

Finance Officer

Job description

Location	London Office
Hours	37.5 hours per week
Report	Senior Financial Reporting and Compliance Manager
Start date	ASAP
Application deadline	28 November 2024, 9am

About the Freedom Fund

The Freedom Fund (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 team playing are essential requirements as the post holder will offer broad support across various finance tasks – including in relation to internal financial reporting, donor reporting and financial monitoring of grants to partners. This is an exciting opportunity to become part of a growing, highly regarded organisation doing incredible work around the world.

Responsibilities

Program Finance – supporting the Program Finance Manager to:

- Monitor financial aspects of Freedom Fund grants to partners.
- Assist in commissioning and reviewing partner due diligence assessments.
- Support with monitoring the completion of actions resulting from due diligence assessments of new partners.
- Assist in reviewing partners budgets.
- Review quarterly partner finance reports to ensure these are completed accurately and are compliant with Freedom Fund reporting requirements.
- Prepare and post the journal for partner expenditure into FF finance system (Microsoft Business Central).
- Reconcile partner expenditure balance sheet accounts.
- Maintain program finance information in the grant management system (currently held in Access, transitioning soon to Salesforce).
- Assist in commissioning and reviewing partner financial reviews.
- Participate in coordination meetings between Finance and Programs teams.
- Support the assessment of partner financial risk, including maintaining the partner risk summary table and dashboard.

Compliance and Reporting – supporting the Senior Financial Reporting and Compliance Manager to:

- Help monitor compliance with internal policies and procedures across the organisation.
- Help build the capacity of partners in relation to their understanding of Freedom Fund and donor standards/grant conditions (particularly US Government)
- Help to build the capacity of the staff, increasing awareness of key compliance requirements and embedding compliance within organisational culture.
- Ensure the accurate recording of restricted funding within the accounting system.
- Help produce donor budgets and reports.
- Help produce Freedom Fund departmental budgets and management accounts.

Other Support for the Finance team

- Design and implement ad-hoc reports as required
- Assist with donor and year end statutory audits.
- Perform monthly reconciliations between the grant management system (Salesforce) and the accounting system (Microsoft Business Central)
- Assist with month-end balance sheets reconciliations and other related month end tasks
- Help develop and maintain financial guidelines, templates, systems, and procedures as required.
- Help ensure a strong financial control environment, ensuring accounting records are complete and accurate
- Provide cover for other Finance team members, as required.
- Any other duties commensurate with the post as requested by the Senior Financial Reporting and Compliance Manager.

Qualifications and experience

Essential

- Advanced Excel skills and strong general IT skills.
- Experience working in the Finance department of an International NGO or local NGO funded by international grants.
- Excellent verbal and written communication in English.
- Experience working with multiple currencies.

Personal attributes

Essential

- Thoroughness and strong attention to detail.
- 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.
- 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, including 'Program Finance Officer' in the subject line, before **9.00AM (GMT) on 28th November 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

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.