

Job Description:	International Citizen Service (ICS) Senior Finance Manager	Responsible to:	ICS Director
Responsible for:	ICS Contracts Accountant	Location:	Kingston Upon Thames, UK
Job purpose:	The ICS Senior Finance Manager is responsible for financial management and performance of the ICS contract, including budget, expenditure and financial compliance for VSO and consortium partners, ensuring consistency across subcontractors, efficient performance by results implementation, and value for money spend, according to contract targets.		

Responsibilities	Skills, Knowledge and Experience required
<p>Reporting</p> <p>External Reporting</p> <ul style="list-style-type: none"> Act as the financial management point of contact for DFID. Prepare reports to DFID on PbR and other categories defined in terms of the contract for the ICS consortium. Review invoices to DFID and pursue prompt settlement. Ensure correct management of any cash advances from DFID. <p>Partner expenditure reports</p> <ul style="list-style-type: none"> Obtain quarterly actual vs budget reports from all consortium members. Investigate significant variances and put in remedial actions where necessary. Consolidate and disseminate to the consortium finance team and CMU. <p>VSO expenditure reports</p> <p>In addition to the VSO standard monthly reports:</p> <ul style="list-style-type: none"> Produce detailed monthly actual versus budget reports by county and department. Investigate significant variances and put in remedial actions where necessary. Support the teams and share ideas for improving performance. Consolidate and disseminate to stakeholders. <p>Budgeting</p> <p>Responsible for ICS budgeting process, including:</p> <ul style="list-style-type: none"> Development and maintenance of budgeting models to be used by the ICS Contract Management Unit (CMU) and consortium members. Set the budgeting timetable to align with VSO's schedule, prepare templates and support the process. Submit annual budget, reforecasts and budget amendments in line with VSO timetable Review and challenge consortium budgets to ensure consistency of approach and unit costs across the consortium. Work closely with partners and country offices to support them with their budgeting process. <p>Systems</p> <p>Ensure effective financial management and reporting systems are in place to manage ICS income, expenditure and financial reporting.</p> <p>Financial Performance</p> <ul style="list-style-type: none"> Conduct regular reviews of ICS financial performance, including key cost drivers e.g. flights Provide scenario analysis and financial planning support to the ICS Director. Provide CMU colleagues with guidance on budget management and allocation of resources to achieve best Value for Money. Monitor cashflow <p>Finance Training and Capacity Building</p> <ul style="list-style-type: none"> Arrange and manage quarterly workshops with consortium budget holders to: <ul style="list-style-type: none"> Review key financial performance indicators. 	<p>Essential</p> <ul style="list-style-type: none"> A fully qualified accountant with recognised professional body (ACCA, ACA, CIMA, CPA). Extensive technical grant/contract management accounting experience, including budgeting and management reporting, preferably demonstrated in a business support setting. Experience of international development sector and international donor compliance including DFID Experience of acting as a finance business partner to senior stakeholders, both internal and external. Experience of producing management information and analysis for Senior Management. Strong accounting and analytical skills and highly numerate. Strong IT skills, including accounting and reporting packages and especially Excel. Experience of managing small teams and / or matrix relationships. Experience of managing and supporting individuals and teams through change. Strong verbal and written communication skills. Able to communicate effectively at all levels with both finance and non-finance team members. Experience of developing and delivering training and presentations. Commitment to VSO's work and values. <p>Desirable</p> <ul style="list-style-type: none"> SUN systems / Q&A experience Able to undertake international travel.

- Highlight issues and best practice.
- Share knowledge and ideas for increasing value for money.
- Carry out support visits to VSO and partner country offices to conduct trainings and workshops and encourage correct preparation of cost and activity information.
- Provide in-house training to staff on financial and contractual compliance as required.
- Provide coaching and guidance to technical staff at VSO and partners.

Risk management and Compliance

- Perform initial due diligence analysis on any potential ICS sub-contractor.
- Identify and monitor any potential internal or external financial risk to ICS or to VSO as the ICS contract-holder.
- Conduct ad-hoc accounting investigations, as appropriate, within VSO and/or within an agency in the consortium.
- Work with the Internal Audit team to highlight areas of concern and resolve issues.
- Act as Financial compliance lead for the ICS contract, ensuring VSO and subcontractors are compliant with DFID contractual requirements

Other responsibilities

- Manage and support Assistant Contracts Accountant in ICS CMU, and work with VSO finance team to meet shared objectives.
- Act as key contact for all finance-related queries from consortium staff and develop productive working relationships with all key UK and in-country finance staff.