

Programme Finance Manager

Recruitment Pack



12-year-old wheelchair user Shamilla, smiling alongside her teacher Hajarah at a CBM-supported inclusive school in Uganda.
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Who we are

CBM works alongside people with disabilities in the world's poorest places to fight poverty and exclusion and transform lives. Drawing on over 100 years' experience, we work with the most marginalised in society to break the cycle of poverty and disability and build inclusive communities where everyone can enjoy their human rights and fulfil their full potential.

We work in over 20 countries, investing in long-term, authentic partnership with the Disability Movement and maximising our impact through a coordinated mix of inclusive community-based programmes, local to global advocacy and delivering inclusion advice to other organisations.

World-leading expertise, authentic partnership

Our work and world-leading expertise is focussed in 4 core areas:

- community based inclusive development,
- humanitarian action,
- inclusive eye health & neglected tropical diseases, and
- community mental health.

Our programmes across Africa, Asia and Latin America are developed and delivered with local partner organisations to ensure long-term transformation and accountability in communities we serve. We draw on learning and evidence from our community work to inform our advocacy and achieve systemic change for people with disabilities. We share our expertise, advising governments, UN bodies and others on how to ensure inclusion in their own organisations, policies and programmes through our Inclusion Advisory Group.

Our Vision & Values

At CBM UK, our vision is an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential. This starts with our organisational culture; we're committed to building an inclusive culture where every individual is supported and enabled to help fulfil our mission.

Our culture is based on our CBM values, which shape the way that we work: we champion inclusion, we strive for justice, we pursue excellence, we embrace partnership; and we live with integrity.

About the role

Place of work:	Munro House, 20 Mercers Row, Cambridge, CB5 8HY (with up to 50% working from home optional).
Starting salary:	£33,593 to £38,942 (depending on experience)
Contract type:	Full-time (37.5 hours per week)
Reports to:	Head of Programme Finance
Contract Period:	One year fixed-term (Leading to possible permanent role)

Purpose

This is an exciting and challenging role for a Finance professional interested in a career in the international development sector. CBM places an emphasis on professional development and training for its employees.

Key responsibilities

- 1. To assist in the on-going development of a financial management assurance framework within CBMUK's risk management strategy.**
 - a) Provide support in identifying adequate baseline for different levels of activity and establish what should be in place across our programme portfolio.
 - b) Work closely with in-country finance staff to monitor partners' compliance with established procedures and donor requirements during site visits or remote monitoring and audits.
 - c) Assist in preparing quarterly (and ad-hoc as required) reports for Leadership Team/Programmes Committee to review and assess levels of risk and their mitigation
- 2. To lead in the preparation of periodic financial reports to donors and improve accountability and donor compliance.**
 - a) Prepare periodic donor financial reports according to internal and donor requirements.
 - b) As part of the reporting function, ensure that burn rates and variances are analysed and projects are implemented as planned.
 - c) In collaboration with country teams, ensure that donor contractual requirements are complied with and project audits are completed on time.

- 3. To support final stages of the programme transition to CBM Global federation with focus on contractual compliance and the improvement and development of administrative and financial systems.**
 - a. Ensure strong focus on the transition at the project level, ensuring efficient migration of projects over to the CBMG federation.
 - b. Contribute to enhancing and improving programme finance systems and ensure that these are running smoothly and consistently.
 - c. Assist the Programme Development Department to adopt and/or embed the new Global Online management system within the CBMUK environment.
 - d. Contribute to a strategic close out plan of projects and execute these accordingly.

- 4. To contribute to financial planning and budgeting processes, deployment of funds to projects and preparation of new budgets and project applications.**
 - a. Assist in the consolidation of the programme portfolio into overall programme budget for CBM UK, analysis of income, expenditure and cash flows.
 - b. Oversee an effective cash flow system ensuring timely financing of projects, managed within the CBMUK overall financial position, policies and procedures and the wider federation.
 - c. Consolidate annual financial reports of CBM projects including accruals, deferrals and fund transfers.
 - d. Support Programme focal points to have accurate multi-year budgets on their respective portfolio.
 - e. Where necessary, assist in drafting budgets for funding applications.

