



FINANCE OFFICER VACANCY

JOB DESCRIPTION / PERSON SPECIFICIATON

SUMMARY DETAILS

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| Job title | Finance Officer |
| Role development | Role may develop into Finance Manager |
| Location | Standing Voice (SV) UK office - London Fields, London. Occasional travel required to Africa and funder office locations around the world. |
| Hours | Part-time: 24 hours / 3 days a week (may develop into a full-time role in the coming months). Working days to be agreed with successful candidate. |
| Pay | £30,000-£40,000 pro rata (based on a full-time working week of 40 hours) |
| Reporting to | Executive Director and Director of Development |
| Closing date | Sunday 1 st July (midnight) |
| Interview dates | First round – by phone Thursday 5 th July – Friday 13 th July Second round – held at the SV office Thursday 19 th July & Thursday 20 th July |
| Start date | Monday 30 th July 2018 |

Equal opportunities at Standing Voice:

We consider gender, gender identity, sexual orientation, marital status, race, colour, ethnic origin, religious belief, disability (or former disability) and age to be irrelevant to our recruitment processes and we do not take them into account when selecting candidates.

STANDING VOICE (SV)

Standing Voice (SV) is an international NGO formally established in 2013 to promote the social inclusion of people in Africa who have the genetically inherited condition albinism. Though SV's Charity Commission Registration was completed in 2013, our team members have decades of experience working with this vulnerable population.

Albinism is a rare, non-contagious, recessive genetic condition that limits the body's ability to process melanin, reducing or eliminating pigmentation in the skin, eyes and hair. Albinism occurs if both parents carry the recessive albinism gene, in which case the probability of having a baby with the condition is 1 in 4 (25%). This probability is the same in each pregnancy and bears no relation to other births. Globally 1 person in 18,000 has albinism. Oculocutaneous albinism type II (OCA2) is the most common type in Sub-Saharan Africa, where the condition has a higher prevalence: 1 in 1,400 are affected in parts of Tanzania, a frequency more than tenfold the global rate.

In Sub-Saharan Africa, many people with albinism are stigmatised because of their pale appearance; dehumanising myths and superstitions surround the condition, with misconceptions leading to mockery, abandonment and violence. Albinism is often understood to be a curse, or contagious. Some believe persons with albinism are not human and do not die but are demons who disappear. The bodies of people with albinism are frequently said to possess magical properties, able to cure disease or deliver fortune; sex with a woman with albinism is thought to cure AIDS. Albinism is frequently viewed as the exclusive 'fault' of the mother, a misconception that tears apart families and leaves mothers ostracised and abused. Often seen as ghosts or 'zeru zeru' ('sub-human' in Swahili), people with albinism are frequently segregated by their families and communities. This social ostracisation intersects with the much-heightened vulnerability of this group to skin cancer and vision impairment resulting from the melanin deficiency associated with the condition.

SV works holistically across Health, Education, Advocacy, and Community Programmes to facilitate in-country responses to the primary challenges facing people with albinism, informed by evidence-based participatory research. Currently our focus is primarily in Tanzania and Malawi, with a vision to expand to other Sub-Saharan African countries at the request of civil society and government in new implementation locations. Broadly, our approach is one of pioneering collaboration based on implementation plans created - and initially coordinated - by our local team and a network of local and international experts who are engaged to build scalable interventions which are geared towards local leadership. This approach has invited support from key partners including the UN Independent Expert on Albinism. SV is a member of a select task-force defining the Regional Action Plan on Albinism in Africa, an implementation plan for leaders in Africa which has been endorsed by The African Commission on Human and Peoples' Rights and is set to be adopted by the African Union in 2019.

We are small team with registered offices in London and Mwanza, Tanzania. Our Tanzanian team focuses on project implementation and developing our strategic regional relationships. Our UK team members cover project management, communications and media, fundraising, strategy development, financial management, and executive management of all operations. SV is a relatively young charity that has a well-established reputation across Africa for fast-moving projects which result in meaningful change and progress for the multiple stakeholders we work with and engage.

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ROLE DETAILS

SV is looking for a dynamic and driven person to join our team as Finance Officer for the charity, with the potential to grow into SV's Finance Manager in future. This is an exciting and challenging role in a creative and focused working environment, in a young and fast-paced organisation with multiple programmes and funding streams.

Whilst team members have defined tasks at SV, we highly encourage collaborative working. This role therefore suits candidates who are able to demonstrate: an interest in engaging with SV's other team members and work more broadly; excellent communication skills and ability to communicate financial details clearly and concisely when required; an ability to communicate professionally with high-level global funders and partners; and a genuine interest in using their financial skills to impact positively on the lives of the individuals we work with. Though travel commitments will not be highly frequent, occasional travel to Africa - and to funder offices around the world - will be required.

The successful candidate will be tasked with further developing Standing Voice's financial management capacity and tools, as well as playing a key role in developing relationships with global partners and funders including the World Bank and United Nations. This position is part-time (3 days a week) with a realistic potential of developing into a full-time role within the coming months, though any changes to working hours would be a decision taken with the successful candidate. As well as developing and handling SV UK's accounts and financial planning, the successful candidate will correspond regularly with our Tanzanian team to develop their capacity for financial management and planning. Correspondence with partners and funders is a key element of this role. Excellent communication skills are therefore a must-have.

