# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Senior Programme Finance and Operations Officer, Peacebuilding Advisory Unit (PAU)</th>
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<tr>
<td>Reports to</td>
<td>Director, PAU Functionally supervised by Chief Finance Officer and Chief Operating Officer</td>
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<tr>
<td>Direct Management Responsibility</td>
<td>Supervises one London based Fundraising, Programme Assistant</td>
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<tr>
<td>Job location</td>
<td>London</td>
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<tr>
<td>Grade</td>
<td>3</td>
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<tr>
<td>Contract Duration</td>
<td>Open ended</td>
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### Job Description

The Senior Programme Finance and Operations Officer (SPFOO) contributes to the effectiveness and impact of PAU by ensuring sound financial and administrative practices and management throughout the project cycle. The post holder ensures that the financial and administrative systems and procedures are of high quality and compliant with requirements of Alert, donors and law for the programmes and budgets in his/her specific portfolio. The post holder will provide the PAU team with expert, accessible financial and operational advice and information. S/he will contribute to the strategic evolution of the PAU team, alongside other members of the team, with a specific lead on aspects of operational growth and consolidation.

### Duties and Responsibilities

#### Financial Strategy, Management and Procurement

- Supervise the development of all new project budgets and ensure compliance with organisational financial targets;
- Provide strategic input to the development of commercial contracts and consultancy work in collaboration with others and build capacity within PAU to engage with commercial contracts and consultancy;
- Implement and manage financial and procurement systems for PAU in London and monitor their implementation across strand teams, liaising closely with the Chief Finance Officer to ensure compatibility and consistency;
- Co-ordinate inputs into annual budgeting and re-forecasting; keep budgets under continuous review and advise managers and the Finance Department of any impending gaps or other risks;
- Contribute to the regular update on the PAU strategies and lead on development and update the business model;
- Develop a sound understanding and keep informed of programming work in PAU;
- Contribute to team-wide communications and knowledge management.
- Ensure systems are in place throughout the programme cycle for the correct and timely management of and accounting for funds (including coding, record-keeping, cash management, budget monitoring);
- Ensure systems are planned, in place and monitored for grants management and reporting to donors, salary and running cost allocation, calendarisation of budgets, co-financing, audits and timesheets;
- Act as a key point of contact for financial reporting procedures for PAU;
- Ensure efficient and effective procurement systems are in place and implemented which comply with Alert Policy and best practice;
- Take an overview of projects specifically to identify risks of non-compliance. This includes, amongst others, risks relating to adherence with Alert’s policy documents and compliance with donor requirements, predicted under- and over-spending, and the integrity of office financial management systems;
- Provide contractual and grant management support to the team.

**Administrative Systems**

- Ensure that all Alert administrative policies, protocols and procedures within the programme in London (including HR, security, office management, communications, IT and internal reporting) are implemented and monitored, and liaising closely with the Chief Operating Officer to ensure compatibility and consistency;
- Check that all Alert’s obligations in UK law, are fully met, and where not, advise the director/s how they can be met.
- Liaise between Alert’s COO, CFO, and PAU management, contributing to good working relationships throughout the organisation in the interests of smooth operations;

**Financial Management Information and Audits**

- Process financial reports and reconciliations including from partners;
- Ensure monitoring budgets are up-to-date.
- Co-ordinate inputs from the unit heads and elsewhere into programme annual budgeting and re-budgeting exercises; keep the programme budget under continuous review and advise managers, Directors and the Finance Department of any impending gaps or other risks;
- Liaise with managers and budget holders to ensure that financial information provided is reliable, timely, accurate, meets business needs;
- Create and maintain a comprehensive timetable for grant financial reporting, monitoring timeliness of submissions and quality controlling outputs;
- Create and maintain a comprehensive timetable for grant audits; overseeing the terms of engagement;
- Provide a liaison point between the auditors and budget holders, ensuring that audits are carried out in a timely and cost-effective manner and that budget holders understand the requirements of auditors;
- Work closely with Finance team FO – Management Accounts prepare relevant sections of the audit file for statutory audit, organisational budgets and forecasts.

