

<b>Post:</b>	Finance Business Partner
<b>Reports to:</b>	Lead Finance Business Partner
<b>Direct reports:</b>	1 x Finance Officer
<b>Location:</b>	London, near Kings Cross (Hybrid)
<b>Contract:</b>	Full time; Permanent
<b>Salary:</b>	£51,065 (including inner London weighting allowance)

## About Sense International

Sense International is the only international non-governmental organisation dedicated to supporting people with deafblindness and their families around the world. Sense International supports programmes in Kenya, Tanzania, Uganda, Romania, Peru, India, Bangladesh, and Nepal.

Sense International 2022-2027 strategy aims to remove barriers in societies and systems, so that people with deafblindness are fully included and can fulfil their potential, in line with the UN Convention on the Rights of Persons with Disabilities and the 2030 Sustainable Development Agenda.

Sense International is an independently registered charity and is a subsidiary of Sense UK. Sense International works closely with Sense on all aspects of its work.



## About the Sense International Finance team

The Finance Team plays a crucial role in managing the financial resources of Sense International. Our team ensures the financial health of the organisation, supporting UK and all countries we work in internationally to achieve their goals through sound financial practices and comprehensive financial oversight.

Our responsibilities include financial management, financial reporting, budget management, forecasting and planning, income and expenditure management, and finance systems management. The Sense International Finance Team also supports our global entities particularly East Africa, Peru and Romania on financial management, budget development and forecasting and finance systems management alongside supporting preparation of statutory accounts in these geographies.

The Sense International Finance Team works closely with the Sense Finance Team on all aspects and is also accountable to the Sense Finance team.

## About the role

### Objectives

The Finance Business Partner leads on management of Sense International's finances, including providing high quality management information internally and externally particularly to donors and funders.

### Key responsibilities

- Produce monthly management accounts for the UK business unit to the required timetable, including the preparation of adjustment journals as appropriate and providing forecasts of income and expenditure.
- Produce monthly or quarterly management accounts for the five business units (outside the UK) based on transaction listings supplied.
- Post transfers of income from the UK directly into other SI business units.



- Review monthly management accounts produced by the Regional Finance Manager for the three business units in East Africa.
- Produce consolidated management accounts for the whole of SI.
- Produce or review bank and other balance sheet reconciliations across all business units.
- Discuss and explain Management Accounts for each business unit with Directors and Programme Managers. Identify, investigate and report on monthly variances, liaising with financial staff, such as in-country Finance and Administration Managers / Officers and non-finance managers such as Directors of SI offices or UK Programme Managers as appropriate.
- Support the Lead Finance Business Partner in the preparation of the annual budget for SI and any subsequent reforecasts and revisions. Ensure that budgets are uploaded to SUN and revisions made as appropriate.
- Present information to Senior Managers as required and support the Lead Finance Business Partner with reporting to SI Trustees.
- Produce financial reports for donors, for all grants and contracts managed from the UK, and collaborate with other finance staff in producing financial reports for contracts managed outside the UK.
- Provide advice to Programmes and Fundraising staff preparing budgets for funding applications and checking budgets before submission.
- Support and build the capacity of the finance functions of the international teams and provide assurance on their performance by regular liaison both remotely and by visits, of up to approximately four weeks per year, where necessary.
- Keep all SI financial systems under review and propose improvements to the Lead Finance Business Partner.
- Provide training to finance and non-finance SI staff on financial procedures both in UK and internationally.



- Make international transfers to programmes and partner organisations in accordance with procedures, ensuring money is received in a timely manner, and obtaining best value.
- Manage cash flow and distribution of cash holdings across different locations and currencies and keep track of international currencies held in the safe for use by travellers.
- Reply promptly to enquiries from management.
- Conduct 'Level 1' audits of country programmes to provide assurance on compliance with internal and donor requirements both remotely from UK and in person through international visits, where necessary.
- Provide other staff travelling to country offices with checks to be made such that they can undertake Level 1 audits and review the evidence they submit on their return. Keep a record of such checks and ensure any recommendations arising are followed through.
- Take responsibility for own development including development of knowledge of relevant computer systems and keeping up to date with changes in accounting practices for UK Charities and in the countries where SI works.
- Line manage one Finance Officer.
- Ensure procedures for the security of the office and accounting records are adhered to.
- Provide cover for colleagues working in similar roles.
- Contribute to general running of SI and the Sense Finance team including attending team 'away-days' and staff meetings, travelling to other Sense Offices where necessary
- Undertake other duties commensurate with the nature and grade of the post.



## Person Specification

### Knowledge, skills and experience

- Relevant financial qualification such as CCAB/CIMA, with evidence of own continuing professional development.
- Significant experience of working as a Management Accountant, including working with institutional donors and the management of donor reporting.
- Ability to prepare accurate, relevant and clearly presented management information.
- Good knowledge of writing reports to extract information from large multi-site accounting databases.
- Good knowledge of the management accounting requirements of an international non-government organisation
- Experience of international statutory and/or complex donor reporting to large institutional funders such as FCDO, EU etc.
- Experience of keeping sensitive information confidential.
- Very good spreadsheet skills and good general IT skills.
- Experience of mentoring finance colleagues and transferring your own skills to others
- Experience of training non-finance colleagues to manage budgets and work within finance policies and guidelines
- Experience of challenging current ways of working, revising or developing procedures and policies to deliver benefits and ensure regulatory requirements are met.
- Able to plan and organise your own workload or contribute to the planning of team workload with an appreciation of short- and long-term deadlines
- An ability to work to tight deadlines and under pressure.
- Requirement to travel internationally to any of SI's countries of operation to work with SI colleagues or partners there for around four weeks a year.
- Requirement to travel regularly within the UK, normally to Birmingham.



- Ability to react positively and constructively to new problems as they occur and make recommendations on solutions.
- Ability to identify changes required to management information systems as a result of changing circumstances or technology.
- A demonstrable commitment to the principles and practices of Equal Opportunities and awareness of cultural sensitivities to enable constructive working with a range of international colleagues
- Highly developed verbal communication skills.
- Commitment to the mission and values of SI.

## Other information

- This job description does not form part of the employment contract.
- This post is not exempt from the Rehabilitation of Offenders Act