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| Job Title: | International Programmes Accountant |
| Department: | International Programmes |
| Location: | London |
| Reports to: | Head of International Programmes with dotted line to Head of Finance |
| Line Management responsibility: | N/A |
| Budgetary Responsibility: | N/A |
| Child safeguarding level: | <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 if the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p> |
| <p>Job Purpose:</p> <p>Reporting to the Head of International Programmes (dotted line to Head of Finance), the role is responsible for the provision of strategic and operational financial management that relates to programmes, working closely with the International Programmes team. You will be responsible for providing technical advice and guide programmes requirements, including budgeting, forecasting, and financial risk management.</p> <p>In this role you are required to capacity build country offices finance leads, retrieve and analyse financial transactions of Muslim Aid (MA), produce budgets to submit to donors to secure new funding and produce donor reports. You will also be providing information on grant spending, ensuring these are submitted on time and accurately.</p> | |
| <p>Key Accountabilities:</p> <ol style="list-style-type: none"> 1. Ensure that accurate and meaningful country financial information is available in a timely manner and use this information to advise Country Office operations. 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. 3. Support the overseas budget and reforecast process ensuring that the system is fit for purpose, accurate and timely. 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. 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. 6. Reviewing the monthly financial performance and analysing the balance sheet with business unit leads and programmes team. 7. Support in preparing the audit packs for COs and manage audit process where relevant, ensuring that financial accounting is in accordance with FRS102. 8. Assurance and approval of all proposal budgets and approval of all final financial reports. 9. 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. | |

10. Create and maintain systems and processes which meet the highest standard of compliance for institutional donors, regulators and internal requirements.
11. Provide 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. Provide financial guidance and advice to members of the Programmes department through analysis and interpretation of results and forecasts.
14. Maintain the integrity of the financial information in MA's finance system for the countries by ensuring entries are correct.
15. Review MA grant agreements, grant transfers and international payment requests and raising queries where necessary whilst ensuring funds are sent within appropriate time frames.
16. To support 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.
17. Provide financial information for emergency appeals and attend ETF meetings when required.
18. Coordinate with Programme Managers to ensure the efficient tracking of all MA funded grants and resolve any financial queries.
19. Monitor and track MA funded payments on grant management system and ensure programme management costs are allocated accordingly.

Programme Financial Risk Management

20. Work closely with the country offices to identify risk and maintain a financial risk register for the allocated region.
21. Carry out financial risk assessments of the Programme in collaboration with the country office finance contact and HQ Programme Managers to identify key financial risks and ensure any recommendations are implemented.
22. Support financial capacity building of country offices and International Programmes department.
23. Support due diligence checks as required.

Financial Monitoring and Reporting

24. Create a reporting mechanism, including monthly, quarterly, and ad hoc reports from country offices for review and analysis on a project-by-project basis.
25. Review the monthly management accounts pack from country offices.
26. Produce the consolidated monthly programme expenditure report for countries of operations.

Planning, Budgeting and Forecasting

27. Be the finance lead and for the regions through planning, budgeting, and forecasting.
28. Analyse, interpret and report on the consolidated budgets and forecasts, assessing the implications and recommending possible courses of action to the Programme Managers.
29. Review budgets for new proposals, ensuring appropriateness of cost recovery, coherence with log frame, respect of specific donor requirement.

Management & Systems Training

30. Support the recruitment, training, and induction of country office finance staff.
31. Provide finance technical advice to all country office finance staff.
32. Deliver financial training to staff as required.

Financial Administration

- 33. Ensure all records are maintained & stored accordingly.
- 34. Provide administrative in-house support for Finance workshops.

Travel

- 35. Conduct periodically travel to allocated offices to deliver support to the finance team.

Other

- 36. Suggest changes or improvements to increase accuracy, efficiency, and cost reductions.
- 37. Ensure all records are maintained and stored appropriately in line with MA document management and IT policies.
- 38. Comply with all policies, procedures, legal, audit and regulatory requirements.
- 39. Any other duties commensurate with the accountabilities of the post.

SCROLL DOWN

| Person Specification | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------|
| | Essential / Desirable | Assessment Stage |
| Qualifications: | | |
| Educated to bachelor's degree level | Essential | Application |
| Accounting Qualification ACA/ACCA/CIMA/CIPFA | Essential | Application |
| Experience & Knowledge: | | |
| Experience and understanding of Institutional donors | Essential | Application and Interview |
| Experience of working in or auditing the charity sector | Essential | Application and Interview |
| Experience of developing and implementing financial policies, procedures and systems | 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 |
| Skills & Abilities: | | |
| 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 engage and influence a wide range of technical and non-technical senior stakeholders | Essential | Application and Interview |
| Ability to write quality proposals and prepare complex reports | Essential | Application and Interview |
| Financial business partnering skills | 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 and Interview |
| Commitments: | | |
| 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 : | |
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| Competencies | Definition |

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|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| 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 | | | | | |
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| Employee signature: | | Employee Name: | | Date: | |
| Line Manager signature: | | Line Manager Name: | | Date: | |