

Providing worldwide life-changing action



Candidate Brief Pack

Senior Finance Manager



We're an
Age-friendly
Employer

worldjewishrelief.org

Who we are

World Jewish Relief provides life-saving and life-changing action to people in crisis around the world. Founded in 1933 and proud to have rescued over 65,000 Jews fleeing the Nazis, World Jewish Relief today supports vulnerable people from marginalised communities, suffering the consequences of conflict and disaster. We work with our trusted local partners to help people survive the consequences of conflict and disaster, to thrive and rebuild their lives. We deliver programmes using our expertise, with urgency to achieve maximum and sustainable impact for those within and beyond our community.

Last year we assisted over 142,000 people in 21 countries worldwide with life changing interventions. All of our programmes are delivered in partnership with local organisations rooted in their own communities.

Our philosophy builds on this heritage and our values insist we support those both within and beyond the Jewish community in many of the world's harshest environments recognising the dignity and potential of all people.



“World Jewish Relief provides life-saving and life-changing action to people in crisis around the world.”

Paul Anticoni, Chief Executive



Why World Jewish Relief

Dear Candidate,

World Jewish Relief is the Jewish community's international development and humanitarian agency. We tackle Jewish poverty and reach beyond our community. We create opportunities for those out of work to become self-reliant; we bring dignity to the elderly and we respond to international disasters.

Last year we assisted over 142,000 people in 21 countries worldwide. All of our programmes are delivered in partnership with local organisations rooted in their own communities. Our Jewish values compel us to support those both within and beyond the Jewish community in many of the world's harshest environments, recognising the dignity and potential of all people.

We pride ourselves on having a talented, welcoming and high performing team that recognises the critical role that each and everyone plays in achieving our goals. If the role of **Senior Finance Manager** appeals to you then we will look forward to receiving your application.

Kind regards

A handwritten signature in black ink that reads "Paul". The signature is written in a cursive style and is underlined with a single horizontal line.

Paul Anticoni
Chief Executive

About the department

The post holder will join World Jewish Relief's excellent Finance & Resources team. The team is made up of 9 individuals who are responsible for internal controls, processing, monitoring and reporting on income and expenditure, maintenance of the finance and CRM systems, as well as office management. The Senior Finance Manager role will report to the Director of Finance & Resources.

The Role

This is a new role responsible for improving finance processes and for building stronger financial literacy and financial management across the organisation. The Senior Finance Manager will lead on a wide and varied range of activities supporting the Director of Finance & Resources and working with the Finance Manager and wider team. The post holder will be responsible for all budgeting, forecasting and financial reporting for International and UK programmes, managing the complexities of our recent shift to delivering UK services directly as well as working through partners both in the UK and Internationally. The Senior Finance Manager will lead on the provision of financial support and advice to key departments and take responsibility for treasury management and cash flow reporting. You will ensure consistent adherence to financial controls in the organisation, and liaise with managers, staff and stakeholders including auditors and Trustees. You will have responsibility for the financial review of our monthly payroll which is provided by a third party. Key to this role are excellent communication and organisation skills, a thorough understanding of all finance processes and a natural desire to be proactive and make improvements. You will also have strong attention to detail, a passion for high standards and the ability to interact with people at all levels to help them understand critical finance information.



Specific responsibilities

- Review and monitor the functionality and use of finance processes, as well as the day to day activities of the Finance team and issues affecting their work. Make recommendations for change where appropriate to the Director of Finance & Resources.
- Responsible for ensuring accurate budgeting, forecasting and financial reporting for UK and International Programmes. This includes internal and external reporting on grant expenditure and adherence to complex statutory funders reporting requirements.
- Provide expert financial input and support to ensure that appropriate funding proposals are created for UK & International Programmes. This includes advising at application stage to ensure each funding proposal is comprehensive and realistic as well as detailed monitoring at implementation and delivery stages.
- Preparation of monthly cash flow statement and responsibility for day to day treasury and investment management.
- Manage key relationships with banks and complete Know Your Customer requests.
- Review and sign off monthly and quarterly reconciliations ensuring issues are rectified promptly.
- Review & sign off monthly payroll. Make recommendations for any payroll process improvements to the Director of People & Culture.
- Lead on embedding a Business Partnering culture across the Finance department. This includes helping to develop skills in the Finance team, developing materials and ensuring the necessary information, advice and guidance is given to budget holders.
- Support and work with colleagues in Finance to ensure the output of the whole team consistently meets high standards for accuracy and timeliness.
- Devise and deliver training to budget holders and staff with financial responsibility to enable them to undertake their responsibility in an effective manner.
- Produce regular and ad hoc Finance reports as required.
- Any other reasonable duties.

