

JOB DESCRIPTION

Job Title:	Finance Business Partner (Europe Entity & EU Grants/Contracts)
Location:	London, Nairobi, Kampala, Bishkek or other locations will be considered in countries where Saferworld has a presence.
Reporting to:	Senior Finance Business Partner
Type of position:	National
Grade and Salary:	Grade G - £48,000 - £54,000 Gross p.a. (if based in the UK)
Contract terms and hours:	Open-ended, Full-time 37.5 hours per week

Background

Saferworld is an independent non-profit organisation that works to prevent violent conflict and build safer lives. We work with communities, civil society, governments and international institutions to encourage and support effective policies and practices through advocacy, research and policy development, and through supporting the actions of others.

Saferworld is committed to providing a safe and trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.

Saferworld has grown in recent years with income ranging between £16-20 million funded by some 40 donor contracts from governments, the EC and other funding entities. We operate in an increasing complex environment with our head office in London, offices with country programmes in several African countries, Central Asia, Yemen and South Asia, and offices in Washington and Brussels and Beijing, which requires us to ensure our financial systems and processes are fit for purpose.

The finance team provides a crucial role to underpin the organisation by providing assurances on compliance and risk management, by partnering the operational parts of the business and by providing good stewardship of the organisation's funds. The team works closely with programme staff to optimize effective use of funds and ensure appropriate levels of cost recovery and sustainability. This role provides an exciting opportunity to engage with Saferworld's work across a range of geographies and thematic contexts within a small but dynamic team.

Job Purpose:

The Finance Business Partner will play a pivotal role in supporting the financial health and sustainability of Saferworld with a specific focus area on Saferworld Europe (Registered in Belgium) and managing and overseeing the financial aspects of EC-funded projects. Reporting to the Senior Finance Business Partner, the role is one three Finance Business Partner functions that work closely together to provide support across the breadth of Saferworld's global footprint.

This position involves providing strategic financial guidance, overseeing budgeting and forecasting, ensuring compliance with financial regulations, and supporting programme managers in financial planning and analysis. It will also involve ensuring compliance with related regulations and providing financial analysis, budgeting, and reporting as required.

The successful candidate will work closely with project managers, relevant country teams, the global finance team and external auditors to ensure the effective and efficient use of EC funds and the smooth financial operation of Saferworld Europe. As a Finance Business Partner, the successful candidate will be adaptable, proactive and engaging, working across the finance team collaboratively when needed.

Roles and Responsibilities:

Financial Planning and Analysis:

- Develop and manage, in collaboration, annual budgets and multi-year financial plans.
- Provide financial analysis and insights to programme managers and senior leadership to support strategic decision-making.
- Monitor and report on key financial metrics and programme and grant performance including tracking of match funding.

Budgeting and Forecasting:

- Prepare and maintain detailed budgets for programmes and projects through engagement with relevant country Finance Managers.
- Assist the Director of Finance and Operations in the preparation of annual budgets and multi-year financial plans
- Conduct regular budget reviews and re-forecasts to ensure alignment with organisational goals.
- Work with project managers to prepare budget amendments and re-forecasts as necessary
- Identify and analyse variances between actual and budgeted financial results.
- Manage optimising currency considerations.

Financial Reporting:

- Prepare accurate and timely financial statements and reports for internal and external stakeholders.
- Ensure all financial records are maintained in accordance with EU regulations and organisational policies.
- Manage annual Saferworld Europe audit and related project audits.
- Coordinate the preparation and submission of financial reports to donors and stakeholders.

Grant Management:

- Oversee financial aspects of grant management, including budget preparation, monitoring, and reporting.
- Ensure compliance with donor requirements and financial regulations.
- Collaborate with programme managers to track and report on grant expenditures.

Stakeholder Collaboration:

- Act as a financial advisor to programme managers and other stakeholders.
- Facilitate cross-functional collaboration to support financial planning and resource allocation.
- Communicate financial information effectively to non-financial stakeholders.

Risk Management and Compliance:

- Identify and mitigate financial risks associated with programmes and projects.
- Ensure adherence to internal controls and financial policies.
- Support internal and external audits and implement audit recommendations.

