

JOB DESCRIPTION – Group Finance Manager

Duration	Permanent
Prepared by	Natasha Clayton, Director of Resources
Staff reporting to post holder	Finance Assistant
Reporting to	Head of Finance
Location	FARM-Africa, London Office

Reporting into the Head of Finance, this role has full responsibility for financial accounting within the UK and for financial reporting across the Group.

You will be a qualified accountant, with good technical and interpersonal skills. You will be ambitious for the organisation and keen to improve our systems and procedures where necessary. You should have a strong focus on detail and be able to identify potential risks arising from our financial transactions.

Together with the Finance Assistant, you will have full responsibility for all the regular accounting and reporting within the UK including month end, quarterly and year end processes, budgeting & reforecasting and production of the year end accounts. You will also form the liaison point for Sidai Africa Limited, our Kenyan social enterprise.

FARM-Africa has an ambitious strategy and business plan: by 2016 we are aiming to directly help 1.5 million people each year. To achieve that goal we need to push boundaries, to be creative with new and old solutions and work flexibly, taking advantage of the most effective solutions with communities, private sector, civil society and governments. This in turn is likely to lead to an increase in organisational complexity and the need for an ambitious, flexible and expert finance team who can support it.

Key purpose of the post:

- To produce regular and accurate historical and forward looking (ie budgets and forecasts) management information regarding FARM-Africa's performance for the Trustees, Senior Management Team and UK budget holders.
- To collect and consolidate financial information from the overseas finance teams
- To support and challenge budget holders to review their monthly management accounts and provide analysis of variances and supporting commentary
- To take overall responsibility for the financial management of FARM-Africa Trading Limited including working closely with the fundraising team to identify which activities should be included within the company and understanding potential VAT & tax risks arising.
- To work closely with the Director of Finance for Sidai Africa Limited, a social enterprise based in Kenya, to ensure that the Group accounts & donor reports accurately reflect the financial information of that entity.
- To oversee and undertake some of the day-to-day work of the Finance team in relation to the UK and Group financials to ensure an accurate, efficient and proactive support service to FARM-Africa's UK office and staff including all month end, quarterly and annual close processes. You will also ensure the ensure that the overseas accounting systems are reconciled to the UK one.
- To work closely with the Head of Finance and Director of Resources in optimising the treasury activities and minimising any currency risks.

Note: *This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description may be reviewed and be subject to amendments in consultation with the post holder.*

- To manage the UK payroll process including administration of the pension scheme and other employee benefits
- To manage the group and UK subsidiary audits, including preparation of audit files and schedules for inclusion within the financial statements, co-ordinating the overseas teams as appropriate.
- To manage the day to day performance of the finance assistant, ensuring that she completes all necessary work to support the above responsibilities to an appropriate standard, encouraging her own personal development and dealing with any performance issues as required
- To undertake other one-off projects during the year as required

Person specification for role.

Knowledge, experience, skills, attitudes

- Qualified accountant or part qualified with demonstrable equivalent experience (essential)
- Substantial experience of SUN financial systems (v5 preferred) and Vision reporting tool (Q&A 10 preferred) (essential)
- Strong financial analysis skills combined with an enquiring approach to understanding the key drivers behind the financial information (essential)
- Commitment to producing accurate, timely and useful financial information (essential)
- Working knowledge of SORP and UK accounting standards (essential)
- Proven track record of identifying and researching potential implications of transactions be that from an accounting, VAT, tax or other perspective (essential)
- Ability to develop strong working relationships both in the UK office and remotely with the Sidai Africa team.
- Excellent communications skills – able to communicate complex information to a diverse range of people.
- Commitment to the charity/overseas development sector
- Good IT skills, particularly excel
- Flexible, proactive approach to managing own workload and strong time management skills.
- Ability to review financial systems to make & deliver recommendations for improvement in their efficiency and effectiveness

You may have come directly from practice or have a charitable background.

FARM-Africa seeks to employ those who believe, as we do, that **farmers can and will play a key role in achieving long-term rural prosperity in Africa** and who seek to deliver on those beliefs by

- **being experts in our field**, delivering insightful/impactful evidence-based solutions
- **pushing boundaries**, being creative with new and old solutions
- **acting for the long-term**, building relationships and delivering long-lasting change for farmers
- **working flexibly**, taking advantage of the most effective solutions, whether from the communities, private sector or government
- **sharing knowledge with others**, reaching more farmers than we do alone, ensuring effective technologies are widely accessed