

## Senior Finance Business Partner

### Job description

Location	London Office
Hours	37.5 HOURS PER WEEK
Report	Head of Finance
Start date	ASAP
Application deadline	3 <sup>rd</sup> January 2025

### 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 senior finance professional with significant experience working to deliver high quality financial management information in a complex, international environment. The purpose of this role is to contribute to the sound financial management of the organisation by producing accurate and timely budgets, forecasts, and management accounts. The role will also produce financial reports for donors, be the point of contact for donor audits and serve as a resource for staff seeking to understand the donor compliance requirements. The post holder will act as a senior business partner to budget holders across

the organisation and provide analysis and commentary on financial performance and position to a range of users including the Senior Leadership Team, donors and the Board.

The successful candidate will come either from a similar position in another charity and will have experience of delivering high quality financial management information and reports for both internal and external (donor) stakeholders. 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. This is an exciting opportunity to become part of a growing, highly regarded organisation doing incredible work around the world.

This position will be supported by a Finance Officer that is shared with and line managed by the Program Finance Manager.

## Responsibilities

### Financial Reporting

- Lead the annual planning, budgeting, forecasting, and management reporting cycles for the global organisation in line with parameters determined by the Senior Leadership Team and Head of Finance
- Act as business partner to all budget holders in the preparation and review of annual budgets including accurate recording of costs allocated to restricted funds
- Work with the Human Resources department to prepare the staffing budget and monitor staff costs across the organisation, providing insights to management
- Produce the consolidated organisational budget and accompanying commentary for discussion with the Head of Finance and Managing Director, Finance and Administration and approval by the Senior Leadership Team and the Board
- Lead the forecasting process twice a year – supporting budget holders to update the forecast outturn for their departments for the full financial year and producing consolidated organisational forecasts and accompanying commentary for review by the Head of Finance and Managing Director, Finance and Administration and for approval by the Senior Leadership Team and the Board
- Produce monthly management accounts and accompanying commentary on a timely basis for all budget holders and for the overall organisation for review by the Head of Finance and Managing Director, Finance and Administration and approval by the Senior Leadership Team and the Board
- Meet regularly with budget holders to understand the nature of variances from budget/forecast, investigating and correcting any discrepancies within the accounts
- Develop and produce financial analysis and ad hoc reports for a range of users, as required
- Work closely with the Program Finance Manager in relation to the financial management and spend rates of grantees, particularly those funded by institutional / government donors
- Work closely with the Financial Accountant to ensure that month end procedures are completed accurately in line with the monthly timetable and that the chart of accounts for each cost centre is aligned to the needs of the budget holder
- Provide training to budgets holders as required to ensure that key financial management information tools (budgets, forecasts, and management accounts) are properly understood and utilised

## Donor Reporting and Compliance

- Design and implement templates to facilitate donor budgeting and reporting
- Review and revise donor financial reports in line with donor reporting formats and timescales
- Review and revise donor budgets and proposals prior to submission and ensure they are integrated into organisational budgets and forecasts and that restricted grant spend can be properly monitored by budget holders
- Lead the maintenance of a robust framework of policies and procedures that ensure compliance with donor terms and conditions
- Build the capacity of the staff, increasing awareness of key compliance requirements and embedding compliance within organisational culture
- Work with other Finance staff and budget holders to check that organisational policies and procedures are adhered to
- Oversee donor audits
- Improve the administration of all financial aspects of donor funded projects and ensure compliance with donor terms and conditions
- Ensure the accurate recording of restricted funding within the accounting system
- Work with other members of the Finance team to develop new systems and processes to facilitate the accurate and timely production of donor reports, as required.

## Other

- Post salary and overhead allocations month end journals
  - Oversee the month end timetable and liaise with other team members to ensure deadlines are met
  - Support the finance team in preparing for the annual statutory audits
  - Support the finance team on any other relevant financial management issue
  - Support the finance team to design and produce excel based reports
  - Provide cover for other team members as required
- Any other duties commensurate with the post as requested by the Head of Finance and Managing Director, Finance and Administration

## Qualifications and experience

### Essential

### Essential

- Qualified or part qualified management accountant, ACA/ACCA/CIMA with proven work experience
- Ability to prepare accurate, relevant, and clearly presented financial information
- Significant experience and knowledge of donor funding and compliance requirements
- Significant experience of leading budgeting and forecasting processes for an organisation
- Significant experience producing management accounts and acting as a business partner to budget holders
- Deep knowledge and understanding of charity financial management demonstrable by experience
- Significant relevant experience in a similar capacity for an NGO or a charity

- Experience of working with multiple currencies and entities (including branches offices)
- Detailed knowledge and understanding of charity financial processes including allocation of project costs
- Experience in providing training or capacity building in organisations
- Experience and understanding of donor relationships and grant proposal development
- Effective communication skills
- Excellent numerical skills
- Strong experience in Microsoft Excel (Macro, VBA) including financial modelling and strong general IT skills

## Desirable

- Experience in the anti-slavery sector
- Experience working in for a grant-making organisation
- Experience and understanding of donor relationships and grant proposal development
- Proven track record of working in a small team
- Knowledge of Microsoft Business Central accounting system and Jet Reports

## Personal attributes

### Essential

- Team player committed to the Freedom Fund's values
- Ability to work at a fast pace and with strong time management skills
- Thoroughness and attention to detail - producing work with a high degree of accuracy, first time
- Flexible, "can-do" attitude
- Stakeholder relationship management
- Ability to build relationships with a wide range of individuals from diverse backgrounds.
- Good analytical and problem-solving skills with the ability to evaluate complex information
- 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

## Compensation

- £60,478 – £62,070 per annum pro-rata, plus 10% non-contributory pension scheme.
- 25 days holiday pro rata, plus public holidays.
- Season ticket loan and cycle schemes available.

## 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 **'Senior Finance Business Partner'** in the subject line before **9am on 3<sup>rd</sup> January 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 the United Kingdom. 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.

