



Finance Manager (UK)

Who we are?

Global Fund for Children partners to build a world where all youth are safe, strong, and valued. We pursue this mission by investing in innovative, locally led organizations, helping them deepen their impact and build their capacity for social change. To further advance and protect the rights of children and youth, GFC supports its partners to engage in grassroots advocacy initiatives to effect policy change from the local level. Since our founding nearly 25 years ago, GFC has invested more than \$50 million in over 900 grassroots organizations around the world.

What will you be doing?

The Finance Manager (UK) will oversee GFC's day-to-day financial processes including budgeting, reporting, compliance, and financial management of GFC's active grants portfolio and will play a key part of improving our program delivery by supporting grant budget holders. They will be responsible for managing and reconciling grants budgets to actuals; prepare forecasts; maintain oversight of all financial transactions in the portfolio; and will be responsible for preparing financial reports.

The Finance Manager may have supervisory responsibilities and works cross-functionally with our DC and London-based offices and our international affiliates. This position will be based in our London UK Trust office and will primarily report to the Vice President, Finance, in close intersection with the Finance Controller, both located in our DC office.

The ideal candidate will be a representative of GFC's mission, embracing our Core Values of Courage, Passion, Partnership, Learning, Inclusion and Excellence in their daily work. Your routine responsibilities include:

Financial Management

1. Collaborate in the preparation of grant budget proposals. Review and approve financial reports for multiple third-party funders.
2. Manage grant budgets, review, and approve expense reports related to active grants, ensuring compliance with legal requirements, and signed grant agreements.
3. Be responsible for the accurate recording and keep up-to-date backup of revenue, expenses (including payroll and consultant payments), and grant disbursements in the GL.
4. Develop and maintain financial policies and procedures to ensure compliance with accounting standards and regulatory requirements.
5. Track restricted net assets from all revenue sources received by the UK and the US offices.
6. Work with the VP of Finance and other departments to develop financial strategies that support the organization's mission and goals. Provide financial analysis and advice to support decision-making.

Project Management

1. Keep track of grant deliverables and produce donor financial reports on time for submission.
2. Maintain communications with project managers & program directors by holding periodic cross-departmental meetings. Prepare grant monthly budget to actual reports for Programs, keeping track of forecasted expenses, and tracking variances from approved budgets.
3. Lead and/or assist with project audits as requested by donors.

Other Responsibilities

1. Oversee the work of and provide mentorship to the Senior Accounting Associate.
2. Support VP of Finance during annual audit, communicating with external auditors and providing information and documentation.
3. Manage monthly payroll administration and assume the role of administrator.
4. Other responsibilities assigned by Vice President, Finance, and the Finance Controller.

Are you the right person?

If you have a track record of working in finance or accounting with charitable organizations, have strong people and project management skills with knowledge and expertise in grants management, we would love to hear from you! We are looking to hear from exceptional candidates who can demonstrate strong skills in most of the following areas in their application and at interview.

- Passion for GFC's mission and values.
- Ability to both collaborate with diverse groups of people, and to work well independently.
- Five 5 years' experience in UK grant management and charity accounting to include A/P, C/R, G/L and expense reporting.
- People management experience.
- Experience managing the financial elements of institutional donor relationships.
- Strong verbal and written communication and collaboration skills.
- Attention to detail, organizational skills, and ability to work with a high degree of accuracy.
- Intermediate to advanced skills in excel to include PIVOT Tables and V-Look-ups.
- Understanding of multi-currency and multi-entity accounting (preferred).
- Experience working in Sage Intacct (preferred).
- UK charity audit experience (preferred).

What we offer you:

Global Fund for Children (GFC) fosters a caring and flexible work environment that promotes collaboration, team wellbeing, respect, and professional development. We set standards of excellence and quality in our work, firmly believing that children and youth deserve the best we can offer.

Salary range - £55,000 - £65,000 per year

Weekly hours – 35 hours per week.

Pension – Employees are auto-enrolled on the GFC workplace pension scheme. 8% employer contributions with 4% employee contributions.

Holidays – 25 days annual leave and 8 UK bank holidays. GFC offers an additional 5 floating holiday days to mirror global organisational leave. The basic annual leave allowance increases to 30 days after 5 years continuous employment.

Flexible Working Location – GFC is open to applications from candidates across the UK who are willing to travel regularly to our London office. The GFC UK Trust team currently has team members based in Scotland, the South-West of England and in and around London and utilises a flexible, remote model with regular travel to our office for those living outside London and a hybrid working model for those based close to London.

Learning – GFC encourages professional development as a part of our culture and values. GFC provides regular opportunities for training, collaboration, and mentorship. Employees may access to professional development funds to support continued learning.

How to apply:

Please share your CV and a targeted cover letter answering the following questions: 1) What excites you most about this role and how is it directly connected to your skills or experience; 2) What targeted experiences would you bring to this role; and 3) what notice period would you need to start a new job? to careers@globalfundforchildren.org with “Finance Manager UK” in the subject line. Applicants must be legally eligible to work in the UK.

GFC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

We particularly encourage applications from communities that have historically been excluded from philanthropy and from under-represented groups including candidates who are LGBT+, from Black and racially-minoritised communities, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions, and from less advantaged socioeconomic backgrounds.

If you are an applicant with a disability and require a reasonable accommodation to apply, please send an email to careers@globalfundforchildren.org with your request.

Learn more about us at www.globalfundforchildren.org.

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