



European
Network on
Statelessness

September 2021

Job Advert – Finance Manager

The [European Network on Statelessness](#) (ENS) is a civil society alliance of over 170 NGOs, academics, and individual experts in 41 countries, committed to addressing statelessness in Europe. Everyone has the right to a nationality. We believe this must be respected and those who lack nationality - stateless people - are entitled to full protection. We are dedicated to working with stateless people in Europe to advocate for respect of their human rights. We aim to reach our goals through law and policy development, awareness-raising, and capacity-building.

ENS is seeking a part-time Finance Manager who will have day to day responsibility for the charity's finances. They will provide timely financial information to the Director and the Board of Trustees, whilst ensuring all financial and compliance requirements are met. They will be responsible for overseeing payments, pensions and payroll as well as the day-to-day management of our online banking and accounting systems. They will provide the financial information required for trusts and foundations proposals and reporting as well as ensuring that deadlines are met for funder reports. The postholder will be responsible for reviewing financial processes, systems and information to ensure that these are continuously improved to achieve efficiency, effectiveness and compliance/integrity. Working in a small but ambitious charity, the role requires an individual capable of thinking strategically while being hands-on on a day-to-day basis.

The successful candidate will play a crucial role in providing effective financial management to help enable ENS to deliver its mission to protect the human rights of stateless people across Europe. They will be joining ENS at a pivotal moment as we seek to reform and improve our finance function to support recent growth, including through transitioning to new accounting software. The postholder will be contributing positively to our dynamic organisational ethos and cross-team working where all ideas are valued, and innovation is encouraged. They will be able to fit well into a fast-paced and demanding environment with an international focus. We are looking for someone with the interest to develop their skills as we take on new challenges in fulfilling our five-year strategic plan.

What we offer

We offer a combination of remote and office working and we expect that there will be a requirement to attend the ENS office in London approximately three to four times a month for team meetings, trainings and planning sessions. We provide regular team development days and training opportunities as well as a warm and inclusive culture. We are offering a competitive salary with an annual cost of living increase.

We particularly welcome applications from stateless (or formerly stateless) individuals, women, younger people, disabled people, individuals from ethnic minorities, and members of the LGBTIQ+ community. ENS is committed to Safer Recruitment and all appointments are subject to satisfactory references and pre-employment checks as required in line with our Safeguarding Policy. ENS supports flexible working arrangements. All applicants must have the right to work in the UK.

For questions about the role, contact ENS Director Chris Nash (chris.nash@statelessness.eu).

Job Description

Finance Manager

Reporting to	Director
Location	ENS offices in London (hybrid working)
Contract type	Permanent
Hours of work	14-21 hours per week (negotiable, including based on experience)
Salary	£36,523-39.445 per annum pro rata (with an annual cost of living increase)
Other entitlements	25 days annual holiday and 3% employer pension contribution
Main purpose of job	To oversee the charity's finance management and administration

Main Responsibilities of the Finance Manager

Financial Management & Administration

1. Support the preparation of the annual budget.
2. Prepare cashflow forecasts, management accounts and other financial information on a monthly, quarterly and annual basis, as appropriate.
3. Oversee and prepare for external audits and/or verification visits, as required.
4. Prepare and present financial reports to the Finance Committee and the Board, as needed.
5. Support donor reporting and grant administration.
6. Ensure the effective and efficient operation of ENS's payroll, HMRC pension and insurance arrangements, and oversee the internal financial administration, external invoicing/payments arrangements and the fixed asset register of the Charity.
7. Management of bookkeeping systems, accounting framework and processing of transactions. Maintain and update data into accounting software and use data for financial management and reporting functions.
8. Reporting and provision of finance and budget information to the Director and other project/operational leads. Support VAT monitoring (including reverse charging threshold).
9. Ensure all invoices/payments are made on time, monitor bank accounts and complete monthly bank reconciliations and BACS reports.
10. Manage partner relationships including auditors, payroll provider, and other related providers.

11. Actively review the charity's financial processes, systems and information to ensure that these are continuously improved to achieve efficiency, effectiveness and compliance/integrity.

Governance & Regulation

12. Work with the Director and the Board to ensure that the charity's financial systems comply with statutory requirements, regulations and best practice and report financial matters of concern to the Director and the Treasurer.
13. Work with the Director and Treasurer to oversee the annual financial independent examination and the financial review for the Trustees Annual Report.
14. Draft the annual statutory accounts for the Charity Commission, HMRC and other relevant bodies.
15. Administer Finance Committee meetings, including the preparation of papers and minute-taking. Support the preparation of Board meetings, including the provision of necessary finance and/or governance information, and present this in person at Board meetings where required.

