

JOB DESCRIPTION

Job Title:	Finance Business Partner (commercial contracting - Conflict Advisory Unit plus core headquarters)
Location:	London
Reporting to:	Head of Finance
Type of position:	National, UK
Grade and Salary:	£45,980 - £54,903 gross per annum; grade G
Contract terms and hours:	Open-ended, Full-time 37.5 hours per week

Background

Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with people affected by conflict to improve their safety and sense of security, and conduct wider research and analysis. We use this evidence and learning to improve local, national and international policies and practices that can help build lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives, free from fear and insecurity. We are a not-for-profit organisation operational in 10 countries across Africa, Asia and the Middle East with affiliate offices in Brussels, Washington DC and Beijing.

We have grown in size 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 increasingly complex environment and that 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 will seek to optimise money to mission. This role provides an exciting opportunity to engage with Saferworld's work funded through 'commercial' contracts, and to strengthen 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:

The role will provide significant business expertise and oversight and, as a business partner, support the head of the business unit and the team to deliver their goals and expand reach and impact across all areas of the organisational strategy. The post-holder is required to ensure the strongest financial controls, the highest stands of financial probity, and the best possible commercial decisions are made in the interests of Saferworld on all non-institutional funding, covering the full remit of the CAU and headquarters.

Responsibilities include planning and strategy, budgeting and forecasting, cash management, donor reporting invoicing and credit control, statutory accounting and income recognition, VAT and tax advice and beyond.

Roles and Responsibilities:

Advisory and partnering support

- Support 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.
- Support the Head of Finance and other teams on joint projects, sharing learning and building capacity on new systems and processes.
- Create solutions to address the financial needs created by commercial contracts, and create/adapt tools and systems to address these needs, while feeding it to organisational level change.
- Oversee commercial contract reporting to assess quality and trends, and participate in business reviews with country teams on the financial performance of these contracts.

Technical

- Develop systems that allow for more effective and efficient acquisition, and financial management of commercial contracts; build the capacity of colleagues to maintain and benefit from these systems
- Support the annual financial planning and budgeting processes to produce robust plans for Saferworld.
- Strengthen the 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 transaction processing and in developing partner relationships
- Lead the development and maintenance of a strong control environment (bank reconciliations and other control accounts, performance management data)
- 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

Organisational business partnering and team development

- Provide sound financial strategic advice and analysis to assist the Head of Finance, Business Performance Director, leadership and senior staff in decision making
- Contribute towards the leadership and strategic direction of Saferworld finance management team
- Provide finance support to organisation-wide initiatives and finance projects (e.g., changes or improvements to financial processes and systems).
- Enable the reporting key trends, analysis and accounts to the leadership accurately and to time.
- Oversee the implementation of cost recovery policies and risk management procedures in country offices, and sign off budgets for country fundraising proposals
- Design and deliver financial training sessions for finance staff and budget-holders in-country, and wider country leadership as required.
- Work with/mentor and support finance teams in-country to provide proactive, demand-driven capacity strengthening support on finance for Saferworld's partners

Key working relationships

Internal relationships

- **Head of Funding, Head of CAU:** 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.

<ul style="list-style-type: none"> • Head of People and Culture and team: provide technical advice and support in relation to budgeting of compensation and benefits, and any costed reviews of salary packages • Regional and Country Finance Managers – provision of technical leadership and oversight 	
<p>External relationships</p> <ul style="list-style-type: none"> • The role engages directly with donors, partners and suppliers/external consultants 	
<p>Scope and accountability</p>	
<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 country management/CAU 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 of the CAU
<p>Other resources</p>	<ul style="list-style-type: none"> • Development of financial systems used globally for tracking profit on commercial contracts
<p>People management</p>	<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 who are dealing with commercial contracts
<p>Legal, regulatory and compliance responsibility</p>	<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
<p>PERSON SPECIFICATION</p>	
<p>Knowledge, qualifications and experience</p> <ul style="list-style-type: none"> • Experience working as a finance business partner in the charity sector, ideally within a matrix organisation structure with an entrepreneurial mind-set • Extensive experience of financial management in a senior position, particularly of commercial contracts –including budget development, monitoring and accounting of profit • Proven experience in budgeting and forecasting with a mix of restricted and unrestricted funds • Recognised accounting qualification (CIMA, ACCA, etc.) or equivalent experience • Experience of project management across an organisation including the ability and willingness to undertake 'hands-on' tasks such as preparing budgets, cash flows and other financial planning, management and control processes • Understanding of the donor environment, grant making processes and compliance processes, donor reporting requirements, financial reporting with institutional donors 	

- Understanding of key operational and strategic considerations relating to institutional fundraising
- Track record in anticipating change, understanding its impact on the organisation and supporting process to adapt to change
- Track record of working with people without line management responsibility, and influencing change
- Good knowledge of SunSystems and Q&A and other reporting tools.
- Experience of working with a wide range of finance and non-finance colleagues, including overseas offices
- Ability to cope with a rapidly changing environment and handle high levels of pressure and decision-making

Skills and abilities

- A positive business-needs centred approach and ability to work in a business partnering model with managers across the organisation
- 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

- 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 jobs@saferworld.org.uk (using subject heading: Ref: BPCAU). A copy of the application form can be found at www.saferworld.org.uk/about/jobs

Deadline for applications: 14 September 2022

We only accept completed application forms so please do not sent a CV