**Financial and Administrative Risk Management**

- Identify risks of non-coherence or non-compliance in any projects or offices, including legislative risks; donor compliance; integrity of financial and administrative management systems and adherence to Alert policies and procedures (Staff Handbook, Finance Manual, Procurement Policy, IT Policy, Security Policy and so on);
- Bring any identified risks to the attention of Director and other Alert officers as appropriate, including predicted under- and over-spending;
- Propose changes as necessary and implement as agreed.

**Management and Support**

- Advise on financial and admin capacity within the programmes and participate in the recruitment of financial and admin staff;
- Manage the performance of staff under direct supervision,
- Support an increase in capacity of PAU strand leads in financial management. Provide financial advice and information, guidance and learning opportunities team members
- Act as a resource to the team on relevant issues financial and administrative issues including co-financing, exchange rates, donor compliance, partner management and help them anticipate and resolve problems that may arise;
- Support teams in financial planning, programme and project budgets.

**Organisation**

Human Resources Department
• Contribute, as required, by the CFO and the COO to the development and implementation of Alert’s financial and administrative systems and on issues of quality, collaboration and knowledge management.

**Travel requirements**

This position is based in London. The post holder will be required to travel to the countries in the region on occasions, to advise on/build capacity of field offices and/or partners on financial and administrative issues.

**PERSON SPECIFICATION**

**ESSENTIAL REQUIREMENTS**

**Talents**

*At Alert, we have introduced Talent Management to our business model as we believe talented people are crucial to the success of our work. We believe all individuals are talented and success comes in matching the right talents to the right roles. For this role, the skills, qualifications and experience listed below are important, but we believe that to be successful in this job you will have the following talent:*

A talent for working efficiently with complex financial and narrative information coming from several different sources and compiling this information into accessible and strategically sound management information and reports. The post holder will have highly developed communication skills and an ability to build the kind of relationships, both internally and externally, that will gain respect and cooperation. With a combination of authority and diplomacy, the post holder will ensure delivery of financial information and advice from stakeholders on time and to a high standard. Financial acumen is an essential requirement, as is a talent for communicating financial information, tools and concepts to non-finance staff.

These are the personal qualities that we will be looking for above all else.

**Educated to degree level (in a relevant subject)**

A demonstrated understanding of the budgetary and operational best practices and regulations as they relate to international NGOs

A minimum of 5 years’ experience managing budgets in line with donor requirements and programmatic needs

A minimum of 5 years’ experience of grants and contract management from diverse donors (such as DFID, EU, USAID, Foundations) in an INGO environment including:

- creating/working with complex budgets, forecasts, plans
- compiling financial reports from a variety of sources

Experience of strategic financial management gained in an (I)NGO or a business

Financial qualification (ACA, ACCA or part-qualified)

Demonstrable knowledge of good practice in recruitment and human resource management

Experience working with diverse teams

Experience of negotiating contractual agreements

Fluency in spoken and written English

**DESIRABLE REQUIREMENTS**

2 years working and living in a developing country

Experience working for an NGO on development or peacebuilding projects

Experience of writing narrative reports

Experience of institutional donor liaison and fundraising

Capacity building of colleagues and partner organisations

Familiarity with a variety of accounting software packages

Business acumen

**SUMMARY TERMS AND CONDITIONS**

Human Resources Department
<table>
<thead>
<tr>
<th>Annual Salary</th>
<th>The annual salary for the post is £34,628 per annum (with more for an exceptional candidate) + benefits</th>
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<tbody>
<tr>
<td>Pension</td>
<td>Pension contributions are paid into a personal pension of the employee’s choice and are currently equivalent to 10% of gross salary.</td>
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<tr>
<td>Leave entitlement</td>
<td>25 days per year plus English statutory holidays.</td>
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<td>Notice period</td>
<td>Notice will be 3 months on both sides.</td>
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<tr>
<td>Working hours</td>
<td>Full time staff are expected to work a standard 35-hour week, with some flexibility around start and finish times to be agreed with the line manager. All staff are required to work core hours 10am – 4pm.</td>
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<tr>
<td>Sport’s club membership</td>
<td>Staff can take advantage of subsidised membership of a local sports club.</td>
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