UK Finance Adviser - Job Description

We are looking for an experienced finance professional to join our team as the UK Finance Adviser. In this role you will ensure the smooth running of War Child by leading your team to deliver all routine financial processing and reporting, on time and with quality. You will be a trusted financial expert for budget holders based in our London office and will collaborate with them in order to provide insightful commentary on budget performance to support decision making. You will already have previous experience of working in finance, ideally within another UK charity and you have experience of coaching and developing a team.

If you share our values and believe that children’s lives should not be torn apart by war, we want to hear from you.

<table>
<thead>
<tr>
<th>Department:</th>
<th>Resources</th>
<th>Contract Type:</th>
<th>Permanent</th>
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<tbody>
<tr>
<td>Place of Work:</td>
<td>NWS, London</td>
<td>Working Hours:</td>
<td>Full-time, 37.5 hours</td>
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<td>Reports to:</td>
<td>Head of Finance</td>
<td>Salary Range:</td>
<td>Circa 33k</td>
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About us

War Child, the charity for children affected by war. We are a specialist charity for children in conflict, delivering high-impact programmes that are rebuilding lives across Afghanistan, Iraq, the Democratic Republic of Congo (DRC), Central African Republic and Yemen. We understand children’s needs, respect their rights, and put them at the centre of the solution - from reintegrating child soldiers in the Central African Republic to upholding the rights of children caught up in juvenile justice in Afghanistan. **We look forward to a world in which the lives of children are no longer torn apart by war.** This is a vision that can only be realised through the collective actions of children themselves, communities and their leaders, organisations like War Child, governments and key decision makers.

Our values

**Bold**

We use our passion and creativity to deliver high quality evidence-based work designed to maximise our beneficial impact for children in conflict.

**Accountable to children**

Children can rely on us to respond to their voices and to treat them with respect and dignity.

**Transparent**

We expect to be held to account by our supporters and beneficiaries and we respond with openness and honesty.

**Committed to each other**

We support each other and our partners to achieve ambitious goals and to be the best we can be. We are honest and open with each other, sharing our successes and confronting our challenges.
Your role
The UK Finance Adviser leads the UK finance team in all areas of financial management. You are responsible for ensuring that your team delivers all routine financial processing and reporting on time and with quality. In your role you will advise UK budget holders on developing their budget and support them to recognise any in-year adjustments. You will be a trusted partner to the Head of Finance, providing analysis of financial information to support organisational decision making. With your team you will train and coach the organisation to ensure compliance with financial policies and procedures.

Your responsibilities
- Manage the UK finance team to ensure that all routine financial management processes (including supplier payments, procurement, income recognition, cash and bank management, management of balance sheet) are done with quality, in a timely manner and entered into the accounting system. Perform income reconciliation between financial system and Salesforce on a monthly basis and follow up with fundraising team with any discrepancies.
- Produce and review management accounts with UK budget holders on a monthly basis, investigate variances and challenge latest estimates. Provide insightful commentary to support Senior Leadership Team decision making.
- Prepare for, and actively support, the group statutory financial audit.
- Ensure that all staff within UK office adhere to the agreed organisational financial policies and procedures and flag any discrepancies to the Head of Finance.
- Build strong relationships with budget holders and be a credible source of knowledge to the wider War Child staff on organisational financial procedures.
- Liaise with external stakeholders including banking, foreign currency and other suppliers to ensure the smooth running of the finance operations.
- Advise UK budget holders on annual budget and reforecast process, ensuring that the system is fit for purpose.
- Lead UK finance team to ensure they have the knowledge, skills and motivation to achieve agreed objectives.
- Contribute to and review finance policies and systems, research and analyse best practices and legislative requirements, to make informed recommendations to the Head of Finance.
- Lead on finance policy and project implementation, and the development of communication and change management strategies.
- Prepare VAT and Gift Aid returns and submit according to required timelines.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

You are
- Experienced in financial management including accounts payable, accounts receivable and balance sheet management. Experience of UK charity accounting would be an asset.
- An advanced Microsoft Excel user.
- CCAB qualified (or equivalent accountancy qualification) or working towards qualification.
- An experienced line manager who can mentor staff and provide support and guidance to establish a team who can deliver at pace.
- Able to plan for yourself and your team, to work well under pressure and manage priorities to meet deadlines in a changing and challenging environment whilst making effective decisions.
- An excellent communicator who can build strong working relationships with a variety of internal and external stakeholders.

All candidates for roles based in London are required to have the right to work in the UK.
Your team

[Diagram showing the team structure]

Our benefits

- Flexible working arrangements
- 28 days annual leave per year, rising to 33 with service (pro-rata for part time roles)
- Range of wellbeing initiatives and training
- Investment in training and development
- Up to 4 paid volunteer days per year
- Group Personal Pension Plan
- Opportunity to participate in fundraising events
- 1-1 wellbeing consultations with trained counsellors
- Enhanced maternity, paternity & shared parental leave
- Group Life Insurance
- Cycle to work Scheme
- Season Ticket Loan

Child safeguarding

Our work with children to keep them safe is the most important thing we do. We are committed to the safeguarding of children in all areas of our work. Successful applicants will be expected to be compliant and sign up to our Child Safeguarding policy, which you can read here: [https://www.warchild.org.uk/whats-happening/news/our-child-safeguarding-policies-and-procedures](https://www.warchild.org.uk/whats-happening/news/our-child-safeguarding-policies-and-procedures)

Contact information

To explore the post further or for any queries you may have, please contact: Barrie Roulston, Head of Finance and IT, barrier@warchild.org.uk
For general information about working for War Child please visit: https://www.warchild.org.uk/who-we-are/working-war-child

How to apply
• Please download the application pack from https://www.warchild.org.uk/who-we-are/jobs
• All applications must be sent to recruitment@warchild.org.uk by 11:59pm on 06/09/2020
• Due to limited resources, we will contact only the shortlisted candidates
• Interviews will be held the week commencing 07/09/20

Pre-employment checks
Employment with War Child will be subject to the following checks prior to your start date:
• a satisfactory police record check to include a Disclosure and Barring Service (DBS) check and/or an International Criminal Record Check, and a clear vetting and Due Diligence check
• receipt of three satisfactory references
• proof of eligibility to work in the UK