JOB PROFILE

Job Title: Finance Officer
Place of Work: London or Cardiff
Reports to: Finance Manager
Line management responsibility: None
Budget Responsibility: None
Child Protection Level: 1

ABOUT US

Overview
We are Elrha. A global charity that finds solutions to complex humanitarian problems through research and innovation. We are an established actor in the humanitarian community, working in partnership with humanitarian organisations, researchers, innovators, and the private sector to tackle some of the most difficult challenges facing people all over the world.

We equip humanitarian responders with knowledge of what works, so that people affected by crises get the right help when they need it most. We have supported more than 200 world-class research studies and innovation projects, championing new ideas and different approaches to evidence what works in humanitarian response.

Our Programmes
Elrha has two successful humanitarian programmes; Research for Health in Humanitarian Crises (R2HC) and the Humanitarian Innovation Fund (HIF).

R2HC:
The R2HC programme aims to improve health outcomes for people affected by humanitarian crises by strengthening the evidence base for public health interventions.

This globally recognised research programme focuses on maximising the potential for public health research to bring about positive change in humanitarian response and helps inform decision making in humanitarian response.

Since it was established in 2013, it has funded more than 50 research studies across a range of public health fields, bringing together researchers and humanitarian practitioners to undertake vital research.

The HIF:
The HIF programme improves outcomes for people affected by humanitarian crises by identifying, nurturing and sharing more effective, innovative and scalable solutions.

The HIF is a globally-recognised programme leading on the development and testing of innovation in the humanitarian system. Established in 2011, it was the first of its kind: an independent, grant-making programme open to the entire humanitarian community. It now
leads the way in funding, supporting, and managing innovation at every stage of the process.

The HIF’s portfolio of funded projects has informed a more detailed understanding of what successful innovation looks like, and what it can achieve for the humanitarian community. This work is leading the global conversation on innovation in humanitarian response.

OPERATIONAL CONTEXT

Elrha is a charity and wholly owned subsidiary of Save the Children. It is accountable to its Board of Trustees and is able to benefit from core services provided by Save the Children UK.

JOB PURPOSE

The Finance Officer role is key to Elrha’s robust financial management, working closely with the Finance Manager and other colleagues to ensure that transactions are processed promptly and accurately, as well as supporting month-end processes. The role engages with several aspects of Elrha’s financial management, and acts as a key contact for a range of stakeholders.

The Finance Officer will provide day to day accounting and administrative support for the smooth flow of Elrha’s transactional processes, including payment processing, journal preparation and reporting to budget holders.

KEY ACCOUNTABILITIES

FINANCIAL PROCESSES AND SYSTEMS

- Ensure financial records are maintained in a manner that is complete and donor compliant.
- Manage the accounts payable process, including the set-up of new suppliers and preparation, submission and tracking of payments for grantees and invoices from suppliers.
- Review monthly credit card statements in order to ensure that expenses are appropriate and are coded correctly.
- Ensure staff are aware of all finance processes and requirements to ensure compliance and smooth functioning of the payment processes.
- Conduct training as required, including providing induction training for new staff. Provide support for staff on budget/coding queries.
- Manage the sales invoicing process in relation to consultancy services provided.
- Support the Finance Manager with the award management process.
- Support the smooth operation of other financial processes as required.
- Work with the Finance Manager, SCUK Finance team and Elrha colleagues to maintain the financial controls of Elrha, ensuring donor compliance and best practice.
- Support the procurement and roll-out of new financial systems or modules as required.
- Contribute to process and policy developments as required.
FINANCIAL REPORTING

- Prepare monthly BvA reports for Operations cost centres and meet with budget holders to update forecasts, provide guidance, and support their budget management.
- Assist the Finance Manager in the production of monthly financial reports.
- Prepare manual journals for processing, as required.
- Support the Finance Manager in responding to requests for information for Elrha’s annual statutory audit, and any project audits of Elrha or its sub-grantees requested by donors.

OTHER RESPONSIBILITIES

- Adhere to Elrha’s code of conduct and other policies
- Report any safeguarding concerns or other potential incidents immediately

Please note: There will occasionally be some UK travel involved in this role, mainly between our London and Cardiff offices.

KEY RELATIONSHIPS

- Internal: Head of Finance and Grants, Finance Manager, Grants Finance Officer, Elrha wider team
- External: Save the Children UK finance team; external agencies including auditors, service providers, grantees and partner organisations.

PERSON SPECIFICATION

ESSENTIAL

- Qualified in accountancy or bookkeeping (AAT Level 4 or equivalent) or part-qualified with relevant experience.
- Good understanding of financial processes and controls.
- Good written and oral communication skills with the ability to work with a broad range of people including non-financial specialists.
- Highly organised, with the ability to manage details across a large portfolio.
- Excellent attention to detail.
- Strong and proven problem solving skills.
- Experience of finance systems/platforms
- Strong working knowledge of the Microsoft Office package, specifically Excel.

DESIRABLE

- Experience of working for charities, ideally in the humanitarian/development sector.
- Understanding of the accounting requirements related to managing restricted expenditure and reporting to institutional donors.
• Experience in the preparation, monitoring and reporting of budgets and financial management information.
• Experience of participation in audits.
• Experience of negotiating with internal stakeholders.
• Experience within an environment of shifting priorities and evolving job responsibilities.

CHILD PROTECTION – LEVEL 1

Level 1 - the responsibilities of the post do not require you to have contact with children or young people.

_We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. This post is subject to a range of vetting checks including a criminal records disclosure._