

A photograph of a smiling woman with dark skin and braided hair, wearing a light-colored t-shirt, holding a baby. The baby is wearing a white shirt with red and black stripes. They are in a room with a wooden cabinet and a decorative white object in the background.

child's  foundation
we make families not orphans

FINANCE MANAGER

www.chidsifoundation.org
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child's foundation



Child's i Foundation is a Ugandan based charity with an international reputation for advocating child rights and creating community based alternatives to orphanages. A small non-profit with a big impact, we work with governments, national partners and our worldwide network of supporters to highlight the harm and cost of orphanages in Uganda and globally. We're helping to reimagine the whole child protection and care system, repurpose orphanages and rebuild services at the heart of communities that are designed to strengthen and support birth, foster and adoptive families. Because every child needs a loving family, we are Child's i.

VISION

One day, in a Uganda free of orphanages, all children will belong and grow up in safe and loving families.

MISSION

Our mission is to enable Uganda to fully commit as a nation to curb the spread of orphanages, repurposing the orphanages that exist and reimagining the way it cares for vulnerable children and young people.





OUR VALUES

WE DON'T COMPROMISE

Children come first in everything we do. We only do what's in their best interest



WE COLLABORATE

We work in partnership and harness the collective wisdom that emerges when individuals work together



WE INNOVATE

We reimagine solutions and alternatives to orphanages.



WE ARE FEARLESS

We stand up for children and we're fearless in challenging practices are harmful to them.



If you share our values, and believe that every child deserves to grow up in a family and not in an orphanage, we want to hear from you.





ROLE DESCRIPTION

We are looking for a fully qualified accountant with experience/knowledge of international development accounting to join our team and provide effective financial management. This role is home based in the UK, with at least 2 team meetings a month in London, and up to 2 trips per year to Uganda, to coach, learn from and strengthen the accounting & financial management systems and ongoing monitoring.

You will have overall responsibility for the financial management and financial stability in the UK. You will also provide support to, and work closely with, the CEO, finance team and country director in Uganda, to ensure effective financial management at the group level.

You will ensure there are strong financial management accounting and budgeting systems in the UK and Uganda, ensuring effective management of our cash and reserves, and ensuring the organisation is running in a sustainable and efficient manner.

ROLE AND RESPONSIBILITIES

Management Accounting & Budgeting

- Ensure all UK transactions are accounted for correctly and make adjustments where necessary.
- Manage month-end processes in the UK, including posting journals, P&L review, balance sheet reconciliations, and producing UK Management Accounts each month.
- Review and interrogate Ugandan monthly management accounts and provide feedback & support to the Uganda finance team.
- Produce consolidated monthly management accounts, including variance reports, rolling cash-flows and reserves forecasts.
- Prepare quarterly board packs including key UK, Uganda and group financial information, including forecasts and scenario planning as appropriate.
- Supervise and oversee the UK payroll and ensure HMRC compliance.
- Prepare the UK budget, oversee preparation of the Ugandan annual budget, and prepare consolidated budgets, with compatible cash flow forecasts and re-forecasting processes and present to the UK Board.



ROLE DESCRIPTION

Statutory Accounting

- Prepare the annual accounts, including consolidated accounts.
- Prepare for the annual audit, including liaising with auditors and overseeing the implementation of audit recommendations.
- Ensure adequate documentation and audit trails are maintained throughout the year, in line with the finance policies and procedures.
- Ensure accounts and relevant returns are filed with Companies House and the Charity Commission each year.

Project Accounting

- Work with the programmes & fundraising teams in the UK and Uganda on preparing budgets for grant proposals.
- Work with the Uganda finance team to ensure costing information on activities, staffing & overheads is accurate & readily available.
- Ensure that submitted proposals cover all relevant direct project costs and ensure full cost recovery for relevant staffing & overheads.
- Support other aspects of fundraising applications related to finance and compliance as required.
- Review financial reports for donors prepared by the Uganda team, ensuring all relevant UK costs are added, and ensuring the final version submitted to donors is accurate, complete, compliant, and all variances are understood & explained.

