



Finance Manager

Job Description December 2020

About Emergency Nutrition Network (ENN)

ENN is a well-established and highly respected UK-based charity working to reduce malnutrition globally. ENN strives to enhance the effectiveness of nutrition policy and programming by improving knowledge, stimulating learning and building evidence. We are passionate about being field driven and are globally recognised as thought leaders and conveners in nutrition.

Our vision is that every individual caught up in a nutritional emergency, or suffering from malnutrition anywhere in the world, gets the most effective help possible.

We undertake knowledge management, research and advocacy to support national governments, civil society, UN, donor and academic organisations. Through these collaborations we support agencies to implement evidence-based nutrition programming, predominantly in low - and middle - income countries.

ENN is a project-based charity and NGO. Our portfolio includes projects specialising in Infant Feeding in Emergencies, Wasting and Stunting, Adolescent Nutrition and MAMI, as well as our highly regarded International Publications. ENN is also now actively engaged in the global nutrition and development community in support of the COVID-19 response. For more information about ENN see our website: www.ennonline.net

ENN is governed by a Board of Trustees and has its head office in Oxfordshire, UK. We have a Technical Team and an Operations Team with a total of 24 full and part-time employees. In addition, we engage a number of consultants and contractors for specific project work.

At present our annual turnover is around £1.8m (c.\$2.5m) with much of our funding coming from government (institutional) donor grants and charitable foundations (Eleanor Crook Foundation, Waterloo Foundation), and other sources including support from UN agencies and INGOs. ENN receives income in multiple currencies and has spending commitments in both GBP and other currencies. ENN's accounts are prepared in GBP and filed in the UK with both the Charity Commission and with Companies House in accordance with UK charity requirements.

As a registered charity, ENN has no liability for corporation tax and ENN is not registered for UK VAT.

ENN's financial year runs from 01/02 – 31/01 and we operate a Sage 50 accounts management system currently, which we are looking to change. Annually, ENN issues a report on activities and outcomes and audited financial statements. These documents are publicly available online at: <https://www.ennonline.net/annualreportsandaccounts>

The Role

This is an exciting opportunity to join the growing ENN team as our Finance Manager (FM). The role provides the opportunity to work across the spectrum of ENN's projects, as part of a motivated and dynamic Operations Team. You will be based in our headquarters in Oxfordshire and as well as line managing the Finance Team (currently one Finance Assistant) you will work closely with the Operations and Finance Director (OFD), Project Managers (PM), HR and Administration functions as well as ENN's Technical staff.

About You

You will be a highly motivated, adaptable and skilled FM with third sector experience and a relevant professional qualification. You will be comfortable supporting complex projects, tailoring management information and reports to enable decision making and assuring donor compliance and reporting requirements are met. You will be a strong communicator, with a positive, solutions-based approach to financial management which effectively balances control and delivery.

Terms and Conditions

Hours of work: Full time (37.5 hours per week) – part time may be considered

Type of contract: 12 months fixed term (with the possibility to extend)

Location: ENN's Head Office in Kidlington, Oxfordshire, OX5 (Note: all ENN employees are currently working from home following government advice on coronavirus. This position will be home-based until the office reopens)

Holidays: 25 days plus UK bank holidays increasing by one day p.a. after two complete years of service to a maximum of 27 days p.a. (pro rata)

Pension: Auto-Enrolment to ENN scheme with a generous Employer contribution of 5%

Salary: £36,000 - £46,000 per annum (full-time equivalent)

