

# Finance Officer

## Job description

Location	London Office
Hours	37.5 hours per week
Report	Program Finance Manager
Start date	ASAP
Application deadline	27 <sup>th</sup> August

## About the Freedom Fund

The Freedom Fund ([www.freedomfund.org](http://www.freedomfund.org)) is a leader in the global movement to end modern slavery. The Freedom Fund works to combat many different forms of extreme exploitation, including forced labour, sex trafficking, forced marriage, and the worst forms of child labour. The Freedom Fund:

**invests** in those countries and sectors with the greatest incidence of modern slavery.

**analyses** which interventions work best and shares that knowledge.

**brings together** a community of activists committed to ending extreme exploitation and empowered by the knowledge of how best to do so.

**generates** funding by demonstrating how effective interventions can protect those at risk of being exploited and free those in situations of exploitation.

In its first ten years, the Freedom Fund has supported over 174 organisations across countries in Africa, South America, South and South-East Asia.

## About the position

The successful candidate will be a finance professional with experience of working in an international setting. Strong interpersonal skills, attention to detail, flexibility and tenacity are essential requirements of the post-holder as these will enable the successful candidate to communicate with both with finance and non-finance staff around the world as well as helping the finance and operations team to maintain robust financial systems and processes. This is an exciting opportunity to become part of a growing, highly regarded organisation doing incredible work around the world.

The Finance Officer will support the Program Finance Manager who is responsible for the financial management of partner grants awarded by The Freedom Fund. The Finance Officer will help ensure the completeness and accuracy of partner grant information held within The Freedom Fund systems (the grant management system and the accounting system) and associated reports. Whilst the main focus of the role will be program finance, the post holder will also provide support to the Financial Accountant through balance sheets reconciliations and other financial accounts tasks at month-end and year-end, as required.

## Responsibilities

### Partner grant reporting

- Review quarterly partner finance reports to ensure these are completed accurately and are compliant with FF reporting requirements.
- Create finance report templates for new implementing partners in accordance with grant agreement and budget.
- Maintain the partner finance report templates that cater for the differences in reporting relevant to each country/hotspot/program.
- Lead partners training on the format and completion procedure of quarterly financial reports.
- Prepare and post the journal for partner expenditure into FF finance system (Microsoft Business Central).
- Perform the quarterly reconciliation of the partner expenditure balance sheet account, preparing associated journals where necessary so that the account balance is consistent with the latest partner grant finance reports.
- Maintain program finance information relating to partners in the grant management system (currently held in Access, transitioning soon to Salesforce). Ensure that the data is complete and consistent with partner finance reports and other sources.
- Support the Program Finance Manager in providing capacity building training for implementing partners.
- Assist the Program Finance Manager in reviewing partners budgets
- Help design and implement ad-hoc internal reports as required by the Program Finance Manager.
- Participate in meetings between Finance and Programs teams in support of the Program Finance Manager. Lead on partner finance reporting performance queries and complete actions related to these.
- Support the Program Finance Manager in the assessment of partner financial risk. Maintain the partner risk summary table and dashboard.
- Support the Program Finance Manager with monitoring the completion of actions resulting from due diligence assessments of new partners.

### Financial Accounts

- Assist the Financial Accountant with month-end balance sheets reconciliations and other related month end tasks
- Perform monthly reconciliation of between the grant management system (Salesforce) and the accounting system (Microsoft Business Central)
- Help ensure a strong financial control environment, ensuring accounting records are complete and accurate

- Assisting on process and systems improvements which lead to more effective financial control
- Assist the Financial Accountant with year-end audit tasks as required
- Any other duties commensurate with the post as requested by the Program Finance Manager, the Financial Accountant, the Head of Finance and the Managing Director, Finance and Administration

## Qualifications and experience

### Essential

- Accounting / book-keeping qualification.
- Experience of preparing and/or reviewing financial reports for grants awarded to international organisations.
- Advanced Excel skills and strong general IT skills.
- Experience of providing training to small groups, especially through video calls and to participants who do not have English as a first language.
- Excellent verbal and written communication in English.
- Experience in the Finance department of an International NGO or local NGO funded by international grants.
- Experience working with multiple currencies.

## Personal attributes

### Essential

- Thoroughness and strong attention to detail, especially when reviewing complex financial reports.
- Proven ability to produce work with a high degree of accuracy.
- Flexible, "can-do" attitude.
- Demonstrates confidence and tenacity in interactions with people in other teams and/or organisations.
- Willing to suggest improvements in current processes that will increase efficiency and/or effectiveness.
- Ability to work independently, displaying strong initiative and tenacity in solving day-to-day problems with limited direction.
- Strong organisational skills and efficient time management, ability to manage multiple tasks and priorities.
- Team player committed to the Freedom Fund's values.
- Ability to build relationships with a wide range of individuals from diverse backgrounds

## Compensation

- £42,052– £43,159 per annum pro rata, plus 10% non-contributory pension scheme.
- 25 days holiday pro rata, plus public holidays.

## Application procedure

Applications should be submitted in English and include a CV, cover letter (maximum one page), and contact details of two professional referees, one of which must be the applicant's current / most recent line manager or current / most recent Head of HR. If professional

referees are not applicable, personal references are welcomed, providing they are able to speak to the strengths listed in the above description.

Please send applications by email in PDF format to [jobs@freedomfund.org](mailto:jobs@freedomfund.org), including 'Program Finance Officer' in the subject line, before **5.00PM (BST) on 27<sup>th</sup> August 2024**.

Please note that only candidates selected for further consideration will be contacted. No phone calls please. **No agencies please.**

The Freedom Fund is an equal opportunities employer. In line with our values of respect, agility, and excellence, we value the strength of a diverse workforce and strongly encourage applications from people with disabilities, Black, Asian, Indigenous or Minority Ethnic backgrounds, LGBTQ+ and from different socio-economic backgrounds. Applicants must be eligible to work in London office. The Freedom Fund will aim to meet candidates' access requirements throughout the recruitment process. If this is applicable, then please notify us.

**The Freedom Fund is committed to the importance of meaningful survivor inclusion and leadership. As such, particular consideration will be given to applicants with lived experience of trafficking and/or forced labour.**

The Freedom Fund offers any candidates with lived experience of trafficking and/or forced labour the opportunity to have an informal and confidential pre-application chat with a member of our team to discuss suitability for the role as well as any reasonable adjustments that may be needed for the recruitment process. This conversation is intended to provide support to the candidate and will not have any negative impact on the recruitment process. Please get in touch at [jobs@freedomfund.org](mailto:jobs@freedomfund.org)

## Background checks

As part of our commitment to the protection of children and vulnerable people in our work, any offer of employment with the Freedom Fund will be subject to satisfactory pre-employment checks to ensure we recruit only those who are suitable to work with children and vulnerable persons. These checks include Disclosure and Barring Service and/or International Criminal Records Checks, satisfactory references, proof of eligibility to work in the national location of this role and checks against the Office of Foreign Assets Control data list (OFAC) which highlights any connections to terrorism or trafficking.

At the Freedom Fund, we are conscious that some candidates may have criminal records resulting from their experience of trafficking and/or forced labour. Applications from individuals with a criminal record, or who have been formerly incarcerated are accepted. We welcome a confidential conversation on this as part of the pre-application chat noted above or at the point of an offer being made.

Any offer of employment or consultancy with The Freedom Fund will only be made following successful background checks conducted on the applicant. Such checks may be updated periodically during the period of employment or consultancy. Initial checks will only be undertaken at the point of a job offer being made, and always with the prior permission of the candidate.