

JOB DESCRIPTION

Job Title:	Commercial Contracts and Systems Accountant
Location:	London
Reporting to:	Finance Director
Key Relationships:	Better aid in conflict programme director; head of conflict advisory unit; country finance and funding teams
Salary range:	£40,000 - £45,000 gross per annum
Contract Duration:	Open contract dependent on funding
<p>Background:</p> <p>Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. We work with local people affected by conflict to improve their safety and sense of security. We do this by supporting effective policies and practices through advocacy, research and policy development, and through supporting the actions of others.</p> <p>Saferworld has increasingly sought to deliver and secure funding for 'commercial contracts'. These projects are different to institutional grants in several ways, and tend to:</p> <ul style="list-style-type: none"> • Be competitively procured; • Be budgeted on the basis of daily rates and individual unit; • Involve payment-by-results (e.g. on the basis of outputs or outcomes) • Have more complex financial reporting requirements (especially where they are hybrid actuals/lump-sum or monthly/milestone payments); • Require cash flow forecasting; • Require value-for-money reporting; • Involve more sub-contracting of specialists or experts. <p>As the proportion of Saferworld's funding coming from commercial contracts has increased there is a greater need to promote risk awareness, develop new systems and undertake compliance reviews and special audits/investigations.</p>	
<p>Job purpose:</p> <p>The role of the Commercial Contracts & Systems Accountant is in two parts.</p> <ol style="list-style-type: none"> 1. Support Saferworld in general – and the conflict advisory unit (CAU) in particular – to deliver the above functions more efficiently and effectively. Roughly 50% of the post-holder's time would be spent on tasks related to the delivery of the better aid in conflict (BAC) programme. 2. Develop finance and internal control systems and build the capacity of headquarter staff and country finance teams in implementing systems and controls. The remaining 50% of the time would be spent working on this. Some additional time may be spent on the delivery of other commercial contracts managed by the CAU or other teams in Saferworld. 	

Roles and responsibilities:

Develop new systems

- Develop a standardised register of daily staff costs and guidance for use
- Develop a standard budget template and tracker for commercial contracts that:
 - generates KPIs (including deviation from budget; VFM indicators)
 - aligns with and (preferably) integrates with existing budget software (SUN) to produce consistent and reconcilable management accounts and KPIs
 - facilitates a comparison between budget, actuals and forecasts
- Develop value-for-money (VFM) reporting indicators and processes
- Develop supporting infrastructure to record inputs to comply with relevant donor requirements (e.g. timesheets, expense forms, process flows etc.)
- Develop guidance on risk management and appetite for commercial contracts, with special reference to payment-by-results models and cash flow
- Develop tailored guidance on accounting for, and reporting overheads according to donor reporting requirements.

Develop of finance and internal control systems and build capacity

- Produce monthly financial accounts and narrative reports
- Prepare monthly invoices
- Produce quarterly VFM reports
- Quality assure financial data
- Support budget revisions to reallocate savings
- Prepare draft sub-contracts (including leading on commercial inputs and coordinating technical inputs)
- Identify, communicate and mitigate emerging financial and project management risks on commercial contracts (e.g. exchange rate exposure, contracts)
- Build capacity of South Sudan finance team to follow new systems and processes. This will entail ability and willingness to travel to South Sudan on occasion.
- Maintain and align CAU tracking sheet/ budget with SUN management accounts
- Build capacity of the finance and funding teams to transfer lessons and effective practices to other projects
- Support preparation of commercial proposals and budgets for new funding opportunities.

Promote risk awareness

- Advise on and periodically review Saferworld's arrangements for identifying and managing risks, and assist managers in identifying new concerns
- Work with Saferworld staff, promoting a culture of risk awareness and assisting them to assess and mitigate risks and helping them through the identification of best practice

Plan and carry out audits/reviews

- Draw up a yearly audit/review plan based on key risks and strategies and an assessment of needs, and agree it with the Director of Finances and Director of International Programmes.
- Carry out review/audit assignments agreed in the plan, presenting the findings to the system owners, preparing reports, and following up on recommendations
- Carry out special reviews as required by the Saferworld Executive Management Team
- Produce an annual review of the overall effectiveness of Saferworld's systems and make recommendations and arrangements for identification and management of risk

PERSON SPECIFICATION

Knowledge

- Financial or business management qualification (ACCA or equivalent) and sound knowledge of accounting procedures, principles and systems;

Experience

- Experience of finance processes including internal audit or review
- Experience of using accounting software (knowledge of SUN desirable)
- Experience of setting up new systems
- Commercial awareness and experience of working on commercial contracts or projects

Skills

- A positive problem-solving approach;
- Must be solution-oriented, pro-active, flexible, a team-player, and responsive
- Good interpersonal and team-working skills;
- Good IT skills, including in MS word and excel;
- A willingness to promote the work of Saferworld and develop collaborative work with others;
- Ability to work in a non-partisan manner, sensitive to differences of ethnicity, religion and gender;

Other

- A commitment to learn and be open to new ideas and approaches;
- Demonstrated commitment to principles of transparency, accountability, and honesty;
- Commitment to and compliance with Saferworld's safeguarding principles

Terms and conditions

Probation: There will be a probationary period of three months
Holidays: 28 days per calendar year in addition to agreed Bangladesh public holidays
Salary range Competitive INGO salary based on experience
Hours: 37.5 hours per week

Application process

To apply: Download and complete an application form at <http://www.saferworld.org.uk/jobs/jobs> and send to Marie Aziz at jobs@saferworld.org.uk (Ref: CCSA)

Deadline for applications: 12 May 2019

We regret that only shortlisted candidates will be contacted.

Please note this is a re-advertised post, previous applicants need not apply.