

Job Description

Title: Programme Accountant

1. Main Purpose of the Job

A pivotal and dynamic role coordinating and supporting the international finance function. The Programme Accountant has a regulatory role in ensuring financial policies and practices are followed, but also improving and building the financial capacity of staff in the UK and in Africa. The Programme Accountant is responsible for ensuring that all stages of the financial process from planning to reporting are completed to meet requirements on a timely basis. Key aspects of the role are good communication with a wide range of people and some international travel.

2. Position in Organisation:

The Programme Accountant is a member of the finance team and reports to the Finance Director and will be working alongside the existing programme accountant. They work very closely with the programme co-ordinators and programme funding co-ordinator in the International Programme team based in the UK. Send a Cow operates in 6 country programmes in Africa and the Programme accountant also works closely with the finance managers in our African programmes. Each programme accountant will be allocated 3-4 of our country programmes.

3. Job Objectives:

Planning and reporting

- Continue to help develop clear budgeting and reporting guidelines alongside the International Programmes Team, so as to give a clear framework in which to operate.
- Provide support to programmes throughout the planning process, including review and discussion of draft budgets with programmes and programme co-ordinators. Help to ensure budget deadlines are met and that the budget approval process is completed on a timely basis.
- Service and help the management of our budget review meetings in the UK to ensure that we have the correct information available to make allocation decisions.

Monitoring and reviewing

- Review and respond, in collaboration with the Programme co-ordinators, to the quarterly reports received from our country programmes. Manage the disbursement of funds to our programmes in line with our policies.
- Hold regular meetings with the programme co-ordinators to discuss issues and plan for future work, ensuring that financial roles and responsibilities are upheld and that finance remains an integral part of programme planning.
- Manage the review of the monthly financial reconciliations from programmes and ensure that a risk-based approach to the level of reviews and checks is done and that feedback is given and followed up promptly.
- Management of the foreign exchange policy for Send a Cow including monitoring its impact throughout the year.

- Co-ordinate the overseas audits in programme offices ensuring they occur on a timely basis including final sign-off of the accounts and cover the elements required.
- With programmes ensure Send a Cow is operating legally and ensure any new issues are highlighted early.

Restricted fund and contract management

- Co-ordinate the restricted funding contracts in place for each of the countries and update the funding schedules for all known contracts.
- Work with the programme co-ordinator to keep the funding schedules up to date. Provide an overview to the organisation of contracts secured, matched funding needs and funding gaps to inform fundraising efforts.
- Be central in assisting in the preparation of financial budgets and reports for institutional donors.
- Work with country programmes to ensure that all contracts are monitored both in financial and non-financial terms on a regular basis and any implications arising are resolved.
- Manage the compliance of contracts for the organisation to ensure that all the financial and reporting obligations are met and adhered to. Co-ordinate the overview of compliance within the organisation.

Best practice and capacity building

- Hold regular updates with our in country finance managers to check progress, highlight issues and offer support.
- To develop the capacity of our finance teams in our programme offices to ensure that best practice is adopted.
- To oversee the adherence to Send a Cow minimum financial standards including anti bribery and anti fraud policies.
- Manage the activities in the best practice/ internal audit policy in line with the deadlines, highlighting issues promptly. Ensure recommendations are understood and implemented by all programmes.
- Focus on building the capacity of finance managers in grant management including management of the funding schedules, to ensure any special controls and systems are in place and expenditure is regularly reviewed.
- In consultation with each country director, develop relevant and appropriate training programmes for finance managers, including the use of external training providers, visits from the UK and one to one telephone calls as required.
- Complete 2-3 trips a year to Africa concentrating on internal audit and training needs of the programmes.

Other

- Attend the monthly International Programme and Finance Team meetings.
- Complete the year-end consolidation review for each SAC country including restricted funding calculations on a timely and accurate basis. Work with the finance managers to ensure that any issues found during this or the audit process are managed effectively by them.
- Providing assistance to the Finance Team and Finance Director on other areas.

Person Specification

The successful candidate will have a vision of and be committed to delivering Send a Cow's mission of working with farmers in Africa to overcome malnutrition and poverty and create sustainable development. He or she will be committed to the Christian values of Send a Cow.

ATTRIBUTE/SKILL	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS	Part qualified professional accountancy qualification e.g. ACA, ACCA, CIMA with minimum 2 years experience	Professional accountancy qualification ACA, CIMA
EXPERIENCE	<p>Considerable experience in the review of financial information prepared by others and providing feedback and follow up.</p> <p>Experience of management of complex funding contracts and restricted funding.</p> <p>Experience in the review and preparation of budgeting and planning.</p> <p>Experience of working with and giving advice to partner organisations.</p> <p>Experience at writing and implementing financial policies.</p> <p>Experience of completing and reviewing financial reconciliations.</p> <p>Experience in understanding financial systems and controls.</p> <p>Experience of communicating with colleagues at a distance.</p>	<p>Experience of making bank transfers including international payments.</p> <p>Experience of conducting internal or external audits.</p> <p>Experience of foreign exchange, in particular exotic currencies</p> <p>Experience in travelling overseas, in particular to Africa</p> <p>Experience of writing and delivering financial training</p>
SKILLS/ABILITY	<p>Ability to communicate with people whose first language is not English</p> <p>Excellent interpersonal and communication skills with the ability to communicate financial information</p>	<p>Knowledge of International development</p>

	<p>to non-financial staff.</p> <p>Excellent analytical skills</p> <p>Excellent time management skills</p> <p>Strong IT skills and advance use of Excel</p> <p>Competent use of financial accounting packages.</p> <p>Ability to analyse complex situations and make decisions.</p> <p>Ability to work to strict deadlines</p>	
PERSONAL QUALITIES	<p>Understanding of different cultures and backgrounds.</p> <p>Clear logical thinker</p> <p>Accurate</p> <p>Honest and trustworthy</p> <p>Attention to detail</p> <p>Ability to manage pressure</p> <p>Professional</p> <p>Flexible</p> <p>Team player</p> <p>Able and willing to travel overseas.</p>	