



**JUSTICE
& CARE**

Joining forces to end
modern slavery.

Programme Finance Lead

JUSTICE & CARE

Who we are

2



Slavery is the fastest growing crime in the world. There are thought to be 50 million people enslaved worldwide and, based on our own research using police data, more than 100,000 victims in the UK alone.

Justice & Care is an anti-slavery organisation working internationally to address slavery and human trafficking, provide release and care for victims, dismantle criminal networks and bring perpetrators to justice. It works to protect communities at risk from traffickers and spark systemic change by working with policy makers and other key stakeholders.

Our Purpose: Joining forces to end modern slavery.

Our Values: As an organisation we have a set of core values that underpin and inform all we do:

We are collaborative
We are courageous
We are experts
We are relentless
We are pioneering

Justice and Care is an equal opportunities employer. We value the strength of a diverse workforce and encourage applications from people with disabilities, Black, Asian or Minority Ethnic (BAME) backgrounds, LGBT+ and from different socioeconomic backgrounds.

This role

Justice and Care is at an exciting moment with the imminent launch of a new ten-year strategy and we are looking to build a finance function to support this growth.

We are recruiting for an experienced Programme Finance Lead to drive, manage and oversee the outworking of key financial processes at Justice & Care. With a particular focus on support for our international projects funded by the US State Department and UK Government but also taking the lead on our UK audit process and income/expenditure forecasting, this is a broad and varied role.

This role will be line managed by the Finance Director but will work closely with in-country finance leads, programme teams, the Development team and wider global teams

Your main responsibilities will include;

- Collaborate with country finance leads and the programmes teams with responsibility to develop detailed and well planned budgets for funding proposals including full cost recovery
- Monitor programme spend against budget, advising programme leads on financial and compliance decisions and producing numeric and narrative financial reporting in various formats, predominantly institutional donors such as the US State Department
- Project manage, forecast and monitor expenditure for UK programmes.
- Responsible for the financial compliance on restricted grants.
- Lead on project management of the UK audit process.
- Accountable for delivering regular funder income and expenditure forecasting.
- Regular financial analysis as required to support strategic decision making.
- Manage and respond to finance related queries, becoming the finance point of contact for the UK team.
- Assist in the annual budget process, forging great relationships with budget holders.



Job Description

4

Job Title:	Programme Finance Lead
Reporting To:	Finance Director
Contract Type:	Permanent
Location:	London with hybrid working as agreed with the line manager OR Fully Remote with occasional travel to London.
Salary:	£40,000 - £50,000 salary is dependent on skills and experience
Working Hours:	Full time or part time will be considered. For this role we are open to discussing the possibility of reduced hours, flexible start and finish times, job share or compressed hours.
Annual leave:	27 days pro-rata + statutory bank holidays + birthday leave
Benefits:	<ul style="list-style-type: none">• Workplace pension scheme• Death in service• Private health care
New staff service:	6 month probationary period

Purpose of the role

Justice and Care is at an exciting moment with the imminent launch of a new ten-year strategy and big growth plans and we are looking to build a finance function to support this growth.

We are recruiting for an experienced Programme Finance Lead to lead, manage and oversee the outworking of key financial processes at Justice & Care. A major function of the role will be to provide programme finance management support for our international projects funded by the US State Department and UK Government, from application stage budgets through to financial management, reporting and compliance on the grants. The post holder will also manage, forecast and monitor expenditure for UK programmes and will be responsible for producing key financial analysis and reports for internal and external stakeholders.

To be successful in this role you will be:

- Highly numerate - you won't need to be a chartered accountant, but an ability to produce and understand budgets and competently interpret financial data is key
- Focussed on detail - you have strong attention to the small things (as well as the big!), including the skills to develop budgets for projects and donors
- Knowledgeable - you will have a good understanding of financial processes and governance within a charity

- Organised - able to plan and deliver work to deadlines
- A good communicator - quick to listen and able to work cross-culturally
- Passionate - you are passionate about making a difference and interested in the eradication of human trafficking
- Willing to roll up your sleeves - there is lots to be done and you won't be afraid of hard work, working to tight deadlines.
- A team player, committed to making things work and helping get everything in place to do so
- Someone who takes the initiative - you are a self-starter, a go-getter and an ambitious type. You will propose solutions rather than focus on problems.
- Technically savvy - you will have strong Microsoft 365 (Word, Excel and PowerPoint) skills and experience using accounting software, preferably Xero.