Standing Voice is the leading force for change promoting people with albinism's right to full participation in society and protected well-being across Africa. Joining our team as Finance Officer offers a chance to become involved in this cause as a key person with direct impact on SV's work and beneficiary lives more broadly. In contrast to many finance officer roles, the successful candidate would have the opportunity to travel and meet with beneficiaries, our Tanzanian team, funders and partners. As the charity continues to grow, this position offers very realistic potentials for both career development in finance and international development. This position should appeal to those with finance expertise and a commitment to using that expertise to achieve a positive and lasting social impact.

RESPONSIBILITIES

Key responsibilities will include:

- ❖ Lead on all aspects of Standing Voice's accounts reconciliation and financial planning within the administration team
- ❖ Monthly financial reporting and forecasting for the Executive Director and Board of Trustees (e.g. generation of Management Accounts)
- ❖ Provide financial analysis, information and guidance to colleagues across all departments
- ❖ Lead on the compilation of SV's annual budgets
- ❖ Contribute to organisational strategy through leading the financial planning process
- ❖ Play a leading role in the development of Standing Voice's Tanzanian Finance Team, including through training on site in Tanzania
- ❖ Present to SV's global funders and attend meetings with prospective funders

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- ❖ Recruit volunteers and staff where necessary to assist with specific tasks, as and when agreed on by the Executive Director
- ❖ Reconcile all Standing Voice project bank accounts and ledgers within agreed Financial Procedures
- ❖ Ensure all reconciling items are resolved within a suitable timeframe
- ❖ Conduct bank and cash transactions within required timeframes
- ❖ Keep abreast of Standing Voice Tanzania's funding requirements
- ❖ Conduct international bank transactions as and when necessary
- ❖ Ensure book-keeping and record keeping is up to date
- ❖ Process staff payments and work with SV's accounting firm to oversee payroll
- ❖ Process all payments due to HMRC, including Employer's National Insurance Contributions, within the required timeframe
- ❖ Deal with internal and external accounting queries when required
- ❖ Generate Standing Voice's annual accounts for submission to the Charity Commission
- ❖ Compile budgets and finance reports for funders
- ❖ Provide assistance to programme staff generating budgets for project activities and funding, and conduct the final check of those budgets
- ❖ Complete and submit Gift Aid claims to HMRC
- ❖ Work closely with the Executive Director and Director of Development to inform the approval of key organisational decisions
- ❖ Pay in cheques when required in a timely manner
- ❖ Record and account for unrestricted/restricted income and expenditure
- ❖ Lead on all financially-oriented communication with funders, including the generation of grant receipts
- ❖ Lead on the introduction of new accounting software at Standing Voice, when required
- ❖ Liaise with Standing Voice's accountant on appropriate accounting matters, such as the generation of payslips and instructions for payments due to HMRC
- ❖ Retrieve delayed payments from third parties Standing Voice has invoiced
- ❖ Other finance duties delegated by the Executive Director or Director of Development

Other responsibilities will consist of:

- ❖ Alerting SV management of foreseen shocks highlighted in financial projections
- ❖ Recommend methods to respond to such shocks
- ❖ Acting at all times with complete transparency and integrity
- ❖ Staying abreast of Standing Voice project activity
- ❖ Staying abreast of the issues Standing Voice tackles.

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PERSON SPECIFICATION

| | | Essential | Desirable |
|---|---|---------------------------------------|-----------|
| Education and Qualifications | Accountancy qualification to an intermediary level, or equivalent | X | |
| | Undergraduate degree in finance/business | | X |
| Skills and Knowledge | Knowledge of financial accounting software packages and tools | X | |
| | Good communication skills both written and oral | X | |
| | Highly organised with an ability to manage multiple work streams | X | |
| | Exceptional relationship development skills with an ability to build relationships with a wide range of internal and external individuals | X | |
| | Demonstrable critical thinking ability | X | |
| | Commitment to delivering outputs to deadline | X | |
| | Outstanding written and verbal communication skills | X | |
| | Fluency in English | X | |
| | Excellent IT skills including proficient use of Microsoft Office | X | |
| | Accurate numeracy skills | X | |
| | Experience | Working in a related finance position | X |
| Representing an organisation at the local and national levels | | | X |
| Working in a dynamic team | | | X |
| Working with an NGO | | | X |
| Meeting work deadlines | | X | |
| Using IT software | | X | |
| Demonstrable Personal Values | Empower and inspire; be passionate and dedicated; be compassionate and caring; treat others with respect, dignity and sensitivity | X | |
| | Act at all times with a high degree of integrity | X | |

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APPLY

If you wish to apply for this position, please send the following to SV's Director of Development Mr Jon Beale (jon@standingvoice.org) by midnight on Sunday 1st July 2018.

1. CV
2. Contact details for 2 referees (your referees must have known you for more than 6 months and either be a former employer, lecturer or qualified teacher)
3. Cover letter (1 page maximum) demonstrating:
 - why you are interested in this position
 - why you consider yourself to be a suitable candidate, with reference to previous experience
 - your future aspirations

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