



**Creating opportunities for the world's poor**



## **Finance and Resources Officer**

**Candidate Pack**

**January 2019**

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### **Contact us**

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## About BRAC

BRAC is committed to creating opportunities for people living in poverty.

BRAC was founded in Bangladesh in 1972 by Sir Fazle Hasan Abed, and today is a global leader in developing cost-effective, evidence-based poverty innovations in extremely poor, conflict-prone and post-disaster settings. These include programmes in education, healthcare, microfinance, girls' empowerment, agriculture, human and legal rights, social enterprises, a bank, a university, and the world's largest mobile money platform. In 2016, BRAC employed more than 100,000 people in 11 countries, with a total global expenditure of about \$900 million.

BRAC is also unique among the world's major non-profits in that its overall budget is majority self-financed. In Bangladesh, where BRAC was founded and is the location of its global headquarters, BRAC financed 76% of its \$682 million average annual national budget from 2011 to 2015 from its own socially-responsible businesses.

In January 2018 BRAC was ranked as the number one NGO in the world for the third consecutive year by the Geneva-based NGO Advisor, an independent media organisation committed to highlighting innovation, impact and governance in the non-profit sector.

"Pragmatic, adaptive, BRAC can now play any game, whether using for-profit or non-profit approaches, to face and challenge systems of inequity," said NGO Advisor in its review of BRAC. "BRAC ticks every box this year, with extra scoring for the clarity of its five-year strategic vision and its willingness to expand its international outreach... Today, BRAC is more than a reference; it is leading the non-profit world toward its next degree of efficiency and leverage" said NGO Advisor Editor-in-Chief Jean-Christophe Nothias.

## About BRAC UK

BRAC UK, an affiliate of BRAC, works to raise resources for its programmes in Africa and Asia, raise awareness about BRAC across Europe and develop partnerships with local and global organisations, donor agencies, academic and research institutions and governments.

Between 2015 and 2020 BRAC UK aims to bring BRAC's life-changing services to 10 million people. We are well on our way. We are concentrating our efforts on three priorities; education and empowerment, equitable economic development and access to health and water, sanitation and hygiene services.

A small team of eleven staff, based in London work closely with our central office in Bangladesh and country programme staff to develop projects and funding proposals for a range of donors, including DFID, EuropeAid, trusts, foundations and individuals. The BRAC UK team also manage and support the accountability element of the grants received. BRAC UK has a target of raising £50m by 2020 through funding direct to BRAC UK and also supporting other BRAC entities to fundraise.

The Finance and Resources Officer is a key support role in the small BRAC UK team, and is an opportunity to play a significant part in the huge impact that BRAC is having in the poorest communities around the world.

# Job Description

**Job Title:** Finance and Resources Officer  
**Reports to:** Finance and Resources Manager  
**Location:** Southwark, London  
**Salary:** £30,000 per annum

**Key relationships:** **Internally** - Finance and Resources Manager, Chief Executive, Programmes team, Communications and Marketing Officer  
**Externally** - Donors, suppliers, auditors, finance staff in BRAC International

## **Main purpose of role:**

To support and develop robust financial management systems that meets the needs of BRAC UK in discharging their obligations under UK legislation and International Accounting Standards. This includes internal accountability within the BRAC family of organisations and reporting to the BRAC UK Trustees, Charities Commission, Companies House, HMRC, international programme partners and donors.

## **Responsibilities:**

### ***Management Accounting***

- Prepare monthly management accounts, including cash flow forecast
- Prepare quarterly financial reports for the Trustee Committee and Board meetings, including budgetary performance and forecasts, in liaison with budget holders, analysing variances and suggesting corrective actions
- Support Managers' to develop annual budgets for BRAC UK, setting up budgets on finance system
- Contribute to BRAC UK's strategic plan and annual plans and reviews with financial analysis and information as required

### ***Financial accounting***

- Maintain purchase ledger and sales ledger, processing invoices, payments, staff expenses and credit card transactions in line with internal financial controls, ensuring accurate coding on finance system
- Ensure bank account balances are maintained at an appropriate level, prepare bank reconciliations monthly
- Process monthly journals and ensure financial records are accurate and complete

- Manage and process public donations to BRAC UK including those made directly and through online websites, reconciling and processing monthly transactions, overseeing Gift Aid claims and receipts
- Review and process year-end reconciliations and adjustments for financial statements, preparing relevant documentation for the annual audit
- Prepare submission of statutory returns for filing with the Charity Commission and Companies House in a timely fashion

