

<b>Job Title:</b>	Programmes Finance Officer
<b>Department:</b>	International Programmes Development
<b>Location:</b>	London
<b>Reports to:</b>	International Programmes Accountant
<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>

**Job Purpose:**

The post holder will support the international Programmes Development team in financial, administrative and programme management. The role will require working with country teams and providing technical support in accounting, compliance, reporting and proposal development.

The role is key in embedding and enhancing quality during a period of exceptional growth and continuous improvement in Muslim Aid UK.

**Key Accountabilities:**

1. To analyse and follow-up of monthly financial reporting packs from country offices, including review of balance sheet reconciliations, restricted & unrestricted expenditure, foreign exchange, and intercompany transactions
2. To provide support to the International Programmes Department and overseas Country Finance Managers in preparing and presenting multi-currency budgets, forecasts, and cash flows
3. To support the International Programme Accountant (IPA) and Country Finance Managers in preparing annual country budget planning and quarterly re-forecasting
4. To set up an ongoing review of country budget-variance-analysis reports
5. To review restricted income and expenditure against programme implementation and follow up with the Programmes team and country programmes to ensure timely spending in line with donor regulations
6. To analyse and follow-up of monthly financial reporting packs from country offices, including review of balance sheet reconciliations, restricted & unrestricted expenditure, foreign exchange, and intercompany transactions
7. To review country cash requests for accuracy and completeness and recommend appropriate payment plans to the International Programme Accountant to enable timely and efficient implementation of Muslim Aid UK's country plans
8. To manage the time and cost allocation to programmes and activities supported by restricted funds, promoting full cost recovery across the organisation

9. To coordinate the production of the financial elements of donor reports with the relevant managers.
10. To provide technical support & troubleshooting to country finance teams with Muslim Aid UK's finance system.
11. To ensure accounts are accurate, meaningful (according to donor requirements and relevant to Programmes) and prepared promptly.
12. To support the IPA to coordinate action plans following internal and external audits, ensuring the recommendations are adopted and improvements documented.
13. To maintain the integrity of the financial information in the Muslim Aid finance system for the allocated region by ensuring entries are correct and up-to-date and posting journals where required.
14. To manage the financial processing relating to MA country offices in the allocated region, giving guidance on systems, ensuring controls are in place, ensuring the current office finance manual is being adhered to and reviewing banking arrangements.
15. To review and process MA grant agreements, grant transfers, international payments, and quarterly office requests for the allocated region, and raise queries where necessary, ensuring funds are sent within appropriate time frames.
16. To support MA's year-end and external audit process as required through conducting fund reconciliations, identifying any payables and receivables, and giving feedback on auditor selection.
17. To carry out field visits, as and when requested, to perform finance capacity assessments of both the Muslim Aid UK finance function in the country and any partner organisations with whom we work.
18. To provide ongoing technical support to country Finance Managers, Country Directors, and the wider Programmes team regarding accounting and financial matters.
19. To support the Country Directors in their evaluations and ongoing development of the in-country finance teams.
20. To work closely with the field office to identify risks and maintain a financial risk register for all country offices.
21. To ensure all records are maintained & stored accordingly
22. To provide administrative in-house support for Finance workshops.
23. To carry out due diligence checks as required.
24. To support the IPD and Central Finance in preparation for and responding to the annual statutory financial audit for the consolidated group.
25. To support the IPA in providing adequate finance inductions to any new member of the programmes team (UK based and international) to enable them to carry out all financial management elements of their role.
26. To perform other duties as required from time to time to support the delivery of the wider organisational strategy.

Person Specification		
<b>Qualifications:</b>		
Bachelor's degree in accounting and finance or similar field	Essential	Application
Other professional qualifications such as ACCA, CA	Desirable	Application
<b>Experience &amp; Knowledge:</b>		
Proven experience of working within an International non-profit organization, UN, or other	Essential	Application and Interview
Experience in financial analysis and forecasting ability with high attention to detail	Essential	Application and Interview
Experience in the production and interpretation of financial reports	Desirable	Application and Interview
Experience in using finance software and bespoke databases	Desirable	Application and Interview
<b>Skills and Abilities</b>		
Strong finance administration	Essential	Application and Interview
A results-oriented and problem-solving approach to work and challenges	Essential	Application and Interview
Excellent communication and interpersonal skills to deal with a variety of internal and external stakeholders and the ability to build effective working relationships, particularly in multicultural environments	Essential	Application and Interview
Cross-cultural sensitivity and ability to work with beneficiaries with varying levels of English	Essential	Application and Interview
Advanced knowledge of Excel and budget preparation / management using Excel	Essential	Application and Interview
Good organisational skills with the ability to plan ahead, to work well under pressure and manage priorities to meet deadlines	Essential	Application and Interview
Ability to work in a systematic and methodical manner	Essential	Application and Interview
Work independently, accurately, and efficiently often under pressure with minimal supervision	Essential	Application and Interview
Willingness and ability to travel overseas as required	Essential	Application and Interview
<b>You will display the competencies below:</b>		
<b>Competencies</b>	<b>Definition</b>	
Team working	Co-operates with and respects 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 the 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:	by to HR	
Line Manager signature:	Line Manager Name:	Date:		