hybrid – 1-2 days per week in the office and remainder up to you)

Duration: 18-month FTC (renewal subject to funding)

Reports to: Executive Director

Contract type: Full-time, 40 hours per week (4-day option available)

Salary: £56,000 per annum

Applications Close: 5th December; applications will be reviewed on a rolling basis

Summary

All Survivors Project are seeking a London-based Finance Manager with a passion for human rights to provide comprehensive financial management to our organisation. This is an exciting opportunity to support a small organisation to grow and evolve, and the role will suit an ambitious and meticulous finance professional with a proactive and practical approach to their work.

As Finance Manager, you will take on a leadership role, working closely with the Executive Director and our small but highly motivated team. The role covers financial due diligence, donor reporting, budget management, audit management and resources allocation. The successful candidate will need to have a solid knowledge of financial management and processes, as well as strong attention to detail and excellent problem-solving skills.

About All Survivors Project

All Survivors Project (ASP) is an independent, international human rights organisation that supports global efforts to eradicate conflict-related sexual violence. ASP works to strengthen national and international responses, focusing on research and action on conflict-related sexual violence against men and boys. Our vision is that all survivors receive appropriate care, support and justice for the harms done to them.

ASP has a team of full-time and part-time staff members who work globally. We are committed to building an inclusive culture by creating a flexible working environment and accommodate flexibility in working hours. Given the needs of a small organisation, you may be requested to work beyond these hours on occasion.

Core Responsibilities

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

The Finance 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 Manager will need to develop systems for the overall financial management of the organisation.

Financial projects

- *Budgeting* – working with the Executive Director to create the annual budget.
- *Audit* – providing 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; working 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* – working to ensure completion and quality of deliverables prior to payment of invoices and ensuring sufficient supporting documentation is provided; ensuring all procurement is executed according to policies and regulations, including the review of consultant agreements, expense reports and travel advances for accuracy and completeness of supporting documentation.

Operations

- *Proposal development* – acting as a Finance focal point during the process of proposal development and budget creation.
- *Donor reporting* – building and managing a rolling donor reporting schedule; notifying the Executive Director and others when reporting is due on a given grant to allow time for the narrative to be prepared; preparing the financial report within the donor report; compiling full donor reports and submitting to the Executive Director for verification, approval, and dispatch.
- *Systems administration* – strengthening and, where necessary, designing financial systems; strengthening internal systems for communications; ensuring timely access to policies; building systems for compliance with policies.
- *Governance and compliance* – providing quarterly financial reports to the Board of Trustees; submitting RTI to HMRC on time.

Routine work

- *Bookkeeping & recordkeeping* – maintaining the integrity of QuickBooks; day-to-day accounting and bookkeeping; overseeing ASP's digital accounting system; tracking

income and expenses on ASP's grants; and supporting the team to manage grants through internal reporting and skills building.

- *Payments* – reconciling bank accounts and credit cards; making payments for online banking and through Stonex; administering the payroll system and maintaining liaison with pension providers; verifying and processing consultants' payments ensuring internal policies and donor requirements are respected.
- *Cash flow* – consolidating monthly cash needs from budget holders; compiling monthly cash forecasts; and ensuring timely submission of information to the Executive Director.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Professional accountancy qualification e.g. ICAEW, ACCA, CIPFA, CIMA. • We welcome applicants with alternative qualifications in accountancy or who are studying towards a qualification and have suitable supplementary experience. 	
Skills & abilities	<ul style="list-style-type: none"> • Good interpersonal skills with colleagues, funders, partner organisations and other stakeholders. • Ability to present financial information clearly to a wide range of audiences. • Ability to work to deadlines with a high-level of accuracy. • Ability to think and act strategically. • Ability to respect and understand the importance of confidentiality. • Ability to analyse data and implement appropriate strategies to promote improvements and raise standards. 	
Personal qualities	<ul style="list-style-type: none"> • Highly organised and proactive. • Commitment to equality of opportunities. • Commitment to maintaining up-to-date knowledge and practices. • Ability to self-manage and delegate appropriately. 	<ul style="list-style-type: none"> • Understanding of human rights.

Knowledge & experience	<ul style="list-style-type: none">• Previous charity finance experience or passion for the work All Survivors Project undertakes.• Knowledge of budgeting and reporting processes.• Audit preparation experience.	<ul style="list-style-type: none">• Previous experience in NGOs or organisations being funded primarily through grant-funding.• Experience of dealing with USAID, EU, UN and other bi-lateral and multilateral funding.
Relationships	<ul style="list-style-type: none">• Able to work with a wide range of staff, funders, suppliers, banks and auditors and other stakeholders.	

How to Apply

All Survivors Project is partnering with Ivy Rock Partners in the recruitment of this position. For further information or to apply, please contact Holly Arrowsmith with a copy of your CV at holly@ivyrockpartners.com.

All Survivors Project is committed to fairness, equality, and justice for all. We value a diverse workplace and encourage applications from people of colour, LGBT+/SOGIESC individuals, people with disabilities, members of ethnic minorities, and other minoritised groups and diverse backgrounds.

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

Key Dates

Application Deadline: Tuesday 5th December 2023

First Stage Interviews: Tuesday 12th December – Thursday 14th December 2023 (inclusive).

Second Stage Interviews: TBC as soon as possible thereafter

Offer and appointment: To be made prior to the Christmas period.