



30 YEARS OF BUILDING LIVELIHOODS  
AND TRANSFORMING LIVES

## Candidate Brief

### Finance and Business Manager



[www.aptuk.org.uk](http://www.aptuk.org.uk)

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## 1.0 About Action on Poverty

Action on Poverty's vision is a fair world free from poverty and discrimination where every person is empowered to fulfil their potential.

We were established in 1984 and are focused on providing economic solutions to address hunger, injustice and barriers to safe and lasting work for marginalised groups in Sub Saharan Africa and South Asia. We aim to bring about sustainable economic and social improvements, building self-reliance by working with some of the most vulnerable people obtain a livelihood, through enterprise (including agricultural) and employment.

### Key Features:

**1. Our target beneficiaries: poor and vulnerable people who are particularly marginalised, excluded** through their disability, gender, age, HIV/AIDS status, conflict, ethnicity or environment.

**2. Our area of activity and expertise: Enabling people to improve their livelihoods through access to markets and decent work.**

We assist these target groups to participate in mainstream markets, enabling them to access incomes and to create and/or develop sustainable livelihoods. We also tackle the reasons for their vulnerability and exclusion, building on the self-reliance and dignity secured through economic solutions to tackle stigma, discrimination and abuse of rights. We believe the synergy between these has great value.

**3. Our partnerships with local organisations, fostering their independent development.**

We exchange expertise and strengthen capacity according to need and aspiration.

### Current Work:

Our current long-term projects are in Uganda, Kenya, Sierra Leone and a new project in Tanzania. These projects support the efforts of poor and vulnerable men and women to claim their rights and access a sustainable livelihood and as a result bring about real and lasting change. Working in partnership in these projects is at the forefront of what we do, helping to ensure greater and longer term sustainability of the impact on the communities we seek to help.

Our work includes sector-based projects (such as in camel milk or soapstone sectors) which tackle weaknesses in a market system; and more people-centred projects (such as disabled people or those affected by HIV and AIDS) which address the needs of a marginalised group. The latter aim not only to access basic needs through livelihoods, but to build status, confidence to demand rights, reduce discrimination and change attitudes more widely.

Acknowledgement of our work by major institutional donors has grown. Some - like Comic Relief and the Big Lottery Fund have asked Action on Poverty to show our work to some of their other partners and share best practice in monitoring and evaluation.

We are still small in the UK – this remains our aim – but our work overseas has expanded; and our partnerships in a number of countries have enabled us to reach many more beneficiaries.

## Leaving No-one Behind

We target our help to some of the most vulnerable people in the Africa including young people and children, women, people with disabilities, workers, people affected by conflict, HIV and AIDS or people in fragile environments.

We consider that poverty and gender inequality are inextricably linked and this is reflected in our work. Unequal access to and control over resources and services, and the social discrimination which keeps this in place, presents serious obstacles to women and we aim to address their social and economic deprivation.

For further information about the work of Action on Poverty please go to [www.aptuk.org.uk](http://www.aptuk.org.uk)

## 2. Key responsibilities of the Action on Poverty's Finance and Business Manager

### 2.1 Overview

To ensure the delivery of timely and accurate financial information as required by the CEO, statutory bodies and other stakeholders, including donor organisations, external auditors and Inland Revenue.

### 2.2 Main responsibilities:

Management and internal reporting and controls:

1. To produce quarterly and year-end management accounts to deadline
2. To maintain the General and the Restricted bank accounts, arrange transfers as required and reconcile monthly.
3. To maintain all project bank accounts, reconcile monthly.
4. Reconcile Grant payments made to Partners on a quarterly basis and arrange international transfer of funds as required.
5. Prepare cash flow forecasts, and update management cash flows monthly.
6. Produce forecast Income and Expenditure Accounts and Balance Sheets
7. Reconcile expense claims and petty cash payments.
8. Reconcile UK expenditure and transfer funds from/to project accounts monthly.
9. Prepare quarterly project management fee and transfer funds from project accounts.

Statutory reporting:

1. Compute and pay monthly salaries and make the required returns to HMRC, Pension Provider and The Pensions Regulator.
2. Perform year-end procedures. Prepare trial balances and year end accounts. Prepare all the necessary working papers for auditors, assist auditors and clarify any queries raised.
3. Complete required annual reporting and other tasks for compliance with Companies House and the Charity Commission.

Project reporting:

4. Review and assimilate UK and overseas expenditure on a quarterly basis and report to major funders and make quarterly claims as appropriate.
5. Maintain project financial files and along with the Project Managers manage close interactive working relationships with partners to ensure adequate financial management and internal controls are maintained and build partner financial reporting capacity.

