

# Programme Finance Officer Recruitment Pack



Recruitment Pack

**CBM UK**

[www.cbmun.org.uk](http://www.cbmun.org.uk)

Charity Registration No 1058162 (England & Wales) SCO41101 (Scotland)

## **CBM UK**

Too many people face poverty, stigma and isolation, denied the chance to go to school or earn a living, just because they have a disability. And every day people lose the ability to see, hear or walk because of conditions that could easily be treated or prevented.

Driven by Christian values, CBM works in the world's poorest places to reach those whom others leave behind. Working in partnership with Governments and local partners, we create long-term positive change: treating and preventing conditions that can lead to disability and supporting people with disabilities to access education and healthcare, earn a living and be included in their communities.

### **Our Vision**

An inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

### **Our Mission**

To transform the lives of disabled people in the world's poorest communities. Driven by Christian values, we work with disabled people to break down barriers by delivering practical support, improving policy and practice and inspiring the people of the UK to act.

### **Our Values**

- Challenging injustice
- Making every action count
- Embracing partnership
- Living with integrity

## **The Role**

The Programme Finance Officer has a key role to play within the Programme Development Department in delivering and supporting high-quality financial assurance and compliance of CBM UK's programmes and projects in countries of operation.

**Based:** CBMUK office is currently in Oakington, Cambridge, but moving to Mercers Row, Newmarket Road, Cambridge, in 2019/2020

**Reports to:** Programme Finance Manager

**Direct reports:** None although may involve management of volunteers

**Salary:** Band 2, £23,185 (with possible annual increment rises)

**Hours:** 37.5 hours per week

## **Key criteria for success**

Within 12 months, the Programme Finance Officer will:

- Have contributed to risk management by assisting country offices and affiliates strengthen their internal control systems and structure and monitor their progress in implementing these
- Have reviewed and/or complete finance reports submitted periodically to donors, in coordination with focal persons in the Programme Team and country offices' finance staff
- Have validated expenditure reported to CBMUK by partners and affiliates, where necessary
- Have facilitated the activation of new projects and participate in inception workshops, when required
- Have ensured projects are closed out according to established CBM and donor procedures
- Be undertaking accounting, record keeping, monitoring and tracking of funding resources, transactions and project expenditure, undertake financial analysis of resources and provide information, as required.

## **Key responsibilities:**

- a. Assist in reviewing/completing quarterly/bi annual/annual reports from CBM Country Offices and affiliates in a timely manner. Ensure that these are prepared according to CBM and donor guidelines
- b. Work closely with finance staff in the field, monitor compliance with established CBMUK procedures and with donor rules and regulations, conducted remotely or during site visits. Make recommendations and help to ensure that these are in place
- c. Conduct audits of projects and affiliates, as necessary
- d. Review and validate financial records and reports of partners and affiliates, as required

- e. Liaise with financial staff and non-finance managers. Identify, investigate and report on problem areas or delays, where possible
- f. Track auditing of partners and country offices and review external audit of country offices and projects, as required
- g. Ensure adequate application of CBM administrative procedures and application of internal control procedures to safeguard project assets
- h. Monitor financial positions, burn and transfer rates of projects and provide analysis and/or feedback where required
- i. Produce ad-hoc reports, reconciliations and analyses and reply promptly to enquiries from the Programme Department and management
- j. Support the Programme Finance Manager in the preparation of the annual budget and Programme focal points with project's budgets
- k. Assist the Programme Finance Manager and the wider Programme Department in the revision, development and implementation of new/revised work methods, procedures and systems
- l. Perform such other duties as may be assigned.