Cash & Reserves Management

- Actively manage cash flow to ensure adequate cash levels are maintained throughout the year.
- Plan and ensure adequate cash transfers to Uganda to fund our programmes in line with donor requirements.
- Ensure strong Restricted Fund management at group level, ensuring each restricted fund is well managed and spent in line with budget.
- Ensure strong Unrestricted Fund management at group level, ensuring levels stay above target and raising issues to management when needed.
- Track the movement on restricted & unrestricted funds each month and take any follow up action as needed.
- Actively manage exchange rate risk, ensuring the charity minimises exchange rate losses and mitigates against the risks effectively.

Financial planning and operations

- Monitor the UK bank accounts and approve payments of purchase invoices.
- Work closely with the CEO, the team in the UK, Uganda, and board of trustees, to support the organisation's objectives and strategic plans.
- Attend, and contribute to discussion at, quarterly meetings of the board of trustees and sub committees.
- Develop resource strategies that support organisational objectives and that align with current and future needs of programmes and fundraising teams.
- Review and strengthen the control environment of the UK and Uganda office, ensuring that all relevant policies and procedures are robust and that the organisation is meeting its regulatory, compliance and reporting requirements.
- Conduct periodic reviews of financial systems, processes and documentation in Uganda, working with the team to implement any recommendations & improvements.
- Support the risk management process, in particular around financial risks.
- Monitor and investigate any financial performance issues in Uganda and recommend appropriate remedial action.
- Assist the team in Uganda to develop financial management capacity.
- Any other responsibilities as required from time to time by the CEO.

PERSON SPECIFICATION SKILLS & EXPERIENCE REQUIRED

- Qualified finance professional (ACA, ACCA, CIMA) with international development experience.
- Knowledge and experience of using QuickBooks or similar accounting system.
- Some experience in grant management and reporting.
- Experience of working with Restricted & Unrestricted funds and a good understanding of the challenges this can pose.
- UK charity experience, including charity SORP, and institutional grant management, especially experience of managing multiple income streams.
- Experience of developing and strengthening accounting and financial management systems, policies and processes.
- Able to present complex financial information to non-finance stakeholders in a clear and concise manner.
- Ability to build rapport with others from a range of backgrounds.
- Excellent written and spoken English, and ability to write concise reports for a variety of stakeholders and audiences.
- Resilient, flexible and able to thrive in a fast-paced environment.
- Able to work in a standalone capacity with regard to managing the finance function.



ADDITIONAL INFORMATION

- At Child's i Foundation we value diversity and we are committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential.
- The statements in the person specification are not intended to be construed as an exhaustive list of all duties, responsibilities and skills required for this position.
- You will work with a supportive team of 4 staff in the UK.
- Child's i Foundation is an equal opportunities employer.
- This role is open to UK residents only.
- We will actively consider flexible working arrangements.

The salary range for this role is £40-42,000 per annum.

This role is home-based with regular team meetings and Board meetings in central London.

You must have the right to work in the UK.

We are committed to safeguarding children and vulnerable adults. We consider their safety and well being of paramount importance. Successful applicants will be expected to be compliant and sign up to our Safeguarding policy.



HOW TO APPLY

To apply for the role please send your CV and covering letter (no more than 2 pages) to adminuk@childsifoundation.org by 9AM on the 19 April 2021

Initial interviews will be held on the 22 & 23 April 2021 by video conference.

Child's i Foundation is an equal opportunity Employer and prohibits discrimination and harassment of any kind.

Employment with Child's i will be subject to the following checks prior to your start date:

- Criminal Record Check
- Receipt of two satisfactory references
- Proof of eligibility to work in the UK

For general information about working for Child's i visit www.childsifoundation.org