Applicants must be entitled to work in the UK at the time of application

Purpose of the role

Key Responsibilities

1. Financial Management and Compliance

- Ensure that the organisation-wide financial systems, policies, procedures and internal controls are robust, compliant, cost-effective and support current activities and future growth;
- Manage finance year end and the Charity's annual and other audits, including holding the day-to-day relationship with auditors and preparing the appropriate statements;
- Produce timely and accurate financial information and reports, including management accounts, profit and loss, the annual budget, variance reports and cash flow;
- Manage effective payroll, banking and payment systems and procedures, working with senior staff and line management;
- Work closely with the management team and operations team colleagues to ensure grants, contracts, fees, donations and other incomes, are managed, monitored and reported on appropriately;
- Support the organisation's income generation ambitions, through the provision of advice, guidance and assistance, and in assisting with funding bids and budgeting
- Identify and manage financial risks and areas for improvement in the operations of our finance functions, and work as part of a team to address these
- Attend relevant meetings with the Board of Trustees and liaise with ENN's Trustees as needed

2. Finance Accounting and Administration

- Deliver core finance functions; including payables, receivables, and cash, ensuring these systems and processes are working smoothly for all stakeholders;
- Ensure that bank reconciliation as well as debtors and creditors statements are completed on a timely basis, liaising with our bankers, as appropriate;
- Ensure ledgers are completed and filing is of a high standard;
- Manage debtors and any correspondence or enquires;
- Oversee the issuing and management of petty cash.

3. Other Management Responsibilities

- Maintain high quality professional records, including reports, contracts, budgets and internal and external communications.
- Work closely with the Operations and Finance Director, and income generation team to maintain accurate information and produce reports and analysis which enable data driven decision making
- Manage finance staff (currently one Finance Assistant).
- Attend, participate in and conduct individual and team meetings, and line management and appraisals, as required.
- Ensure positive, productive, and supportive team relationships.
- Ensure that all relevant charity and other legislation is complied with including GDPR
- Other tasks reasonably requested by the Operations and Finance Director.

Person Specification

Essential

- Previous experience of financial management in the third sector
- Experience of charity-specific accounting and reporting requirements
- Experience working on donor / grant funded projects and ability to navigate and communicate compliance requirements
- Experience in line managing a team including performance management, staff engagement and development, and effective coordination of team workload
- Experience in developing funding opportunities with a variety of donors
- Experience in developing, monitoring, and reporting against budgets
- Excellent communication and written skills, including previous experience of writing and collating detailed donor reports
- Able to use a business partnering approach to work with and influence colleagues, often remotely, to achieve a shared outcome
- Ability to manage a diverse and busy workload, prioritising effectively, and able to work both autonomously and as a member of a dispersed and diverse team
- Flexibility and willingness to take on new areas of work and responsibilities
- Strong interpersonal skills, able to work with a wide range and varying levels of stakeholders
- Motivated, takes initiative, innovates and delivers to deadlines
- Excellent attention to detail
- Able to diagnose situations and constraints, comfortable when to progress independently and when to escalate
- Proficient user of Microsoft Excel, Word, PowerPoint, Outlook and a range of commercial Financial software
- Good cross-cultural awareness
- Ability to demonstrate discretion, diplomacy, and patience
- Fluent in English
- Professional Financial Management Qualification

Desirable

- Specific experience in any of the following institutional donors would be an advantage: BHA, FCDO (DFID) and Irish Aid
- Experience in managing payroll
- Experience in managing income and expenditure in multiple currencies
- Experience of evaluations: analysing, collating and reviewing data related to grant and programme effectiveness
- GDPR training – knowledge and its application to financial management

Reporting Lines

The Finance Manager will report to the Operations and Finance Director and will have line management responsibility for a small team.

Eligibility to work

Must be entitled to work in the UK at the time of application. No relocation package is offered for this role.

ENN is committed to diversity and inclusion, and to building a culture where every staff member and volunteer is recognised and valued as an individual. We actively encourage applications from a broad range of experiences and backgrounds.

Application Process

Please submit a Cover Letter (no more than 1 page) and CV to recruitment@enonline.net **no later than Sunday 24th January 2021**. Early applications are advised as we reserve the right to conclude the process before the closing date if a suitable candidate is identified. Please include your preferred working pattern details in your application, if not full time.