Position in the organisation

You will be managed by the Finance Director but will work closely with in-country finance leads, programme teams, the Development team and wider global teams. The finance function currently consists of a Finance Director supplemented by an outsourced finance team who provide bookkeeping, management accounting and payroll support, this is therefore the second in-house finance role for the charity.

Scope of the job

This role will play a key role in our in-house finance function, working closely with the Finance Director to plan and oversee all financial processes in the organisation. The role is both global and UK focussed, offering a real breadth and variety for the candidate. This role does not have any responsibilities for month end accounts which are prepared by the finance outsourcer, with whom you will work closely.

However you will use the information from the monthly accounts and cash flow forecasts to prepare key insights for internal and external stakeholders to aid organisational planning and decision making. You will be responsible for the grant reporting to funders which may be monthly, quarterly or ad hoc depending on the terms of the grants.



Main responsibilities



Your key responsibilities include, but are not necessarily limited to

- Collaborate with country finance leads and the programmes teams to develop detailed and well planned budgets for funding proposals including full cost recovery
- Monitor programme spend against budget, advising programme leads on financial and compliance decisions with responsibility for producing numeric and narrative financial reporting in various formats, predominantly institutional donors such as the US State Department
- Project manage, forecast and monitor expenditure for UK programmes.
- Liaise with grants managers and project leads to ensure compliance on restricted grants.
- Lead on project management of the UK audit process.
- Delivering regular funder income and expenditure forecasting.
- Regular financial analysis as required to support strategic decision making.
- Manage and respond to finance related queries, becoming the finance point of contact for the UK team.
- Assist in the annual budget process, forging great relationships with budget holders.
- Act as conduit and liaise with outsource finance company enable smooth running of finance operations
- Ensure that all processes are in-line with industry best practice, streamlined and clearly documented to allow for them to be carried out in case of absence.

Person Specification

	Essential	Desirable
Qualifications		<ul style="list-style-type: none">• Degree• Relevant accounting qualification
Experience	<ul style="list-style-type: none">• Recent finance background working for a charitable organisation, preferably an international charity.• Experience in finance management for large grants (ideally but not essentially, institutional funding including US State Department).• Independent delivery of financial targets, operational activities and objectives	<ul style="list-style-type: none">• Experience of working cross-culturally• Experience of working with auditors and leading the audit process• Experience of working in the anti-slavery sector
Skills/Abilities	<ul style="list-style-type: none">• Highly numerate with the ability to develop and monitor budgets; analyse, interpret and communicate complex data and financial information• Strong attention to detail• Excellent interpersonal skills, with the ability to build good relationships with people at all levels.• Effective administration and organisational skills, as well as strong quantitative skills.• Good time management skills with ability to prioritise workload and meet deadlines under pressure.• Advanced Microsoft Excel skills• Microsoft Word, Outlook and PowerPoint competent and experience of/ability to use databases	<ul style="list-style-type: none">• Experience of using accounting systems preferably Xero.• Experience of using Salesforce CRM



Person Specification



Essential

Personal Qualities

- Self-motivated, able to exercise initiative, disciplined, able to work with minimal supervision
- Adaptable – with a desire to learn
- Love working as part of a global team

Desirable

8

Safeguarding

Justice and Care prioritises Safeguarding. As part of our commitment to the protection of children and vulnerable people in our work, any offer of employment with Justice and Care will be subject to satisfactory pre-employment checks. Such checks may be updated periodically during the course of the period of employment. Justice and Care also participates in the Misconduct Disclosure Scheme. In line with this Scheme, we will request information from successful candidates' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms his/her/their understanding of these recruitment procedures.

How to apply:

You must have the right to work in the UK.

To apply for this role, please send your full CV, an equality monitoring form and a covering letter of no more than 1,500 words setting out your suitability for this post and your alignment to the essential criteria to recruitment@justiceandcare.org. Your covering letter should explicitly address the candidate requirements outlined above.

Recruitment timings:

This job will remain live until a suitable candidate has been recruited, applications will be reviewed as they are received on a case by case basis.