



## Job Description

<b>Job Title:</b>	Finance Business Partner – Restricted Funding (Principal level)
<b>Grade</b>	2
<b>Career path</b>	Individual Contributor
<b>Reporting To:</b>	Global Finance Director
<b>Contract Type:</b>	Permanent/Open ended
<b>Location:</b>	Hybrid – regular home working will be considered, with weekly working (1-2 days) in the London office and occasional travel overseas
<b>Salary range:</b>	£50,000-£60,000 dependent on experience and location. J&C will make a fair offer within the range, taking into consideration internal equity and the skills, knowledge and experience of the successful candidate.
<b>Working Hours:</b>	Part-time (22.5-30 hours out of 37.5)

**Key words for social media #Finance Business Partner, Restrictedfunding, Charityfinance,**

**Applications will be short-listed and interviewed on a rolling basis, so this role may close quickly.**

### **Position in the organisation**

This role is based in the Global Central Services department, supporting management and leadership roles with the financial aspects of restricted funding across the global organisation. The role reports into the Global Finance Director. This role forms sits on the Global Income Group and Global Investment Group.

### **Team Purpose**

We are here to manage the organisation’s financial well-being. We are responsible for the financial management of income, expenditure, assets and liabilities, reporting and compliance.

## **Role Purpose**

To provide management and leadership roles across the organisation who work with restricted funding contracts, with commercial financial support through the provision of strategic financial information, analysis and insights to support informed decision-making.

## **Key relationships**

Internally UK – Head of Finance, Global Finance Director,

Global – Programme management and leadership roles working with restricted funding in all J&C locations, the Programme Funding Principal.

Externally – Restricted income, auditors

## **Scope of job**

This role will play a key role in our in-house finance function, working closely with the Head of Finance and Finance Director based in UK, The global teams, income teams and the in-country teams.

You will use the information from the various teams to forward plan, support the identification of new opportunities, highlight any risks and assist with commercial and insightful decision making. You will understand and support teams on the planning, delivery and execution of projects and implications for funding as well as developing business cases and bids and reviewing performance. You will assist in ensuring compliance with the donor financial requirements and support donor audits.

## **Main responsibilities/Key responsibilities**

Your key responsibilities include, but are not necessarily limited to:

### **Business-partnering with restricted income teams**

1. Building strong relationships and partnerships with all senior managers
2. Provide commercial insight and analysis acting as a proactive business partner
3. Analysis of financial information and support in interpretation and decision-making
4. Tailoring information and insights and communicating these in a clear and user-friendly manner
5. Creation of tools to support operational managers and leadership
6. Driving business strategy

### **Restricted finance reporting and analysis**

1. Work across the restricted income teams to develop the financial aspect of new bids and to review and evaluate new funding and income opportunities
2. Highlight risks and opportunities for existing and potential funds
3. Develop strong relationships with donor finance teams
4. Closely monitor restricted fund budgets

5. Ensure high quality and timely financial reporting to donors
6. Ensure compliance with the financial requirements as specified in donor contracts to ensure strong financial management
7. Assist in planning and execution of donor audits

### Financial Management

- Review, develop and implement effective financial monitoring performance reporting and analysis, working across the organisation to ensure that right management information is available to inform project management decisions in real time
- Develop and implement commercial finance training for teams
- Drive a continuous improvement culture across systems, processes and reporting

### Person Specification

	ESSENTIAL	DESIRABLE (Can be trained or learnt on the job)
<b>Qualifications</b>	Relevant finance qualification	Professional accounting qualification e.g. CIMA/ACCA
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of Business Partnering, building and maintaining relationships and influencing a wide range of stakeholders, including leadership</li> <li>• Recent finance background working for a charitable organisation</li> <li>• Bid support and business case development including development of grant budgets and grant management</li> <li>• Restricted Fund accounting</li> <li>• Reporting of performance measures against operational activities and objectives</li> <li>• Excellent analytical skills and commercial acumen</li> <li>• Strong communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with institutional funders such as USAID, US State Dept, UK Home Office, FCDO</li> <li>• Experience in an international finance environment</li> <li>• Foreign exchange accounting</li> <li>• Experience of working cross-culturally</li> <li>• Experience working within organisations combating modern slavery</li> <li>• Working with Bangladesh and Romania</li> <li>• XERO software</li> <li>• Salesforce (pipeline)</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Financial analysis</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to explain complex financial information in a simplified manner</li> <li>• Strategic acumen</li> <li>• Highly numerate with the ability to develop and monitor budgets; analyse, interpret and communicate complex data and financial information in a clear and understandable way</li> <li>• Strong attention to detail/accuracy</li> <li>• Excellent interpersonal skills, with the ability to build good relationships with people at all levels and to be a critical friend to leadership and teams across the organisation</li> <li>• Good time management skills with ability to prioritise workload and meet deadlines under pressure.</li> <li>• Advanced Microsoft Excel and financial modelling skills</li> <li>• Microsoft Word, Outlook and PowerPoint competent and experience of/ability to use financial and CRM databases</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Self-motivated, able to exercise initiative, disciplined, able to work with minimal supervision</li> <li>• Adaptable – with a desire to learn</li> <li>• Love working as part of a global team</li> </ul>	
<b>Other Comments</b>	<ul style="list-style-type: none"> <li>• Given the teams with which this role works sit across several time zones, some work might happen outside normal working hours to accommodate everyone's needs and minimise disruption</li> <li>• All roles require a DBS check</li> <li>• The right to work in the UK is required. Justice and Care does not sponsor visas.</li> </ul>	

Questions (think)

Cover letter max 1 page uploaded sep to CV

1. Why are you interested in this role?
2. What experience do you have relevant to role?
3. What do you think are the key challenges of this role?