## Person Specification

<b>Experience &amp; Knowledge</b>	
At least 3 years' experience in management accounting and similar finance roles.	Essential
Experience in bookkeeping in a computerized environment using an accounting package.	Essential
Full understanding of assurance and compliance aspects in project management.	Essential
Understanding of charity statutory accounting requirements.	Desirable
Experience working with an international NGO	Desirable
Experience in internal/external audit or similar assurance roles.	Desirable
<b>Skills/ Competencies/ Personal Qualities</b>	
Ability to prepare accurate relevant and clearly presented management information	Essential
Sound knowledge of writing reports to extract information from large multi-site databases	Essential
Sound knowledge of the management accounting requirements of an international NGO, or a clear ability to transfer existing skills	Essential
Excellent spreadsheet skills with strong general IT skills	Essential
Ability to work under pressure and to meet tight deadlines	Essential
Willingness to travel overseas up to 8 weeks per year	Essential
Ability to react positively and constructively to new problems as they occur	Essential
Ability to identify changes required to management information systems as a result of changing circumstances or technology	Essential
Ability to present information verbally at all levels	Essential
Understanding of accounting packages	Essential
Proven ability to verbalise, engage, work, collaborate productively with a wide variety of stakeholders to produce quality reports under tight deadlines.	Essential
Understanding of the reporting requirements of donor requirements eg: DFID, Comic Relief etc.	Desirable
Experience of working overseas in an international NGO	Desirable
<b>Qualification, Training &amp; Education</b>	
Level of Education – BSc or equivalent With Finance/Accounts/Business Administration as specified area of study	Essential
Professional certificate in accounting and finance at the ATT level	Essential
Member of a recognized accountancy body and/or working towards a recognized accounting qualification (ACCA, ICAEW)	Desirable

## Employee Benefits

- All full-time employees are entitled to 25 days holiday per year in addition to UK public holidays
- CBM places an emphasis on professional development and training for its employees in order to enable them to fulfil their roles. We support employees in their desire to further their qualifications and careers, including offering opportunities to undertake study for relevant qualifications
- Salaries are regularly reviewed to attract, develop, motivate and retain the appropriate calibre of employees
- We offer family-friendly benefits for staff members with a young family to look after – flexible working, homeworking, maternity/paternity/adoption and parental leave policy
- CBM UK offers a competitive pension scheme. Subject to you making a minimum pension contribution of 5%, CBM UK will make a payment of 7% of annual salary towards the organisation's pension scheme
- Group Life Assurance Scheme
- As part of its commitment to its work with disabled people, CBM UK is a Disability Confident Employer (formerly the "two ticks" scheme) and aims to help successfully employ and retain disabled people and those with health conditions. We have a comprehensive equality and diversity policy
- CBM UK offers a free Lifestyle Counselling Helpline & Online Support Service for counselling and support
- Bike to work scheme
- Season Ticket loan
- Free tea/coffee facilities, with weekly fruit bowl.

# Useful Information

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## Shortlisting and Interviews

CBM UK is an equal opportunities employer and we are committed to ensuring all applications are treated fairly.

All applications are subject to our shortlisting process; if you are shortlisted we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills tasks to complete as part of the recruitment process.

## Diversity Policy Statement

Everyone has the right to be treated with consideration and respect. CBM UK is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual. CBM UK aims to ensure that all staff, volunteers, donors, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race (including colour, nationality, ethnicity, or national origin), disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

## Use of Curriculum Vitae (CVs)

Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such we do not accept a CV unless accompanied by a fully completed application.

## Employment Checks

All offers of employment are made subject to the following criteria: Proof of eligibility to work in the UK, proof of residency and satisfactory employment screening, and three references satisfactory to CBM UK and, if required, a DBS Check.



## **How to apply**

**Closing date is 9am, 8<sup>th</sup> July 2019**

**Potential Interview dates are 17<sup>th</sup>/18<sup>th</sup> July 2019**

Application forms can be downloaded from:

<http://www.cbmun.org.uk/who-we-are/work-for-us/>

Your completed form and CV should be emailed to Trena Battams  
[recruitment@cbmun.org.uk](mailto:recruitment@cbmun.org.uk).

Alternatively, you can post your application to:

Trena Battams—Office Manager  
CBM UK  
Oakington Business Park  
Dry Drayton Road  
Oakington  
Cambridge  
CB24 3DQ

Should you have any questions or wish to discuss your application further  
please contact: -

Trena Battams on 01223 484700 or [trenab@cbmun.org.uk](mailto:trenab@cbmun.org.uk)