Process Improvement:

- Identify opportunities for improving financial processes and systems.
- Implement best practices in financial management and reporting.
- Promote a culture of continuous improvement within the finance team.

Key working relationships

Internal relationships

- **Director of Finance and Operations** and the rest of the core finance team.
- **Head of Funding, Head of Programmes:** ensure provision of technical financial support to costing of major funding bids and budgets as required
- **Country Representatives**– working together on setting up support finance priorities; and working on reflection to feed into changes/improvements to financial systems and processes.
- **Head of People and team:** provide technical advice and support in relation to budgeting of compensation and benefits, and any costed reviews of the package.
- **Regional and Country Finance Managers** – provision of technical leadership and oversight

External relationships

The role engages directly with donors, partners and suppliers/external consultants.

Scope and accountability

<p>Decision making and limits of authority</p>	<ul style="list-style-type: none"> • Recommendations on finance/commercial systems development and improvements • Development and implementation of financial controls and procedures • Donor reporting and compliance issues • This is primarily a finance partnering/advisory role where strategic decisions are taken by the finance team in country or are under the Country management responsibility.
<p>Financial resources</p>	<ul style="list-style-type: none"> • Contributes to budgetary and financial planning support across the organisation • Preparing and monitoring the budget
<p>Other resources</p>	<ul style="list-style-type: none"> • Development of financial systems used globally for tracking profit on commercial contracts

People management	<ul style="list-style-type: none"> • Capacity strengthening of finance colleagues and partners (HO, global, Regional, and country office) • Technical supervision and support to delegated Country- based Finance Managers.
Legal, regulatory and compliance responsibility	<ul style="list-style-type: none"> • Ensure financial systems are aligned to and compliant with financial regulations and internal financial policies and procedures • Ensure financial/commercial contracts systems and procedures are compliant with donor/contract requirements • Ensure donor reporting and compliance obligations are met

PERSON SPECIFICATION

Knowledge, qualifications and experience

- Experience working as a finance business partner/senior management position in the charity sector, ideally within a matrix organisation structure.
- Proven experience in budgeting and forecasting with a mix of restricted and unrestricted funds, including budget development, monitoring and accounting.
- A professional certification (e.g., CPA, ACCA, etc.) is preferred.
- Demonstrable experience working on EU funded projects and within European country contexts is a pre-requisite for the role.
- Experience of project management across an organisation including an ability and willingness to undertake 'hands-on' tasks such as preparing budgets, cash flows and other financial planning, management and control processes
- Understanding of key operational and strategic considerations relating to institutional fundraising, grant making processes, donor reporting requirements, financial reporting with institutional donors
- Track record in anticipating change, understanding its impact on the organisation and supporting process to adapt to change.
- Track record in working with people without line management responsibility, and influencing change
- Experience of working with a wide range of finance and non-finance colleagues, including overseas offices.

Skills and abilities

- A positive business-needs centered approach and ability to work in a business partnering model with managers across the organisation
- Proficiency in financial software (preferably SUN) and Microsoft Office Suite, particularly Excel.
- Ability to communicate sensitively and effectively with a wide range of people, including across cultures and with those at a distance.
- Ability to lead and motivate others through a positive can-do attitude and inclusive team ethos, building strong relationships and partnerships across finance and other departments
- High levels of technical and systems skills and ability to balance a strategic approach with strong hands-on work ethic.

- A hands-on person manager, able to support colleagues and create a learning environment, within the bustle of the day-to-day accounting environment
- Sensitivity to context, geographical dynamics that drive conflict and division, and power imbalances

Personal qualities

- Commitment to and compliance with Saferworld's safeguarding principles
- Commitment to respect and value equality and diversity, and understanding of how this applies to own area of work
- Commitment to own continuing personal and professional development
- Commitment to the vision, mission and values of Saferworld.

Other requirements

Some travel may be required for capacity building and to support colleagues and partners in head office, regional and country offices (not expected to exceed 3-4 weeks per year).

APPLICATION PROCESS

To apply: To apply: Send your CV and a covering letter addressing the person specification and why you feel your experience matches the requirements of the role and send to jobs@saferworld.org.uk. (Ref FBPEU) More information about the role and Saferworld can be found here <http://www.saferworld.org.uk/jobs/jobs>.

Deadline for applications: 12th July 2024.