

Job Description: Management Accountant

LOCATION: LONDON OFFICE

FULL TIME – 37.5 HOURS PER WEEK

REPORTING TO: HEAD OF FINANCE

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. It:

- **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 eight years, the Freedom Fund has supported over 140 organisations in Bangladesh, Brazil, Ethiopia, Indonesia, India, Myanmar, Nepal and Thailand.

About the position

The successful candidate will be a finance professional with experience working to deliver high quality financial management information in a complex, international environment. The purpose of this role is to ensure the sound financial management of the organisation by production of accurate and timely budgets, forecasts, and management accounts. You will act as a business partner to budget holders across the organisation and provide analysis and commentary on financial position to a range of users including the Senior Leadership and the Board.

The successful candidate will come either from a similar position in another charity or from industry, looking to move into the international charity sector. 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 not have line management responsibilities for other staff.

Responsibilities

- Support the Head of Finance in timetabling the annual planning, budgeting, forecasting, and reporting cycles
- Support all budget holders with the preparation and review of annual budgets including accurate recording of costs allocated to restricted funds
- Produce the consolidated organisational budget for discussion with the Head of Finance and Managing Director, Finance and Administration
- Lead the forecasting process three times a year – supporting budget holders to update the forecast outturn for their departments for the full financial year and producing consolidated organisational forecasts
- Produce monthly management accounts on a timely basis for all budget holders and for the overall organisation
- Meet regularly with budget holders to understand the nature of variances from budget/forecast, investigating and correcting any discrepancies within the accounts
- Provide commentary and variance analysis for a variety of users including the Senior Leadership Team on a monthly basis and the Board on a quarterly basis.
- 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
- Work closely with the Compliance and Donor Reporting Accountant to ensure that budget proposals for donors are integrated into organisational budgets and forecasts and that restricted grant spend can be properly monitored by budget holders
- 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 are 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

Other

- Prepare the staffing budget and monitor staff costs across the organisation, providing insights to management
- Post key month end journals including those relating to salary and overhead allocations
- 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 Managing Director, Finance and Administration and the Head of Finance

Qualifications and experience

Essential

- Part qualified or qualified management accountant, ACA/ACCA/CIMA with proven work experience
- Experience and knowledge of donor funding and compliance
- Experience of leading budgeting and forecasting processes for an organisation
- Experience producing management accounts and acting as a business partner to budget holders
- Knowledge of charity financial management demonstrable by experience

- Sufficient relevant experience in a similar capacity for an NGO or a charity
- A general knowledge and experience in a management accountant role
- Ability to prepare accurate, relevant, and clearly presented financial information
- Financial modelling
- Experience of working with multiple currencies and entities (including branches offices)
- Good knowledge 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

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
- Strong budgeting and financial analysis skills
- 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

- £44,761 – £45,938 per annum pro-rata, plus 10% non-contributory pension scheme.
- 25 days holiday pro rata, plus public holidays.
- Season ticket loan and childcare voucher 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.

Please send applications by email in PDF format to jobs@freedomfund.org, including 'Management Accountant' in the subject line before **9.00am BST on Tuesday 22nd November 2022**.

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 or Minority Ethnic backgrounds, LGBTQ+ and from different socio-economic backgrounds. Applicants must be eligible to work in the London office.

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.

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. Any offer of employment or consultancy with The Freedom Fund will only be made following both successful background checks being conducted on the applicant and upon receipt of satisfactory pre-employment checks by former employers. Such checks may be updated periodically during the course of the period of employment or consultancy. By submitting a formal application, you agree to the Freedom Fund carrying out these checks.