Fundraising, Development & Other

16. Support the drafting of funding applications, including budgets and financial information.
17. Support the organisation's strategic planning and development.
18. This job description is not exhaustive but is a guide to the main functions and responsibilities of the post. It is subject to review in the light of changes and development of the organisation. The postholder may be asked to undertake other duties for which the postholder has the necessary experience/training.

Person Specification

Essential Criteria

Candidates must demonstrate and explain in their application how and why their previous experience, skills, abilities, and knowledge meet the requirements of this post.

Applications that fail to demonstrate this will not be considered for shortlisting.

Qualifications and Experience

1. Fully qualified accountant or part-qualified and studying towards final level, full qualification; and extensive experience of working in finance at a level compatible with the requirements of this role.
2. Knowledge of the finance function of a charity including the financial requirements of charity legislation and the charity SORP.
3. Demonstrable experience of financial management, budgeting, forecasting, consolidation, management & financial reporting, and assisting with the preparation of annual accounts.
4. Experience of using Xero/Sage Cloud 50 or similar finance software.
5. Experience of preparing budgets, management accounts and statutory accounts within a charitable setting.
6. Experience of donor reporting and grant administration.

7. Experience of financial administration (processing, tracking and recording of payments).
8. Experience of developing and delivering effective financial management systems and procedures.
9. Advanced knowledge of Microsoft Office, with enhanced skills in Excel.
10. A high level of attention to detail and precision.
11. Good interpersonal and communication skills and ability to work as part of a small team
12. Self-motivated with a can-do attitude and the initiative to anticipate and meet needs and identify ways to improve processes

Desirable Criteria

The post holder may meet some or all of the following ***desirable criteria*** for the post:

1. Fully qualified accountant.
2. ICAEW Diploma in Charity Accounting.
3. Experience working in charity finance.
4. Experience working with foreign currencies and multi-currency accounts.
5. Experience of VAT monitoring and/or reporting.

Data Policy

The European Network on Statelessness (ENS) is a registered Charitable Incorporated Organisation in England (charity number 11583414). Our address is 28 Stainforth Road, London E17 9RD, United Kingdom. ENS is committed to ensuring that your privacy is protected. Any data requested will be used for recruitment purposes only; to screen candidates and judge their suitability to progress to interview. ENS will not share the data with other organisations for marketing purposes. Data collected in the UK is held in accordance with the General Data Protection Regulation (EU) 2016/679 and the UK Data Protection Act 2018. The information we collect from you will be stored in the European Economic Area ("EEA"). We will keep your personal information for 12 months after which it will be deleted, unless a longer or shorter retention period is required by law, is necessary in the course of legal proceedings or is otherwise needed for a particular purpose under applicable law. We may keep your personal information for a shorter period if you ask us to delete your personal information. In such a case, ENS will aim to delete your personal information within a maximum period of one month from the date of the request. You have the right to request a copy of data we hold on you, to rectify your data and to restrict processing of your data. You can email at info@statelessness.eu or write to us at ENS, 28 Stainforth Road, London E17 9RD, United Kingdom. For more information on how we process data and your rights please read our [general privacy policy](#).

Safeguarding

ENS is committed to Safer Recruitment and all appointments are subject to satisfactory references and pre-employment checks as required and in line with our Safeguarding Policy and Procedures. More information, including a copy of ENS's Safeguarding Policy, can be provided on request.

Application Procedure

Candidates should send a completed [application form](#) to info@statelessness.eu no later than **Monday 4 October 2021 (9am UK time)**, stating "Finance Manager" in the subject heading. For questions about the role, contact ENS Director, Chris Nash (chris.nash@statelessness.eu).

Candidates are also encouraged to fill out an [Equality and diversity form](#). Your co-operation in completing this form is greatly appreciated, but not mandatory. Any information you provide is treated in strictest confidence and does not form part of your application.

Regrettably, due to the large number of applications we usually receive, it is not possible to write to you should you not be shortlisted for an interview. If you have not heard from us within 20 days of the closing date, please assume that your application has not been successful on this occasion.

Interviews are scheduled to be conducted on Wednesday 13 October 2021.