

AFRICAN FOUNDATION FOR DEVELOPMENT (AFFORD)

Finance Manager Job Description & Person Specification

Job ref:	FM
Job title:	Finance Manager
Salary:	Open to negotiation
Appointment Type:	Contract, Full-time
Tenure:	18 months (open to extension)
Location:	London, Hybrid
Responsible to:	Deputy Executive Director

THE AFRICAN FOUNDATION FOR DEVELOPMENT (AFFORD)

AFFORD believes strongly in the power of Africa’s diaspora to drive the continent’s long-term economic growth and prosperity. Set up in the UK in 1994, with a mission “to expand and enhance” those contributions AFFORD now has offices in Brussels, with two others soon to be established in Nigeria and Ghana. It is widely recognised as a pioneer and innovator in ‘diaspora and development’ programmes, particularly in the areas of research, finance and job creation. Our current €3 million Swiss funded ABC West Africa Programme aims to harness diaspora investment to create jobs in Benin, Ghana, Nigeria and Senegal.

JOB SUMMARY

Personality: Are you someone with ideas and creativity to help support a growing and ambitious organisation that punches above its weight in the migration and development sector? Someone who is looking to grow with our organisation, with the positive prospect of increased and wider future opportunities?

If so you can make a difference working in an organisation like ours, especially if you can demonstrate these additional and critical values in the work-place – integrity, honesty, curiosity, ingenuity, resourcefulness, flexibility and a sense of fun!

The role: You will manage the performance and development of a small team including a Finance and Administration Assistant (tbc). AFFORD’s Finance and Administrative department is a 60/40 split between compliance work and support for funding. You will play a key role advising and helping budget holders with budgeting, costing and financial analysis. You will also produce the monthly management accounts and coordinate the budget setting and forecasting process. A key part of this role is providing advice to the Deputy / Executive Director on cost-saving measures and strategic opportunities for business development and expansion.

You will be self-motivated, with the potential to develop into a senior finance role and be enthusiastic in supporting a unique and medium-sized NGO to grow and consolidate its systems. You will have experience in implementing effective financial and resource management strategies, producing high quality financial reports and effectively communicating the organisation’s financial performance against plans to senior management on a regular basis. This is a role that requires you to be able to communicate fluently and work comfortably in English (Advanced) and French (Medium-Advanced).

Finally, alongside project teams, you will also have oversight for HR including staff and consultants, taking the lead in enhancing processes and ensuring its relevance and appropriateness for the size of the organisation, including policies, and support for staff, consultants, associates and volunteers.

CORE DUTIES & RESPONSIBILITIES

- **Project Budgets:** Oversee the full budgeting and cost control process, including forecasts, weekly reports, bank reconciliations, managements accounts and income and expenditure status
- **Weekly financial reporting:** Produce weekly management accounts for SMT (including cashflow), providing robust analysis of the current financial position and forecasts.
- **Oversight of financials from AFFORD's partners:** Monitor and manage the financial activities of AFFORD's partners and AFFORD Europe.
- **Maintain Banking Relations with AFFORD's bankers:** Ensure the smooth running of such accounts and dealing and solving banking issues when and as they occur
- **Payments Management:** Improve the payments management system in compliance with international accounting standards, ensuring payments are linked to budget allocations, cashflow viability and are processed swiftly
- **Supporting Evidence:** Ensure that all payments are backed up by supporting documents, including valid contracts and relevant invoices with accurate dates and descriptions, and supporting documentary evidence, while highlighting and explaining inconsistencies.
- **Compliance & Reporting:** Produce weekly, monthly, quarterly and annual reports that complies with the general and specific rules, regulations and requirements of funders, and the laws and best practice standards of the UK; produce and submit monthly detailed expenditure reports with supporting documents to funders and partners; produce draft income and expenditure accounts, balance sheets and cash flow statements; liaise with auditors for interim audits every six months and full audits every year.
- **Contract management:** File and review of all contracts prior to commitment (projects, staff, major purchasing etc), and ongoing donor relationship management where required. Manage contract partner relations, provide guidance to managers in writing and producing contracts, as required. Ensure contracts are up to date with relevant legislation.
- **Insurance, Compliance and Membership Subscriptions:** Ensure that adequate levels of insurance are in place at all times; keeping up to date with payments, filing of business tax rates for various AFFORD businesses (eg AFFORD UK, Europe, Score4Africa), filing annual accounts, membership subscriptions (e.g. Bond, ADEPT, etc).
- **Office & Administration:**
 - Office and Facilities Management
 - Working with suppliers and maintaining customer relations

