

Part 1: JOB PROFILE

JOB TITLE: Youth Volunteering Programme Accountant

1 MAIN PURPOSE OF JOB

The financial management of Christian Aid's Platform 2 contract, supporting the Programme Manager to ensure that all contractual and reporting requirements are met. Acting as a key point of contact between DFID, Christian Aid and programme consortium partners on financial matters relating to the contract. Platform 2 is a three year, DfID funded programme which will send over 2,500 18-25 year olds from less advantaged backgrounds on 10 week overseas placements. There they will obtain a hands on experience of volunteering within a community led development project.

2 POSITION IN ORGANISATION

- Reports to the Senior Financial Accountant in the Finance Division; task managed by the Youth Volunteering Programme Manager in the Marketing and Supporter Care Division.
 - Works closely with the Marketing and Supporter Care Division, Programme Funding and Support, and other colleagues across the organisation.
 - Works with consortium partners BUNAC and Islamic Relief in maintaining and developing the contractual and financial aspects of the programme.
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3 SCOPE OF JOB

- Programme financial management and reporting (50%)
 - Compliance with Christian Aid, statutory and contractual requirements (30%)
 - Programme coordination and support (20%)
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4 DIMENSIONS & LIMITS OF AUTHORITY

- Authority to review all financial transactions for the Youth Volunteer Programme.
 - Advise the Programme Manager on DFID budget and contractual requirements relating to finance.
 - Responsible to the Senior Financial Accountant and the Programme Manager for ensuring compliance with the contract.
 - Prepare regular financial reports for the programme for internal and external use.
 - Monitor and review financial information from Consortium members
 - Liaise with consortium partners over the requirements of the contract and other issues.
 - Prepare, review and monitor detailed budgets, monitor expenditure and prepare forecasts.
 - Maintain systems and procedures relating to the Programme under the direction of the Programme Manager and alongside the Programme Coordinator.
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5 QUALIFICATIONS

Essential

- Part-qualified accountant (IFAC member body) or equivalent experience

Desirable

- Qualified accountant or equivalent
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6 EXPERIENCE

Essential

- Providing and analysing financial management information
- Considerable experience of budget preparation and analysis, comparative financial reporting, preparation and presentation, and translating technical financial data into informative reports.
- Setting up, reviewing and maintaining financial and administrative systems
- Working knowledge of Microsoft Office, including a detailed knowledge of Excel

Desirable

- Management of complex contracts
- Preparation of VAT returns or analysis of VAT
- Use of the financial reporting package Vision 6 or similar
- Experience of working in the charity or not-for-profit sector

Part 2: DUTIES & KEY RESPONSIBILITIES

JOB TITLE: Youth Volunteering Programme Accountant

DUTIES & KEY RESPONSIBILITIES:

Programme financial management and reporting (50%)

- Ensure that financial information relating to the Programme is completely and correctly recorded in Christian Aid's accounting ledgers.
- Review invoices presented by Consortium members, ensure that sufficient detail as required in the DFID contract is included, and pass them for payment.
- Ensure that any other reports submitted by Consortium members are complete and accurate, and conform with all contractual requirements.
- Raise invoices to DFID in the format and at the times required by the contract.
- Provide appropriate internal management information relating to the Programme to the Programme Manager and others as required.
- Assist the Programme Manager in preparing forecasts, cash flow projections and budget adjustment requests as necessary.

Compliance with Christian Aid, statutory, and contractual requirements (30%)

- Ensure that procedures operated by Consortium members (including Christian Aid), especially in relation to the procurement of goods and services and the ownership and maintenance of equipment, conform with DFID requirements as set out in the contract and are being properly followed.
- Carry out visits to Consortium members as required, and where necessary work with them to ensure that contractual requirements are being met.
- Ensure that VAT on transactions relating to the contract is properly recorded.
- Commission internal and /or independent audits and reviews to ensure compliance with Christian Aid, DFID, and other statutory requirements.

Programme coordination and support (20%)

- Support the Programme Manager and the Programme Coordinator in ensuring that efficient and effective financial and administrative systems are in place within the Programme team.
- Ensure that contractual requirements are known and understood within the Programme team and the Consortium, and be a primary point of contact for information regarding financial and contractual issues relating to the Programme.
- Represent Christian Aid and the Consortium at external meetings as required.

Other

- Any other reasonable duty as may be assigned that is consistent with the nature of the job and its level of responsibility.
- This job description is not prescriptive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change. Any changes will be made in consultation with the postholder.
- You will be expected in undertaking the above role to comply with any policies and procedures that Christian Aid may issue.

Person Specification

Abilities

Essential

- Building relationships at a distance and across cultural boundaries with a variety of stakeholders (internal and external)
- Good time management and self-administration
- Work on own initiative
- Able to produce informative narrative and financial reports, analyse budgets and prepare forecasts for a range of different audiences

Knowledge and skills

Essential

- Initiate, plan and organise work within agreed policies
- Good communication skills both written and verbal
- Excellent computer skills including Excel and word processing
- Tact, diplomacy and discretion

Desirable

- Design and maintenance of spreadsheets for financial management

Commitment

Essential

- Must be in sympathy with the aims of Christian Aid as it seeks to express the concerns of the churches in relief and development and to strengthen the poor