

Finance Officer (International Programmes)

JOB DESCRIPTION

Penny Appeal is an award winning, international humanitarian charity delivering aid in over 30 countries including the UK. We pride ourselves in the work that we do and the aid we are able to deliver, from sustainable programmes internationally and locally as well as emergency aid responses. We also take pride in the people that support us externally and the ones that make things happen internally.

We are the fastest growing charity in our sector with a fast-paced working environment. When a crisis hits internationally we respond immediately. Outside emergencies, we have a packed marketing calendar full of creative campaigns, award-winning events, and unique projects all aimed at helping the most vulnerable. We can see an immediate impact from our hard work and it can be so rewarding to see the positive feedback from the people we have helped.

Role Overview:

The Finance Officer will be responsible for supporting the efficient management of programmes and campaign deliverables in assigned regions and countries working closely with field offices/partners.

Key Responsibilities and accountabilities

- Administering projects payments system, process payments and assure payment delivery.
- Providing support to Programmes throughout due diligence and the planning process, including review and discussion of draft budgets and project proposals.
- Ensuring programmes compliance with donor and legal requirements and ensuring efficient document management.
- With Programmes ensuring Penny Appeal is operating legally and ensuring any issues are highlighted early to Senior Management.
- Managing the foreign currency exposure.
- Preparing Budgets and Financial reports and supporting statutory accounts preparation.
- Visiting international offices to support and develop the capacity of finance (as required)
- Develop a reporting framework to provide regular updates on the progress made by all PA International entities.
- Control and monitor all capacity building funding work.
- With the Programmes team provide a reliable funds report showing amounts available for selected programme projects.

- Coordinating the restricted funding contracts in place for each of the Programmes and update the funding schedules for all known contracts.
- Review of contracts secured including in-kind contracts, matched funding needs and funding gaps to inform fundraising efforts.
- Working with partner and field offices to ensure that all contracts are monitored both in financial and non-financial terms on a regular basis and any implications arising are resolved.
- Liaising with Penny Appeal USA and Australia, providing monthly financial and operational summaries to Senior Management.
- Where necessary challenge current processes and develop improved methodology.

General:

- Take responsibility for developing own knowledge of marketing communications and the sector, along with keeping up to date on new developments.
- To participate in meetings, conferences and team activities.
- Adhere to stated policies and procedures as per the company handbook, health and safety requirements and other management systems.
- Other duties as per the request of the Head of Programmes/Finance and CEO in the interest of the organisation's objectives.
- This position will report to Head of Programmes but will be required to work closely with the Head of Finance and Finance Director at Penny Appeal HQ.

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PERSON SPECIFICATION

Essential Criteria

- Customer focused approach with the ability to take ownership to solve complex issues.
- A positive, can-do and resilient attitude.
- Minimum of 2 years' experience within a finance support role.
- Excellent interpersonal and communication (verbal & written) skills
- Ability to work independently and as part of a team
- Robust organisational, time management and multi-tasking skills
- Knowledge of Microsoft Office applications
- Able to maintain confidentiality in all aspects of work
- Able to adapt quickly to changing deadlines and priorities.
- Ability to work under pressure and use initiative
- Able to gain trust and confidence of stakeholders

Desirable Criteria

- AAT/ACCA/CIMA qualification
- Experience of working within the Humanitarian/Charity sector