



Creating opportunities for people living in poverty to realise their potential



Management and Project Accountant

Candidate Pack

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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.

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 finances 76% of its average annual national budget from its own socially-responsible businesses.

BRAC has been ranked as the number one NGO in the world for three years in a row 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.

Job Description

Job Title: Management and Project Accountant

Reports to: Finance and Resources Director

Location: Southwark, London

Salary: £31,120 per annum - negotiable

Key relationships: **Internally** - Finance and Resources Manager, Chief Executive, Programmes team, Communications and Marketing Manager

Externally - Donors, suppliers, auditors, finance staff in BRAC International

Background

Established in Bangladesh 40 years ago, BRAC is now one of the largest development organisations in the world, with programmes in 10 countries across Africa and Asia. BRAC UK, an affiliate of BRAC, works to raise resources for its programmes in Africa and Asia, as well as raise awareness about BRAC in the UK.

A small team of eleven staff, based in Southwark, work closely with our central office in Bangladesh and country programme staff to develop projects and fundraising proposals for a range of donors, including DFID, trusts, foundations and individuals, and also to manage grants received.

BRAC UK has a great opportunity for a Management and Project Accountant who is keen to learn, in a varied and challenging role, for a unique and successful charity.

Job 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.

Key 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

- Manage and maintain daily office administration and maintenance as required
- Undertake such other duties and responsibilities as the Finance and Resources Director/ 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
Qualifications	Minimum AAT qualified accountant, 2 years post qualification experience	Qualified Accountant
Skills	Attention to detail and good practical application of accounting principles	Knowledge of SORP for Charities
	Ability to prioritise and work to tight deadlines	
	Ability to communicate financial data and processes effectively to non-financial colleagues	
	Intermediate IT skills including Excel, Microsoft Word, PowerPoint	
	Build effective working relationships across global teams with external stakeholders	
	Efficient in all aspects of financial and office administration	
	Sensitivity to work on matters in a confidential and supportive manner	
Experience	Significant use of computerised accounting system	Use of Quickbooks and Salesforce
	Experience of accounting in the not-for-profit sector	Accounting for INGO's
	Managing quarterly and annual reporting and budgeting processes	
	Understanding and experience of working with international development project budgeting and donor relationships	
	Maintaining and developing electronic and paper filing systems	
	Preparation of audit documentation and reconciliations	
Qualities	Meticulous attention to detail and adherence to deadlines	
	Interest in international development and commitment to BRAC's values	
	Flexible and adaptable with good interpersonal skills and a 'can-do' approach to problem solving	
	Self-motivated, proactive and confident	

	Able to work effectively with minimal management guidance/supervision and use initiative	
	Willingness to innovate and take on new challenges	
	Ability to manage and prioritise own workload	
	Sensitivity and ability to work across a wide range of cultures and countries	
	Ability to travel to African and Asian countries	

Equal Opportunity Policy

BRAC UK has an equal opportunity policy and implements a programme of positive action to make this policy fully effective by ensuring 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.

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 £31,120 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 pro rata in addition to the statutory holidays, increasing by 1 day per year (after one full calendar years service), to a maximum of 30 days.

Your Privacy

As part of any recruitment process, BRAC UK collects and processes personal data relating to job applicants. BRAC UK is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the GDPR (General Data Protection Regulations). Please see our [applicant privacy notice](#) for more information.

Location

This post will be located at BRAC UK office in Southwark. Our office is a short walk from Waterloo Station.

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.

Next steps

Candidates must have existing eligibility to work in the UK and this will be verified prior to interview. Please do not apply unless you can demonstrate this eligibility.

Please send your CV and cover letter (in a maximum of 2 pages of A4) with details of 2 referees to recruitment@bracuk.net (mark Management and Project Accountant 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.