

**SENIOR
FINANCE
MANAGER
JOB PACK**

**ENGINEERS
AGAINST
POVERTY** |



Title

Senior Finance Manager

About Engineers Against Poverty and the role

It is an exciting time to be joining Engineers Against Poverty (EAP) with the organisation growing in its impact to improve infrastructure transparency, advocating for greater openness and integrity in climate finance, and promoting our work on green cities and infrastructure.

EAP is a leader in infrastructure and international development with strong links with development agencies, government and industry. We develop research, policy and practice in infrastructure investment, labour standards, climate change, transparency and accountability and local content in line with our mission to help reduce poverty.

The appointee will also take on for the same role for CoST, the Infrastructure Transparency Initiative - a transparency, participation and accountability programme which operates in 20 countries and for which EAP hosts its International Secretariat.

Job Purpose

You will be responsible for the financial management and reporting of the organisation. You will also lead on the charity's year-end accounts ensuring that financial statements are prepared in line with the latest SORP requirements and liaise directly with the organisation's external auditors. You will also undertake the same role for CoST, the Infrastructure Transparency Initiative.

Location

Remote working, with in-person team meetings usually held in London several times a year

Contract and hours

Permanent role. 36.25 hours per week Monday to Friday. Open to part-time and flexible working arrangements.



Salary

£45,853 to £55,956 full-time equivalent

Benefits

28 days annual leave per annum

7% contribution to a pension

Reports to

Programme Director

Key responsibilities and tasks

Producing, maintaining and managing budgets and financial management reports (60%)

As a member of the senior management team, you are responsible for the management of the financial systems including producing, maintaining and managing budgets and financial management reports (including management accounts, preparation of annual accounts and other statutory reports)

- Carry out financial forecasting and analysis to monitor progress and ensure value for money.
- Engage with budget holders and programme staff to ensure financial management information is relevant, accurate and timely.
- Provide financial support and guidance to budget holders and programme staff for funding proposals and bids.
- Managing grants (budgeting, reporting, relationship management) to meet clients' requirements.
- Maintaining frameworks for good grant management.

Legal compliance and statutory requirements (30%)

Ensure compliance with corporate and charitable law and that financial systems comply with statutory and other requirements (e.g. SORP)

- Keep abreast of relevant changes to corporate and charitable law.
- Maintain and develop financial management systems and procedures.



- Carry out statutory duties including maintaining registers and completing annual returns and quarterly VAT returns.
- Maintain risk management and business assurance processes to minimise the potential business risk.
- Manage the annual audit of EAP and the Infrastructure Transparency Initiative on behalf of the Trustees.

General financial management duties (10%)

- Ensure the financial management policies and procedures are up to date and reflect good practice.
- Assist in the preparation of financial proposals and bids.
- Other responsibilities that may be required to meet the needs of the organisation.

Experience

- At least 5 years' experience in a finance or accounting role (including at management level) and ideally in a not-for profit organisation.
- Qualified or part-qualified in AAT/ACCA/ACA/CIMA.
- Educated to degree level or equivalent.
- Experience of UK company and charity law.
- Experience in the preparation of quarterly management accounts and year end account, and budget forecasting.
- Experience of using accounting software preferably Xero, and good MS Office skills, particularly Excel.

Essential attributes

- Knowledge of charity accounting.
- Excellent written and verbal communication skills, including ability to communicate clearly with colleagues, trustees, suppliers and others as required.
- Ability to manage and prioritise a varied workload to competing deadlines and with minimum supervision.
- High levels of accuracy and attention to detail.
- High levels of flexibility and initiative.
- Commitment to EAP's Mission, Vision and Values.



Key relationships

- EAP Executive Director
- EAP Director of Programmes
- EAP Board of Trustees
- EAP Senior Policy and Research Adviser
- EAP Head of Advocacy and Communications
- EAP Communications Manager
- CoST Head of Member and Affiliate Programmes
- CoST Regional Managers
- CoST Technical Advisors
- Fundraising Consultant
- Strategic Partners
- Associates

To apply

Please email a maximum 2 page CV and 1 page covering letter explaining how you meet the required experience and essential attributes, along with your motivations for the role, to info@engineersagainstopoverty.org by 11:59pm GMT on **Wednesday 19th March**.

Applications that do not include both a CV and covering letter, or that include a CV longer than 2 pages or covering letter longer than 1 page, will not be considered.

Interviews will take place at the start of April.