

<b>Job Title:</b>	International Accountant
<b>Department:</b>	Finance
<b>Location:</b>	London
<b>Reports to:</b>	Head of Finance
<b>Line Management responsibility:</b>	N/A
<b>Budgetary Responsibility:</b>	N/A
<b>Child safeguarding level:</b>	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>
<p><b>Job Purpose:</b></p> <p>The International Accountant role will be responsible for overseeing the country offices. You will be responsible for preparing forecasts, producing country office consolidation monthly management accounts and monitoring of country office finance. Building country offices' ability to produce their own financial information is a key element of this role</p> <p>The role will also be responsible for producing donor reports and providing information on grant spending, ensuring these are submitted on time and accurately. An element of this role also covers the production of budgets to submit to donors to secure new funding.</p>	
<p><b>Key Accountabilities:</b></p> <ol style="list-style-type: none"> <li>1. Ensure that accurate and meaningful country financial information is available in a timely manner and use this information to advise Country Office operations.</li> <li>2. Collaborate with finance team in-country to share knowledge and information, coach and advise to ensure cohesive support is provided to the country teams.</li> <li>3. Support the overseas budget and reforecast process ensuring that the system is fit for purpose, accurate and timely.</li> <li>4. Support the finance team in-country, ensuring a consistent approach to financial management across programmes and develop a culture of change and innovation, ensure financial processes are fit for purpose in a growing organisation.</li> <li>5. Managing the project financial reporting for live projects, ensuring that transactions are correctly recorded, relevant accounting adjustments are made and forecasts are performed regularly.</li> <li>6. Reviewing the monthly financial performance and analysing the balance sheet with business unit leads and programmes team.</li> <li>7. Support in preparing the audit packs for COs and manage audit process where relevant, ensuring that financial accounting is in accordance with FRS102.</li> <li>8. Assurance and approval of all proposal budgets and approval of all final financial reports.</li> <li>9. To carry out financial risk assessments of the Programme in collaboration with the country office finance contact and Programmes Manager to identify key financial risks and ensure any recommendations are implemented.</li> </ol>	

10. Create and maintain systems and processes which meet the highest standard of compliance for institutional donors, regulators and internal requirements.
11. Provides quality and insightful management information to the organisation regarding all Programme activities.
12. Provide support and information for the year end statutory audit.

#### **Programme Finance Support**

13. To provide financial guidance and advice to members of the Programmes department through analysis and interpretation of results and forecasts.
14. To maintain the integrity of the financial information in the Muslim Aid (MA) finance system for the countries by ensuring entries are correct.
15. To manage the financial processing relating to MA country offices, giving guidance on systems, ensuring controls are in place, ensuring the country office Finance Manual is up-to-date and being adhered to and reviewing banking arrangements.
16. To review and process MA grant agreements, grant transfers and international payment requests and raising queries where necessary whilst ensuring funds are sent within appropriate time frames.
17. To set the framework for MA's year end and external audit process as required through conducting fund reconciliations, identifying any payables and receivables and giving guidance on auditor selection.
18. To provide financial information for emergency appeals and attend ETF meetings as required.
19. To coordinate with Programme Managers to ensure the efficient tracking of all MA funded grants and resolve any financial queries.
20. To monitor and track MA funded payments on grant management system and ensure programme management costs are allocated accordingly.

#### **Programme Financial Risk Management**

21. To work closely with the country offices to identify risk and maintain a financial risk register for the allocated region.
22. To carry out financial risk assessments of the Programme in collaboration with the country office finance contact and HQ based Programme Manager to identify key financial risks and ensure any recommendations are implemented.
23. To support financial capacity building of country offices and International Programmes department.
24. To carry out due diligence checks as required.

#### **Financial Monitoring and Reporting**

25. To create a reporting mechanism, including monthly, quarterly and ad hoc reports from country offices for review and analysis on a project-by-project basis.
26. To review the monthly management accounts pack from country offices.
27. To conduct Inter-company reconciliation.
28. To produce the consolidated monthly programme expenditure report for countries of operations.

#### **Planning, Budgeting and Forecasting**

29. To be the finance lead and for the regions through planning, budgeting and forecasting.
30. To analyse, interpret and report on the regions consolidated budgets and forecasts, assessing the implications and recommending possible courses of action to the Programme Manager.
31. To review budgets for new proposals, ensuring appropriateness of cost recovery, coherence with log frame, respect of specific donor requirement and WCUK internal parameters for Budgeting.

### **Management & Systems Training**

- 32. To support the recruitment, training and induction of country office finance staff.
- 33. To provide finance technical advice to all country office finance staff.
- 34. To deliver financial training to staff in the allocated region as required.

### **Financial Administration**

- 35. To ensure all records are maintained & stored accordingly
- 36. To provide administrative in house support for Finance workshops.
- 37. To lead the team to set up a fit for purpose International Programme Finance function.

### **Travel**

- 38. To conduct periodically travel to allocated offices to deliver support to the finance team.

### **Other**

- 39. To suggest changes or improvements to increase accuracy, efficiency, and cost reductions.
- 40. To ensure all records are maintained and stored appropriately in line with MA document management and IT policies.
- 41. To comply with all policies, procedures, legal, audit and regulatory requirements.
- 42. Any other duties commensurate with the accountabilities of the post.

**SCROLL DOWN**

Person Specification		
	Essential / Desirable	Assessment Stage
<b>Qualifications:</b>		
Educated to bachelor's degree level	Essential	Application
Accounting Qualification ACA/ACCA/CIMA	Essential	Application
<b>Experience &amp; Knowledge:</b>		
Experience and understanding of Institutional donors	Essential	Application and Interview
Proven experience in monitoring and evaluation of programmes; using of quantitative and qualitative research data collected in support of programme development	Essential	Application and Interview
Proven experience and knowledge of effective budgetary control and grant management	Essential	Application and Interview
Knowledge of Sustainable Development Goals and their relevance	Essential	Application and Interview
<b>Skills &amp; Abilities:</b>		
Good interpersonal and communication skills and ability to liaise effectively with people at various levels	Essential	Application and Interview
Good teamwork skills with the ability to work with different and sometime conflicting agendas	Essential	Application and Interview
Proactive, inquisitive and forward-thinking nature, with high motivation to take on new challenges and tasks	Essential	Application and Interview
Ability to write quality proposals and reports	Essential	Application and Interview
Highly analytical and methodical with great attention to detail	Essential	Application and Interview
IT literate with knowledge of Microsoft Office applications, in particular advanced excel and the ability to learn and use any software adopted by Muslim Aid	Essential	Application and Interview
Ability to adapt to changing deadlines and priorities	Essential	Application and Interview
Ability to work in and with a diverse team	Essential	Application and Interview
Ability to work under pressure and on own initiative	Essential	Application and Interview
Ability to analyse and assess complex situations and develop policies.	Desirable	Application and Interview
Experience of Microsoft Dynamics NAV and QuickBooks	Desirable	Application
<b>Commitments:</b>		
Commitment to Muslim Aid's mission, visions and values	Essential	
Commitment to Muslim Aid's ethos	Essential	
Commitment to equality of opportunity and diversity	Essential	
Commitment to Muslim Aid's Global Safeguarding Policy	Essential	

You will display the competencies below :	
Competencies	Definition
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts
Communication	The ability to listen, express and communicate information effectively
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals
Results Focused	Getting the job done in an efficient way through effective time, task and financial management
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives

Please signify your acceptance of this job description by signing below and returning a copy to HR					
Employee signature:		Employee Name:		Date:	
Line Manager signature:		Line Manager Name:		Date:	