

Finance Manager - Brighton- £40,000 Full Time (37.5 hours)

Renewable World is a not-for-profit organisation seeking to tackle poverty through renewable energy. We focus on enabling vulnerable and disadvantaged communities in low income countries to access affordable, reliable, renewable energy to provide opportunities for increased income and improved health and education facilities.

An opportunity has arisen in our Brighton UK head office for senior a Finance professional financial to manage global finance under the direction and support of the Chief Operating Officer (COO) – a qualified Accountant - for this growing international charity. A close working relationship with the Head of Fundraising is also expected, including to provide financial analysis of funding and support income forecasting. The role will ensure that the two Regional Finance Managers provide complete, accurate, timely and relevant financial information for operations and programmes. The role will also manage a part time UK based Accountant in reporting results of that business unit.

As a small, ambitious non-profit organisation we can offer an exciting and rewarding career, with flexible working, including opportunities to work from home and visit overseas offices.

There is a possibility that this role could be part time at four days a week, at a pro rata salary due to flexibility in other roles.

Tasks and Responsibilities:

Report global financial performance

- Produce monthly management accounts to a high standard of accuracy and clarity working alongside the UK Accountant and two Regional Finance Managers
- Lead and manage the global budgeting processes across the organisation(s)
- Prepare and maintain a rolling global forecast including scenarios for uncertain items
- Support the business plan with financial analysis and projections
- Maintain accurate records of all financial transactions following Renewable World financial policies and guidelines.
- Lead on the preparation of financial information for Board and Board Committee Meetings
- Prepare the annual UK charity audit in accordance with Charities SORP, support and review the regional branch and entity annual accounts
- Ensure global financial controls remains fit-for-purpose and complies with all relevant charity financial regulations and accounting practices.

Programme financial management

- Support and review regional project financial reporting on a monthly basis with implementing project managers and regional finance managers
- Calculate and allocate quarterly the restricted expenditure to project funds and transfer to the requisite projects and donors.
- Act as a project expenditure authority for funds transfer
- Ensure optimal programme full cost recovery policies and processes are in place for allocation of operational staff and overhead costs within rules and accepted practice.
- Provide support and critical review on project funding proposals budgets and their cost recoveries.
- Manage donor financial reporting, including income, debt and deferred income accurately and timely in accordance with each donors requirements, also working with the Grants Managers to ensure all donor financial reports are submitted accurately and on time

Cash management

- Update global cash forecast monthly and feed into long term forecast model
- Ensure funds are managed in accordance with donor wishes and regional requirements
- Initiate global fund movements to ensure programme and operational commitments are met
- Process payments for operations and projects in accordance with policies and payment authorities.
- Manage inter-entity loan accounts.

Human resources

- Ensure fit for purpose staff and HR policies are in place.

- Ensure pension scheme requirements are met.
- Lead on the relevant HR process for joiners, leavers and appraisals
- Oversight of Payroll run by the Accountant and regional teams

Essential competency and experience requirements

- Qualified accountant or Accounting/Finance degree
- 7+ years of financial career experience within a global organisation and direct international experience
- Strong and proven organisational skills in managing finance systems
- Previous experience in managing staff or stakeholders
- Strong financial analytical and problem-solving skills
- Functional knowledge of financial accounting systems and advanced Microsoft Excel skills
- Understanding of project/fund accounting and cost recoveries
- Effective communicator (including excellent written and verbal English) as demonstrated on financial and narrative reporting, and verbal skills

Who suits this role:

This role is ideal for a candidate who has good experience in charity finance and accounting but is now looking for broader and more senior management responsibility, but still happy to get their hands dirty! Alternatively, an experienced financial professional from a corporate background wanting to make a difference may relish the excitement, challenge and feel good factor of the non-profit sector.

Key selling points of the role:

- Opportunity to influence and shape
- Exciting international aspects with management of regional staff and scope for international travel
- Flexible working hours and flexible location between Brighton Office and home
- Vibrant North Laine Brighton location conveniently near the station.
- Young, small and growing organisation
- Fantastic long-term impact on our beneficiaries
- Employer Pension Scheme Contributions and Life Assurance

Please apply with a CV and covering letter explaining why you would be a good fit for the role and organisation.

This job is UK and Brighton Office based.