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| **JOB DESCRIPTION** |
| **Job Title:** | Finance Manager |
| **Company:** | United Purpose  |
| **Location:** | Cardiff, Wales |
| **Contract Type:** | Permanent, full time |
| **Hours:** | 35 hours per week |
| **Reports to:** | Finance Controller |
| **Organisation overview:** | **About Self Help Africa & United Purpose** In late 2021 Self Help Africa (SHA) and United Purpose (UP) merged. The two organisations – one headquartered in Ireland and the other in Wales – implement projects to end extreme hunger and poverty.This merger doubled our size and reach – and means that in 2022 we are implementing poverty eradication projects in 17 countries, mainly in sub-Saharan Africa. Collectively, we are also part of a group that includes social enterprise subsidiaries Partner Africa, TruTrade and Cumo Microfinance. In 2022 our work will reaches more than six million people and invest upwards of €45m in more than 100 development programmes designed to improve food systems, facilitate access to markets and financial services, combat climate change, gender inequality, and improve access to clean water, sanitation and hygiene. This is an exciting time to join us as we unite two like-minded and entrepreneurial organisations seeking to tackle the global challenges in progressive and innovative ways. |
| **Job Purpose:** | The Finance Manager is responsible for supporting financial decision-making information by collecting, analysing, investigating, and reporting financial data. This involves working with United Purpose’s financial records, ensuring that they're properly maintained and classified. Using our financial IT systems, you will calculate, maintain and reconcile financial records. The Finance Manager is also responsible for dealing with transactions from country programmes to support the preparation of group financial statements. |
| **Job Responsibilities:** | The key responsibilities of this role are: * Prepare and present monthly financial accounting information.
* Manage the UK financial accounting operations and the oversight of all month-end process.
* Manage monthly management accounts, forecasts, budgets, cashflow processes.
* Finance Lead for UP to complete merger with SHA including integration of financial processes, policies and systems
* Manage, present and advise on cashflow & treasury function and oversee bank reconciliations.
* Supervise UK accounts payable, payroll and income functions.
* Support country offices and the Programme Finance Global Coordinator by ensuring timely and accurate reporting, optimal cash management and collaboration on programme finance issues
* Monitor and develop financial understanding of subsidiary organisations: Village Aid, CUMO, UP Trading Ltd.
* Develop, improve and roll out financial IT systems and processes.
* Lead on the preparation of the annual accounts and audit.
* Liaison with all country programmes on cash, accounts and audit.
* Lead on all banking activities, maintenance and reviews.
* Monitor and update Charity Commission and Company House details.
* Monitor and resolve all tax-related matters with HMRC and tax advisors.
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| **Key Relationships:** | Responsible for: Assistant Management Accountant, Finance Assistant |
| **Knowledge, Experience & other Requirements:** | **Essential*** Qualified accountant (ACA/ACCA/CIMA/CIPFA).
* Minimum 3 years practical experience in financial management.
* Highly IT literate including experience of working with financial IT systems and in-depth knowledge of MS excel.
* Accounts and balance sheet reconciliation preparation.
* Ability to identify and implement control/process improvements.
* Meticulous and methodical approach.
* Team player/ positive and proactive outlook.

**Desirable*** Experience of working within a cross-cultural setting preferred.
* Willingness to travel to country programmes, up to 1-2 times per year.
* Knowledge / experience of Gift Aid and data protection
* Experience of financial management within the context of international development.
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**How to apply:**

Please submit your CV and letter of application to applications@united-purpose.org

Any candidate offered a job with UP will be expected to sign UP’s Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents.

Specific roles may require police/DBS vetting.

**United Purpose strives to be an Equal Opportunities Employer.**