



*Reconnect . Rebuild . Recover*

Amna (previously known as Refugee Trauma Initiative)

<b>Job title: Finance Manager</b>	
<b>Team:</b> Operations	<b>Location:</b> UK, Europe/Middle East/Africa (EMEA)
<b>Contract Length:</b> Open Ended	<b>Salary:</b> 49,500 GBP annually if UK-based; 37,125 GBP annually if based outside UK

### **Who We Are**

Founded in 2016, Amna is committed to supporting community and frontline workers to bring non-clinical mental health support to every child and family affected by violence and displacement. At Amna, our core values of respect, understanding, curiosity and connection guide everything we do, while shaping our culture and driving our mission. Our mission is to build community capacity for healing. Our vision is a world where refugees can determine their future unbounded by the impacts of conflict and displacement. After seven years of delivering direct services for families, young children, young people and men and women in Greece, Amna is now replicating its model to train frontline workers and support local organisations in additional countries and communities.

### **Safeguarding**

The role-holder will have experience working according to ethical and good practice safeguarding principles. They will be expected to adhere to and promote Amna's Safeguarding Policies as they will be involved in programmes working with children and vulnerable groups in different settings.

### **How Will You Make A Difference?**

The Finance Manager is a key position within Amna, working closely with the Head of Operations and the CEO, and other senior management members to ensure that the financial management of Amna's work is efficient and grows in line with the mission and objectives of the organisation. You will be responsible for the financial health of the organisation. You will create and maintain financial records, prepare financial reports, and oversee the organisation's budget.

The Finance Manager is an integral part of the Operations team and will report directly to the Head of Operations. They will be responsible for managing the Finance Officer.

## **Responsibilities Include:**

### Financial Planning:

- Responsible for the financial planning of Amna including consolidation of the annual and long-term budget of the organisation.
- Update the forecast regularly.
- Lead on the budgeting for any new donor proposals in collaboration with the programme team and the fundraising team.

### Financial Monitoring:

- Prepare the annual accounts of the organisation and submit to the relevant authorities, for example the UK Charity Commission.
- Prepare the monthly management accounts.
- Prepare the monthly budget vs actual per project/contract.
- Ensure cost effectiveness and achieve value for money and equity in allocating Amna's resources.

### Accounting Records:

- Responsible for maintaining Amna's financial records securely.
- Responsible for utilising financial systems and bringing in efficiencies in recording and reporting.

### Controls and Compliance:

- Responsible for the finance policies and procedures, including developing the finance manual.
- Responsible for updating the reserve policy using a risk-based approach.
- Develop and implement investment policy.
- Identify, update and mitigate risks.
- Ensure compliance with Amna's own policies and procedures.
- Ensure compliance with UK laws and the Charity Commission Regulations.
- Ensure adequate internal controls are in place proportionate to the risks.
- Ensure procurement best practices are followed.
- Ensure compliance with donor rules and regulations.
- Ensure compliance with local laws and regulations in the countries of operation.
- Ensure compliance with taxation and VAT requirements, and claiming Gift Aid.

### Partnership Management Oversight:

- Actively involved in the selection of partners and responsible for the due diligence process.
- Review the contracts with partners to ensure appropriate controls are in place.
- Review the budgets from partners.
- Review and monitor reports from partners.
- Provide advice and training on financial management to the partners where relevant.
- Visit the partners.

### Grants Management:

- Responsible for the development of new budget proposals in collaboration with the programmes team and the fundraising team
- Support the Grants Manager in reviewing and negotiating contracts with donors.
- Responsible for preparing accurate and timely financial reports for donors.
- Responsible for the development of a cost allocation module and allocating costs to the different funding sources accurately.

### Audit:

- Responsible for the search to advise the Board on the appointment of the auditor.
- Work closely with the auditor to complete the annual audited statement.
- Prepare an action plan and implement the recommendations of the auditors.
- Ensure any audit certificates or external audits requested by donors are conducted and submitted on time.

### **Qualifications And Experience:**

- A bachelor's degree in finance, accounting, or a related field is typically required. Additionally, certifications such as ACCA, CPA CFA.
- A minimum of five years' experience in financial management role in an NGO or relevant field.
- Experience in preparing and filing annual reports for charities in the UK.
- Diverse background in operations, with strong understanding of finance, administration, supply chain, human resources, information communication technology (ICT), and project management processes.
- Significant experience in financial monitoring, budget systems, and internal controls.
- Experience managing and monitoring sub-awards, including international and local partners.
- Demonstrated strong analytical and interpersonal skills.
- Excellent leadership skills and demonstrated ability to manage and work effectively in team situations.
- Proven ability to prepare budgets, contracts/sub-contracts and donor financial reports.
- Highly numerate with the ability to develop and monitor budgets; analyse, interpret, and communicate complex data and financial information.
- Ability to analyse and interpret data for reporting and decision-making.
- Understanding of legal and compliance requirements related to grants.
- Adaptability to changing circumstances and funding environments.
- Commitment to Amna's mission and values.
- Fluency in English, with excellent written and oral communication skills.
- Organised, paying attention to detail and good time management with the ability to manage a significant workload and meet deadlines under pressure.
- Excellent computer skills (Word, Excel, PowerPoint, Teams, Outlook, etc.).
- Experience in using and utilizing accounting systems like Xero.
- Excellent presentation skills.

## **Benefits**

See our wellbeing strategy: <https://amna.org/wp-content/uploads/2024/03/Amna-Wellbeing-Strategy-February-2024.pdf>

## **Work Location and Environment**

This role is a remote job opportunity and open to applicants in the UK, Europe and the Middle East.

## **Remuneration Package**

Remuneration: 49,500 per annum if UK-based; 37,125 per annum if based outside UK.

In compliance with international standards, Amna utilizes a global payroll provider to ensure seamless and efficient compensation processes for our diverse team.

## **Commitment to Diversity, Equity, and Inclusion**

Amna is committed to fostering a diverse and inclusive workplace where all employees are valued, respected, and empowered to contribute their unique perspectives and talents.

As an equal opportunity employer, we do not discriminate on the basis of race, religion, colour, ethnicity, sex, gender, sexual orientation, age, marital status or disabilities status.

*Applications are strongly encouraged from people with lived experience as refugees/of displacement or with second-generation experience.*

## **How to Apply**

Please send your CV and motivation letter to [hr@amna.org](mailto:hr@amna.org) by **30<sup>th</sup> June 2024**.

For more information on Amna's work please visit our website: [www.amna.org](http://www.amna.org).

Due to the urgency of the role, qualified applicants may be invited to interview at any point during the application process. We strongly encourage candidates to apply before the deadline.

Expected start date: as soon as possible.

Only Shortlisted candidates will be contacted.