

<b>ROLE</b>	<b>Project Finance Officer (x3)</b>
<b>STATUS</b>	<b>Full-time (based at the head office in Bolton)</b>
<b>HOURS</b>	<b>37.5 hours/week</b>
<b>RESPONSIBLE TO</b>	<b>Project Finance Manager</b>
<b>SALARY</b>	<b>£23,000 to £27,000</b> (depending on experience)

## THE ROLE

As a member of the project finance team, you will serve as the primary contact for the regional project managers in understanding the charitable expenditure which is budgeted at over £50 million pounds for the charity. You will be the key individual in the region to create and present reports for the board giving explanations on variances against the budget and prior year. You will also be responsible for ensuring we are getting the best prices from partners for projects as well as monitoring the actual spends before, during and after project completion.

## MAIN DUTIES

- Responsible for handling all finances for the regional project teams.
- Preparation of the annual regional budgets for Charitable Income and Expenditure
- Liaising with the regional project teams on a daily basis to understand the status and progress of projects undertaken on the ground
- Reporting on the regional budgets against actuals to the Board on a monthly basis, performing variance analysis and providing detailed explanations on key figures.
- Creating KPIs to help the Board understand the performance of the charity and identify areas of concern and improvement, working with the projects team to find the solutions to those problems and communicating them to the board
- Quarterly budget revisions – analysing the income and expenditure of all projects and revising the budget accordingly to dispense funds efficiently
- Verifying and doing sample checks on the costing of projects ensuring we achieve value for money in the projects that we deliver on the ground
- Reviewing all charitable expenditure payments before they are made confirming the correct amounts are being sent based on the allocated budget, previous funds sent and the payment schedule.
- Maintaining the charitable expenditure files for the region keeping a record of all payments sent out and the foreign exchange rates received for each payment.
- Analysing the foreign exchange gains/losses on payments sent and calculating the optimum method of transferring funds to each country – examining the fx market, historical/current trends and future forecasts.
- Formal monthly meetings with the project teams prior to presenting the figures and explanations to the board
- International travel may be required
- Any other finance Ad Hoc requests.

## **PERSON SPECIFICATION**

### **QUALIFICATIONS**

- Educated to degree level or equivalent
- Part-Qualified ACA/ACCA/CIMA (Desirable)

### **EXPERIENCE**

- Experience of being responsible for a budget of more than £10 million
- Experience of inputting and understanding large sets of data and effectively presenting meaningful information.
- Experience in bookkeeping
- Experience of working on multiple projects/tasks simultaneously

### **SKILLS, KNOWLEDGE & ABILITIES**

- Proficiency in the use of MS Office and computerised accounting software.
- Understanding of accounting processes and procedures
- Ability to work under pressure and meet targets and tight deadlines
- Ability to produce meaningful reports.
- Able to work effectively as part of a team.
- Ability to work with limited supervision.
- Ability to prioritise work and meet deadlines.
- Excellent telephone oral and written communication skills.

**This post is subject to a Disclosure and Barring Service (DBS) check.**

To apply for this role, email your CV and Covering Letter to [vacancies@uwt.org](mailto:vacancies@uwt.org). The closing date for applications is **3<sup>rd</sup> December 2021**. For more information or discussion about the role contact: 01204 661048.