- 5. To contribute to organisational wide strengthening of due diligence processes across CBMUK supported projects.**
 - a. Proactively identify weaknesses in country teams and/or partner specific grants management systems and procedures and implement strengthening measures accordingly, particularly with relevance to the organizational transition.
 - b. Assist in training non-financial staff in financial management and donor compliance.
 - c. Support project partners develop their own financial and grant management systems and procedures.

Person specification

All of the following requirements are **essential**, unless marked with a * when they are **desirable**, and will be assessed from a combination of information provided from the application form and interview process.

Experience and Knowledge

- At least 3-5 years' experience in a finance managerial role
- Understanding of charity statutory accounting requirements, especially INGOs

Skills/Competencies/Personal Qualities

- Passionate about transparency and accountability in the finance sector especially for not-for-profit organisations
- Ability to analyse complex problems and express financial implications and recommendations in clear business cases at all levels
- Ability to prioritize work from multiple stakeholders
- Willingness to travel within the UK and overseas
- Proven ability to verbalise, engage, work, and collaborate productively with a wide variety of stakeholders to produce quality reports under tight deadlines
- Commitment to CBM mission and values
- Sensitivity to working within a Christian framework and its various expressions across cultures
- Proven experience in working with multi-disciplinary and multi-cultural teams*

Qualifications, Training and Education

- Qualified accountant or working towards a qualification (ICAEW, ACCA, CIMA, CIPFA or equivalent), or equivalent experience
- Intermediate or advanced working knowledge of MS Excel
- Experience working with government grants and contracts

Employee Benefits

- Wonderful modern offices, which are fully accessible
- All full-time employees are entitled to 25 days' holiday per year in addition to UK public holidays
- Option to buy extra annual leave
- 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 and training.
- Competitive salaries within the sector. We regularly review salaries to attract, develop, motivate and retain the appropriate calibre of employees.
- Agile working for all staff members which includes options for flexible working hours and up to 50% working from home for most roles
- We offer a generous pension plan with employer contribution of up to 7%
- Group Life Assurance for all employees, which is equivalent to 2 x your annual salary.
- Yu-Life (employee wellbeing app)
- Flexible working conditions
- Free annual eye tests
- CBM UK offers a free Lifestyle Counselling Helpline & Online Support Service
- A Wellbeing Working Group in place to actively support mental health and wellbeing in the office.
- Bike to work scheme.

Useful Information

CBMUK's main office is currently located in Cambridge, which will be your location and contract base. Due to current restrictions on office capacity the majority of our staff are working from home. All aspects of this including how we are supporting homeworking and the office transition will be discussed at the interview stage with you.

Shortlisting and Interviews

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 and Safeguarding

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, supporters, 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.

All roles within CBM UK are required to actively respect, support and promote the safeguarding of all children and adults who come in contact with our organisation, including our beneficiaries, partners, staff and volunteers, ensuring policies and procedures are followed and observed at all times.

CBMUK is an equal opportunities, disability-confident employer and committed to achieving the highest standards of diversity, fairness and equality. Should you have a disability and require any additional support, please contact us at recruitment@cbmuk.org.uk,

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

We are unable to provide sponsorship for this post. In order to apply for this post, you must be able to demonstrate your eligibility to work in the UK.

Therefore, 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 a DBS Check.

How to apply

More information about CBM can be found by visiting our website: www.cbmuk.org.uk

Closing date is 9am on 9th December.

If you are interested in the position, please feel free to contact us for an informal chat, as we'd love to tell you more about this exciting role. Please email recruitment@cbmuk.org.uk or call us on 01223 484700.

Application forms can also be downloaded from: www.cbmuk.org.uk/who-we-are/work-for-us/ Please email your completed form and CV to recruitment@cbmuk.org.uk

We look forward to receiving your application