The Person

You will be able to demonstrate the following:

Education and Qualifications

Essential

- Qualified Accountant with professional body membership (ACCA, ACA, or equivalent).

Knowledge and Experience

Essential

- Relevant senior accounting and financial management experience in a medium sized charity, not for profit or public sector organisation.
- Experience of producing regular management accounts, cash flow forecasts, budgets and other financial reports.
- Experience of running or inputting into monthly payroll process.

Desirable

- Experience of financial reporting for Government and Social Finance contracts.
- Experience of building wider financial capability of non finance staff.
- Detailed understanding of charity SORP and experience of producing statutory accounts.
- Experience of presenting financial information to Trustees.

Skills and Abilities

Essential

- Excellent communication skills with experience of explaining complex financial information to non-financial staff and of delivering in-house training.
- Ability to analyse and interpret complex data, including on UK and International programme goals and make sound financial decisions.
- High level of proficiency with financial software and systems.
- Advanced excel skills.

Other

Essential

- A commitment and empathy to the work and values of World Jewish Relief.

Employee Benefits:

- 23 days holiday plus bank holidays and Jewish holidays. After 2 years' service holiday entitlement increases to 25 days.
- Pension scheme – we contribute 5% to the World Jewish Relief pension scheme.
- Life Insurance – up to 3 times salary to nominated beneficiaries.
- Health Cash Plan – cash back to cover the costs of dental treatment, optical care, specialist consultations and a range of complementary therapies.
- Enhanced maternity and paternity pay.
- Employee Assistance Programme – free, confidential advice or support with any personal or work related concerns or free counselling if needed.
- Season ticket / travel to work loan.
- Cycle to Work Scheme.
- On Friday the office closes at 3pm.

Terms and conditions

Salary £60,00-65,000 depending on experience.

Contract Full time, permanent.

Hours Normal hours of work are 9:00 am to 5.30 p.m. Monday to Thursday and 9.00 am to 3.00 p.m. on Friday.

Location Hybrid working between our offices in NW2 and working from home. We encourage flexible working/working from home when and where appropriate.

Safeguarding

As this role has contact with vulnerable groups, it is subject to a satisfactory Disclosure and Barring Service (DBS) check and references. World Jewish Relief is participating in the Inter-Agency Scheme for the Disclosure of Safeguarding-Related Misconduct in Recruitment Process within the Humanitarian and Development Sector. We will therefore seek information about safeguarding-related misconduct (i.e. sexual exploitation, sexual abuse or sexual harassment) that a candidate has been found to have committed when we obtain references from successful applicants.

Equality, Diversity and Inclusion

World Jewish Relief promotes equality, diversity and inclusion in our workplace. We invite and welcome applicants from diverse backgrounds. We encourage applications from candidates of different ethnicities, socio-economic backgrounds, race, gender, age, disability, sexual orientation and of faith or none that meet the criteria set out for this role. You don't need to be Jewish to work for us, but you must share our desire to assist those who need help based on their vulnerability, not their identity, recognising the dignity and potential of all people.

How to apply:

We are looking for someone with demonstrable ability and aptitude to improve finance processes. As part of your application we are keen to understand your experience of process improvement. In no more than 400 words please cover the following four points: outline the original process and the purpose it served; explain how you went about identifying its inadequacies; set out the steps you took to devise the improvements; explain the effect achieved both for the finance team and other beneficiaries.

Closing date: 9th February 2025

Interview dates: 19th & 20th February 2025 (TBC)

