



Finance and Grants Manager

Location: London, UK - Only applicants with a valid UK work visa for the full term of the contract are eligible to apply

Type of contract: Full-time, 2 years fixed-term contract with possibility of renewal

Reporting to: Director

Starting date: November 2018

Salary: A competitive salary and benefits package commensurate with experience (Point 25 on Well Grounded Salary Scale 40K-45K gross per annum)

Benefits: Statutory pension, health insurance and annual leave of 28 days per annum. Possibility of working remotely a maximum of 3 days per week.

INTRODUCTION TO WELL GROUNDED

Well Grounded was established in 2010 to support the development of civil society organisations (CSOs) in Africa to reach their full potential and achieve real, positive change for environmental and social justice. In a context where natural resources are central to the lives and livelihoods of the poorest and most marginalised people, Well Grounded supports CSOs, because they have a key role to play in addition and as a counterweight to government and the private sector. Well Grounded works with CSOs so that they are able to realise their objectives and vision and make a positive change to community rights and natural resource management in their home countries and in the wider world.

The services that we offer are often in the form of facilitation, training, coaching and mentoring. This means that our core resources are our human resources: in other words, what we mainly offer to our clients is the time and expertise of the different members of the Well Grounded team. The Well Grounded team is made up of staff members and associates. Associates are independent consultants experienced in organisation development (OD) who share our values and bring additional skills to the team. The team members are based in Africa and Europe (2 in Cameroon, 1 in Ivory Coast, 2 in France and 1 in London). The Finance and Grants manager will be mainly based in London.

The **Finance and Grants Manager** contributes to the overall success of the organisation by effectively managing the overall finances of the organisation including grants, with an annual turnover of circa GBP 600,000. S/he is the main operations support to the organisation. S/he will abide by government regulations and act in accordance with the organisation's policies, procedures, external donor/partnership agreements and financial best practices. In addition, s/he is responsible for financial/management reporting, systems development and risk management.

The Finance & Grants Manager is an integral member of the Executive Team who will take the lead on strengthening our culture of financial accountability and ensure the organisational resources are used in a cost-effective manner to maximize impact.

Job description

Objective: *To provide oversight of all financial and grant management, to ensure the activities are implemented in line with organisational standards and best practices, and in accordance with internal & external donor and partner commitments. Ensure that Well Grounded complies with all national guidelines, laws and regulations relevant to its operational work. Maintain professional relationships with donors and other key stakeholders*

Financial Administration

- Record financial transactions on QuickBooks Online, in line with Well Grounded and donor requirements
- Update and back-up the accounts and financial databases on QuickBooks regularly, maintaining accurate and up-to-date financial records and provide information when required
- Ensure the implementation of expenditure procedures by staff and associates, including the validation and authorisation of expenditures
- Maintain the purchasing and payments systems, processing invoices, bank payments and manage associate and consultant contracts and payments
- Maintain our services invoicing system, ensuring receipts are correctly allocated and debts are chased up
- Manage and reconcile bank/cash and all other balance sheet accounts monthly
- Review payment vouchers and other journals to ensure proper expense coding and documentation

Budgeting and Annual Accounts

- Coordinate the annual budgeting processes in line with Well Grounded's programmes and strategic priorities
- Support proposal development by developing budgets for project specific proposals, consultancies and activities

- Establish and prepare accurate monthly Budget versus Actual reports and fund balances for monthly accounts including office running costs and supporting programme staff with project budget monitoring
- Carry out quarterly budget revisions and forecasts to ensure budgets closely reflect planned/approved activities

Cash Flow Management

- Maintain sound liquidity levels and manage treasury functions whilst ensuring all advances are reconciled within expected periods
- Prepare monthly cash flow projections, and monitor project cash and bank balances to ensure availability of funds for planned/approved activities

Grant management

- Develop tools and systems to enable effective grant management
- Support Budget Holders with preparing donor financial reports, including justification of allocation of costs to projects in accordance with grants terms and conditions
- Work closely with the Directors and Project Managers for accurate and timely allocation and recording of expenses to the appropriate grants
- Support Budget Holders by providing monthly budget versus actuals reports, addressing any over/underspends and ensuring activities are carried out as planned
- Prepare and interpret quarterly financial reports and communicate to relevant stakeholders on a timely basis

Internal controls and policy development

- Ensure financial and resource accountability and effective management of records as required for auditing
- Coordinate any statutory or donor audit and ensure completion of annual audited accounts in a timely manner
- Submit statutory documents and reports to Companies House, the Charity Commission and Donors that require our audited accounts in a timely manner
- Implement audit recommendations in a timely manner
- Risk Management: Identify and effectively manage all key risks, including safety and security, financial and reputation risks, and their potential broader impact on the organisation
- Ensure compliance with policies and procedures, donor contracts, local laws and regulations
- Review internal controls and update policies and procedures as required in consultation with the Director

External Representation and Relationship Management

- Represent Well Grounded in meetings with Donors and other key stakeholders
- Participate and/or organise meetings with Finance and Grant managers from other International Non-Governmental Organisations (INGOs) we work with for learning, exchanging ideas and developing other common initiatives
- Participate in meetings with partner INGOs we collaborate with, be a key contact with partners, including donors, responding to queries and requests for information
- Represent Well Grounded in external meetings, abiding by UK Charity Obligations

PERSON SPECIFICATION

ESSENTIAL KNOWLEDGE & EXPERIENCE

- Bachelor's in accountancy or equivalent and recognized accounting designation such as Certified Public Accountant (CPA) or Association of Chartered Certified Accountants (ACCA) with at least 3 years' post qualified experience in financial and grants management **OR** Part Qualified Certified Public Accountant (CPA) or Association of Chartered Certified Accountants (ACCA) with at least 5 years' experience in financial and grants management of large and complex projects in an INGO setting
- Strong financial analytical skills and thorough knowledge of non-profit accounting principles
- Ability to analyse, interpret complex data and make recommendations
- Experience with computer accounting packages, and excellent computer literacy in MS Office Packages (Excel and Word)

ESSENTIAL SKILLS

- Highly detailed oriented and strong skills in administration, organisation and planning
- Good interpersonal and team working skills, within a multicultural setting
- Excellent command of oral and written English, and ability to communicate clearly and effectively
- Proactive approach to work and able to work with limited supervision, resourceful, efficient and focussed
- Able to cope with high levels of pressure in meeting strict deadlines and situations requiring critical decision-making
- High integrity, unquestionable character and openness coupled with commitment to good governance
- Willing to take on additional responsibilities from time to time as appropriate to support the team
- Flexibility, patience and a can-do approach to tasks and the ability to adapt to a changing and challenging environment

DESIRABLE KNOWLEDGE & EXPERIENCE

- Experience with QuickBooks (online, multi-currency version)
- Understanding of UK labour laws
- Experience with DFID grants is an advantage
- Experience working with staff members dispersed internationally
- Proficiency in oral and written French

HOW TO APPLY

To apply, please complete the [application form](#), which includes CV and a covering letter.

The closing date for this role is **Friday, 14th September**. Shortlisted candidates will be required to undertake a competency based written test and attend a face to face interview in London which is likely to be held on **25th September 2018 in London**. The successful candidate will be required to confirm that he/she has the right to live and work in the UK before the post can be taken up. **Only applicants with a valid UK work visa for the full term of the contract are eligible to apply**

Our safeguarding policy requires us to enquire about background information on criminal records and interactions with children and vulnerable adults. During the recruitment process, we may request this information, including from your previous employers.