- Management of the Finance and Administration Assistant (tbc), providing adequate support, training and delegation of tasks to allow for the effective provision of support to the organisation.

- **Health & Safety:** Review the charity's policies and procedures on Health and Safety.
- **Human Resources:** Be the main point of contact with AFFORD's HR consulting firm - Peninsula, who currently oversee the majority of AFFORD's HR support. Ensure the timely review by the supplier of the charity's policies and procedures.

Provide oversight and support to line managers for employee relations matters, appraisals, managing recruitment, selection, and onboarding and induction processes for staff, consultants, interns and volunteers.

With guidance and support from the HR and Finance Standing Committee (tbc), develop country-specific salary and consultancy rate structure for AFFORD global.

Manage the SMT, ensuring consistent quality and standards are met, in relation to all legislative financial requirements and in line with best practice.

General Management: Oversee all IT-related financial transactions.

Represent the charity to external bodies at all levels. Other duties that from time to time may be agreed.

- **Governance:** Have overall responsibility for quarterly financial reporting and presenting to the Executive Director for quarterly board meetings with Trustees. Ensure there is adequate risk management in place, including maintaining the risk register and providing a report for Trustees.

Support the Executive Director and the Company Secretary ensuring that the charity always acts within its statutes, meets its statutory obligations and is kept up to date with changes in legislation (Charities Commission, Companies House etc.)

The following compliance duties will be outsourced under the supervision of the Finance and HR Manager:

- Bookkeeping & bank reconciliation
- Payroll preparation
- VAT returns
- Nest Pension
- Recovery of Gift Aid

PERSON SPECIFICATION

Criteria	Essential/Desirable	Evidence
		A=Application I = Interview
<u>Educational Qualifications</u>		
Qualifications in Finance or Accounting	Essential	A
AAT or partly qualified ACCA, ACA, CIMA	Essential	A
<u>Experience</u>		
Work experience including analysing financial statements and operating performance of a company/division and reporting results to management	Essential	A, I
Practical experience of financial management including cost reduction, cost-effectiveness, strategic budgeting, integrated fundraising frameworks, activity-based planning, price point assessment and unit costs analysis.	Essential	A, I
Understanding of a finance role in a small office environment, preferably book-keeping and preparing company financial statements for organisations with ~£1m turnover.	Essential	A, I
Experience of, or good exposure to, UK company and charity law around financial and statutory requirements for small UK charities.	Essential	A, I
Experience of maintaining donor databases.	Desirable	A, I
Understanding of managing a small team	Essential	A, I
<u>Skills, Knowledge and Capabilities</u>		
Excellent written and oral communications skills, with strong ability to work with various stakeholders	Essential	A, I

Strong computer literacy, including Microsoft Excel. Experience of using QuickBooks is strongly preferred.	Essential	A, I
Discretion and a proven ability to handle confidential and sensitive information.	Essential	A, I
A passion for working in the international development	Desirable	A, I
Strict commitment and understanding of the principles and needs of confidentiality.	Essential	A, I

Values

Commitment to equal opportunities and working in a diverse environment.	Essential	I
Demonstrable loyalty, honesty and integrity.	Essential	I

Status

Applicant must have the legal right to work in the U.K.	Essential	A, I
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AFFORD, London – Please submit your CV and supporting statement to sylvia@afford-uk.org

The deadline for receipt of all applications is 2nd October, 2022