Other:

6. Attend AGM and Trustees' meetings as required.
7. To be responsible for the continuous improvement and development of business management and financial systems.
8. Together with the Trustees and the CEO:
  - a. Enhance strategic and business planning by providing cash flow forecasts and contributing to long-term business plans, and

- b. Ensure the company has in place comprehensive systems for internal and external audit, compliance and risk management.
9. Carry out office management liaison and related duties as required by the Trustees or the CEO.
10. Carry out any additional finance related duties as required by the Trustees or the CEO.

## **2.4 Reporting structure**

### **Reporting to:**

The person in this position will report to the Chief Executive Officer.

### 3.0 Person Specification

<b>Finance Manager</b>	<b>Essential</b>	<b>Desirable</b>
<b>KNOWLEDGE &amp; QUALIFICATIONS</b>		
Recognised professional financial qualification eg. ACCA		X
Broad knowledge of financial management	X	
Knowledge of charity sector including legal requirements		X
Knowledge of donor reporting requirements		X
Knowledge of taxation, VAT, PAYE, NI, gift aid requirements	X	
<b>EXPERIENCE</b>		
Experience of heading up the finance function of an organisation		X
Experience of budget setting	X	
Experience of business planning and strategic financial management		X
Experience of overseeing/running payroll	X	
Experience of creating and implementing internal financial controls and procedures	X	
Experience of production of management accounts and financial reports to non-finance staff	X	
Extensive experience of Microsoft Excel including formulae	X	
Experience of working in a small team without additional finance support	X	
Experience of QuickBooks		X
Experience of Donor Management Systems/CRM systems		X
<b>SKILLS &amp; ABILITIES</b>		
Able to analyse income and cost figures and highlight issues to non-financial staff in an understandable, succinct way	X	
Able to propose solutions to financial issues	X	
Able to apply knowledge of legislation to role	X	
Excellent IT skills (from a user perspective)	X	
Excellent written and verbal communication skills, particularly when dealing with non-financial contacts inside and outside organisation	X	
Able to work effectively and supportively as a member of a small team	X	
Able to liaise effectively with overseas partner teams using email, skype	X	
Able to coach/brief finance staff from overseas partner organisations to build their financial capacity	X	
<b>PERSONAL QUALITIES</b>		
Committed to the values and core purpose of the charity	X	
Passionate about service improvement and the benefits this can deliver inside and outside the organisation	X	
A “can do” attitude	X	
Ability to self-manage including prioritisation of day-to-day tasks	X	
Organised and efficient in performing tasks	X	
Work in a culturally sensitive and appropriate manner	X	

## **Equal Opportunities**

We value diversity and seek to reflect this in our staff team. We welcome applications from people from all sections of the community, irrespective of race, colour, gender, age, disability, sexual orientation, religion or belief.

## **Policies and Practice**

The successful candidate must have a commitment to Action on Poverty's values and mission; comply with Action on Poverty's policies and practice, including our code of conduct and safeguarding policies.

## **Eligibility**

Only people eligible to work in the UK can apply for this position. For further details please check: <https://www.gov.uk/legal-right-work-uk>

## 4.0 Terms and Conditions

**Salary:** Pro rata of £30,000 p.a. dependent upon experience.

**Hours:** This is part-time (60% equivalent to 3 days per week) based on a 40-hour week. Reduced hours for more experienced applicants may be considered at a pro rata salary. Core hours Monday to Friday are expected but flexi-time is in operation whereby staff can start earlier or later in agreement with his/her line manager and work corresponding hours. You must be prepared to work evenings and weekends.

**Overtime/evening or weekend working:**

A rest day is offered to staff after an assignment outside Europe exceeding 7 days in duration; TOIL (Time Off in Lieu) is given for days worked outside normal working hours. No overtime is payable.

**Location:** Pershore, Worcestershire WR10 3NE but flexible home-working can be agreed. Occasional travel within the UK. Trips to field programmes in Africa may occasionally be required.

**Pension:** Pension provision (up to 6% employer's contribution subject to employee contributions) will be available after completion of the probationary period.

**Holidays:** The holiday year runs from 1 January to 31 December. The entitlement is 25 days plus Bank Holidays (pro rata i.e. 60%).

**Probation & Notice Periods:**

The appointment will be based on a six-month probationary period when the notice will be four weeks. Once confirmed in post the notice period will be three months.

**Equal Opportunities:**

Action on Poverty has policies which all staff are expected to be aware of, and of their consequent responsibilities, including Equality and Diversity, Safeguarding and Anti-Fraud Policies.

## 5.0 Important Dates

Closing Date for applications: 9<sup>th</sup> May 2021

As users of the disability confident scheme, we guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy. Please call or email us if you require any of the application documents in a larger text or in a different format.

All interviews will be held either by zoom or at the Action on Poverty's offices in Pershore, Worcestershire. They are planned for 18<sup>th</sup> May 2021.

If you have further questions about the post or recruitment process please email [info@aptuk.org.uk](mailto:info@aptuk.org.uk)