### ***Programme budgeting and reporting***

- Support the preparation of budgets for donor proposals, liaising closely with the programmes team and BRAC International finance teams to ensure all relevant costs are included, full recovery of BRAC UK core costs where permitted, and that the budget is accurate and comprehensive. Undertake budget reviews and revisions as needed
- Review financial implications of draft donor contracts, ensuring that BRAC UK and BRAC International country offices fully understand the financial obligations and requirements under the contract prior to signature
- Set up the relevant computer-based accounts and any other processes or procedures required for reporting on grant funding and contracts
- Prepare and submit invoices in line with donor and contract requirements, ensuring timely payment
- Monitor restricted funds accounts for accuracy and compliance, alerting the relevant team members of anomalies or variances as appropriate
- Work in collaboration with the programmes team and BRAC International's finance teams to produce quarterly reports for donors to a high quality in a timely fashion
- Undertake IATI (International Aid Transparency Initiative) quarterly reporting for UK Aid grants
- Develop and maintain effective working relationships with global finance teams, donors and funding agencies

### **Office Management, administration and general duties**

- Maintain office supplies and services and review to ensure best value from suppliers, communicating relevant information to staff
- Manage incoming communications – telephones, postal deliveries etc. – and visitors to the office
- To assist with arranging accommodation and transport for international visitors, and room bookings etc for meetings, both internal and external
- Maintain staff, volunteer and Trustee records and contracts
- Liaise with the office landlord in relation to maintenance of the office premises and facilities
- Undertake such other duties and responsibilities as the Finance and Resources Manager / Chief Executive may from time to time request. BRAC

UK is a small team and all staff are occasionally called upon to support the work of others in different ways

## Person Specification

	Essential	Desirable
<b>Qualification</b>	<ul style="list-style-type: none"> <li>Minimum AAT qualified accountant, 2 years minimum post qualification experience</li> </ul>	<ul style="list-style-type: none"> <li>Qualified accountant</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Attention to detail and good practical application of accounting principles</li> <li>Ability to prioritise and work to tight deadlines</li> <li>Ability to communicate financial data and processes effectively to non-financial colleagues</li> <li>Excellent verbal and written English</li> <li>Intermediate IT skills including Excel, Microsoft Word, PowerPoint</li> <li>Build effective working relationships across global teams with external stakeholders</li> <li>Efficient in all aspects of financial and office administration</li> <li>Sensitivity to work on matters in a confidential and supportive manner</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of SORP for Charities</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Significant use of computerised accounting system</li> <li>Experience of accounting in the not-for-profit sector</li> <li>Managing quarterly and annual reporting and budgeting processes</li> <li>Understanding and experience of working with international development project budgeting and donor relationships</li> <li>Maintaining and developing electronic and paper filing systems</li> <li>Preparation of audit documentation and reconciliations</li> </ul>	<ul style="list-style-type: none"> <li>Use of Quickbooks and Sales force</li> <li>Accounting at INGO(s)</li> </ul>
<b>Qualities</b>	<ul style="list-style-type: none"> <li>Meticulous attention to detail and adherence to deadlines</li> <li>Interest in international development and commitment to BRAC's values</li> </ul>	

	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>• Flexible and adaptable with good interpersonal skills and a 'can-do' approach to problem solving</li> <li>• Self-motivated, proactive and confident</li> <li>• Willingness to innovate and take on new challenges</li> <li>• Ability to manage and prioritise own workload</li> <li>• Sensitivity and ability to work across a wide range of cultures and countries</li> <li>• Ability to travel to African and Asian countries</li> </ul>	

## Equal Opportunities Policy

BRAC UK has an equal opportunities policy and ensures that no job applicant or employee receives less favourable treatment on the grounds of age, colour, culture, disability, ethnicity, gender, HIV status, marital status, nationality, religion or sexual orientation. The principle applies to recruitment, pay, terms and conditions of employment, promotion, training, career opportunities and service delivery.

## Safeguarding

BRAC UK takes its safeguarding responsibilities seriously, and has a range of policies to support effective training and reporting to protect people, particularly children, at risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with BRAC UK.

## Terms

The position is a permanent full-time contract. The position is subject to six month probationary period. The working week is 35 hours based in our office in Southwark.

## Salary and Pension

The salary for this post is £30,000 pa. Salary increases are considered annually although the organisation is under no obligation to increase salaries year on year. New employees are eligible to join the NEST pension scheme after completion of the probationary period to which the company makes a matched contribution of up to 4% of salary per annum.

## Holidays

Leave entitlement is at the rate of 25 days per annum in addition to the statutory holidays.

## Location

This post will be located at BRAC UK office in Southwark

19 Wootton Street, London, SE1 8TG

## Next steps

**Candidates must have existing permission to work in the UK.** Please state this in your cover letter and evidence will be required at interview. Please send your CV and cover letter (in a maximum of 2 pages of A4) with details of 2 referees to [recruitment@bracuk.net](mailto:recruitment@bracuk.net) (mark Finance and Resources Officer in the subject line) Please note that only shortlisted candidates will be contacted. If you have not heard from us within 3 weeks of submitting your application then you can assume that you have not been selected.

**Apply before 5pm on the 23<sup>rd</sup> November 2018**

BRAC UK

Registered charity number 11156482