

JOB DESCRIPTION

Job Title:	Finance Business Partner - Commercial
Location:	London
Reporting to:	TBC
Management responsibility (if applicable)	Provides technical support to Finance Manager, South Sudan
Type of position:	National – UK
Grade and Salary:	£45k
Contract terms and hours:	37.5

Background

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

The organisation has income of about £18 million funded by some 40 donor contracts from governments, the EC and other bodies. Our head office is in London and we have offices in several African countries, Central Asia, Yemen and South Asia, and as well as working through partners in Eastern Europe and other locations.

Saferworld has undergone rapid growth in the last 5 years. An increasing proportion of that growth relate to funding for 'commercial contracts or more accurately, Payment by Results' grants. These projects are different to institutional grants in several ways, and tend to:

- Be **competitively procured**;
- Be budgeted on the basis of daily rates and individual units;
- Involve **payment-by-results** (e.g. on the basis of outcomes)
- Have more **complex financial reporting requirements** (especially where they are hybrid actuals/lump-sum or monthly/milestone payments);
- Require **value-for-money reporting**;
- Involve **more sub-contracting** of specialists or experts.

As the proportion of Saferworld's funding coming from commercial contracts has increased there is a greater need to develop new systems for their financial management and compliance.

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.

Job Purpose:

1. To support the Finance Department in delivering critical finance business functions and services; ensure the maintenance of sound financial processing system; serve as a collaborative business partner supporting programme managers and Country Offices Finance Managers in budgeting, transactions processing and reporting and build the capacity of the country finance team;
2. Support the Head of Conflict & Advisory Unit and the organisation in developing the appropriate system for financial management of commercial contracts/grants and in the financial management, compliance and reporting on the BAC programme.

Roles and Responsibilities:

1. The first part of this role is to support Saferworld in general – and the Conflict Advisory Unit (CAU) in particular – to deliver these functions more efficiently and effectively. Roughly 50% of role would be related to the delivery of the Better Aid in Conflict (BAC) contract and the development of system to manage Saferworld’s portfolio of commercial contracts.

2. The second part is to help in the development of effective finance processing systems (particularly in relation to the management of commercial contracts) and build the capacity of managers and Country Finance teams in implementing sound reporting systems. The remaining 50% of the time would be spent working on this and supporting the Finance Director and other teams to contribute towards joint projects, share lessons and build their capacity to follow new systems and processes.

Technical

- Develop systems that allow for the more effective and efficient acquisition and financial management of commercial contracts, and build capacity of colleagues to maintain and benefit from these systems
- Support the annual financial planning and budgeting processes to produce robust plans for Saferworld. Build capacity of country finance teams and support in implementing a robust financial performance management process
- Maintain oversight of all regional offices use of SUN and financial transactions processing and in developing partner relationships
- Lead development and maintenance of strong control environment (bank reconciliations and other control accounts, performance management data, etc)
- Assist the London and global finance teams to build their IT and reporting skills. Help to plan training and development for London and overseas teams

Team development and relationships with colleagues

- Develop strong relationships with colleagues in Regional offices and London. Enhance their understanding of finance and create a ‘problem solving’ environment, rather than a ‘gate keeper’ approach to interaction with Finance
- Focus on knowledge building with Finance staff in Sun, Excel, and donor reporting
- Building knowledge of donor reporting with all colleagues to improve financial management

Key working relationships

Internal relationships

- The role reports to the Director of Finance (TBC) and Head of CAU and works closely with the BAC Programme Director and managers of other commercial contracts implemented by Saferworld, working in a business partnering model.
- **Finance colleagues** – collaborative working, advice and support, capacity building, working with country, regional, global and HO finance teams
- **Other staff and partners as required** – in relation to provision of guidance, advice, or capacity building as delegated and appropriate

External relationships

- donors-
- systems providers- mainly SUN systems,
- Partners
- Suppliers/external consultants

Scope and accountability

Decision making and limits of authority

- Recommendations on finance/commercial systems development and improvements

	<ul style="list-style-type: none"> • Development and implementation of financial controls and procedures • Donor reporting and compliance issues
Financial resources	<ul style="list-style-type: none"> • Budgetary and financial planning support working across country offices • Preparing and monitoring the budget of the CAU
Other resources	<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 building finance colleagues and partners (HO, global, Regional, and country office) • Technical supervision and support to Finance Manager (Country) as delegated (currently Finance Manager South Sudan)
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

- Accountancy qualification (ACCA, CIMA)
- Accredited and current membership of a financial professional body or equivalent
- Sound experience of financial processing and reporting gained in commercial organisations or charities
- Good understanding of the business partnering model, ideally within a matrix organisation structure
- Experience of computerised accounting software, and project managing system improvements and systems developments.
- Good knowledge of Sun system and Q&A and other reporting tools.
- Experience of working with a wide range of finance and non-finance colleagues, including overseas offices
- Experience of donor contract negotiation and financial reporting.
- Experience of working in an INGO would be advantageous.
- Experience of training colleagues with IT and financial processes would be advantageous.

Skills and abilities

- Analytical and systematic thinking and evaluation skills, including ability to identify and take forward systems development and improvement needs within a complex and multi-country context
- Strong planning and project management skills, and ability to deliver change projects requiring the engagement of a colleagues across different contexts
- A positive problem-solving and business-needs centred approach and ability to work in a business partnering model with managers across the organisation
- A hands-on person manager, able to support London colleagues and create a learning environment, within the bustle of the day-to-day accounting environment
- Good people skill and ability to build strong relationships and partnerships across finance and other departments

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

- A valid UK work permit
- Travel will be required for purposes of capacity building and provision of support to colleagues and partners in head office, regional and country offices

APPLICATION PROCESS

To apply: Please complete an application form and email to HR Team at recruitment@saferworld.org.uk (using subject heading: Ref: FBP). A copy of the application form can be found at www.saferworld.org.uk/about/jobs