

# Job Description

## Job title



Finance Manager

## Team



Global Resources Department

## Contract type



Permanent, full time

## Direct reports



Finance Business Partner (Systems) and Finance Business Partner (Payments)

## Reporting to



Head of Global Finance

## Location



Hybrid - London Head Office and remote

## Hours of work



34.5 hours per week

## Annual leave



26 days annual leave, plus bank holidays. Further leave will accrue after two years of service up to a maximum of 30 days.

## Salary



Circa £55,000 (dependent on experience)

## Our vision

Our vision is a world where every working animal lives a healthy and valued life.

## Our mission

Our mission is to transform the welfare of working animals in a world where animals, people and the environment are respected and thrive.

## Summary of role

The Finance Manager will take day to day management of SPANA's finance function, reporting to the Head of Global Finance.

This position plays a critical role in maintaining an efficient month end, ensuring accurate financial data, preparation of financial reports, carrying out the annual accounting/audit process and ensuring all financial and compliance requirements are met.

### Key Relationships

- Responsible to the Head of Global Finance
- SLT
- Country Directors
- Global Programmes, Global Animal Welfare and Global Fundraising, Marketing and Communications Teams
- SPANA project colleagues and partners
  - Auditors
  - Banks
  - Service providers

## Key responsibilities

### Management

- Support the Finance Business Partners to reach their potential in line with organisational goals and values.
- To proactively manage and support the finance team members to ensure provision of comprehensive financial services to the charity, supporting their personal development and ensuring their responsiveness to change.
- Set performance objectives, provide feedback, and conduct performance evaluations.
- Develop and implement professional development plans for the Finance Business Partners.

### Finance operations, budgeting, and reporting

- Ensure the Finance Department meets the core objectives, providing a professional finance service, reporting in the right format to the right people at the right time, recording and responding to ensure effective support and delivery of organisational objectives.
- Coordinate with country offices to consolidate financial data and ensure consistency, accuracy and transparency of financial reporting.
- Operating a smooth and disciplined month end with all balance sheet accounts reconciled and full monthly management pack and management accounts submitted to the Global Head of Finance.
- Preparation of full management accounts, analysis and presentation of accurate financial reports, including income/expenditure statements, balance sheet, cash flow statements, KPIs and forecasting.
- Monitor budgets, track expenditure, and ensure compliance with financial policies and procedures. Provide guidance and support to budget holders in budget development, cost control, and financial accountability.
- Coordinate with the Finance Business Partners to prepare/review restricted donor financial reports, ensuring the data reflects the records on the accounting system and meets donor compliance.
- Work with the Head of Global Finance to prepare the financial statements and manage the year end audit process/relationship.
- Work closely with the Head of Global Finance to support the annual budget process including interim forecasts and cash flows.
- Work closely with the System Accountant to support the development of Dynamics systems.
- Review payroll prior to sign off by the Director of Global Resources.
- Prepare and submit timely quarterly VAT returns.
- Oversee the review of country office and partner account submission with the finance team, provide feedback and support the office/partner to address any outstanding issues. Monitor and track issues and actions.
- Be part of the quarterly review meetings between finance, global programmes and country offices and support the offices to present their financial position and risks.
- Build financial capacity for finance and non-finance staff for core country offices and partners.

### Compliance and due diligence

- Ensure compliance of financial policies ensuring system in place for tracking, monitoring, and highlighting non-compliance.
- Ensure regulatory compliance under Companies Act, Charities Act and HMRC requirements,
- In cooperation with the GRD, responsible for updating any changes on accounting policy for the charity sector.
- Work closely with the Legal Administrator to ensure that financial due diligence is in place for new grantees.
- Ensure donor reporting regulations and compliance are met.

**It should be noted that the job spec and remit may develop over time. The post holder should be happy to adapt and take on new and different tasks within the scope of the role.**

# PERSON SPECIFICATION

## Knowledge, Training & Qualifications



- Professional accounting qualification (CIMA/ACA/ACCA) with significant line management experience.
- Experience of working for an INGO or similar global non-profit entity.
- Strong knowledge of financial principles, regulations, and best practices.
- Good understanding of SORP requirements.
- French speaking (desirable).

## Experience



- 3-years proven experience in international financial management, preferably in the non-profit sector.
- Experience of building a future-proof finance function
- Experience in global financial operations and managing multiple currencies.
- Experience of managing and developing staff.
- Experience of producing high-quality proposals, reports, and presentations.
- Advance user of accounts systems and working with databases, preferably Raisers Edge and other project management systems.

## Skills & Attributes



- Excellent analytical skills and the ability to interpret complex financial data with attention to detail.
- Advance IT/Microsoft systems skills.
- Strong team management abilities.
- Exceptional communication and presentation skills.
- Highly numerate, with the ability to create, maintain and monitor budgets and expenditure summaries, and to speak and write about financial matters.
- Proficiency in financial software and systems.
- Excellent interpersonal and organisational skills.
- Ability to work independently and take responsibility for own areas of work.
- A conscientious, positive. and friendly team player.