

Programme Financial Reporting Manager

Job Level	Level 4	Kornferry Function	FAA15
Directorate	Hybrid – International/ Finance	Function/Service	Finance
Direct Reports	0	Indirect Reports	0

Our Leadership Framework defines the leadership standards we want to see at the British Red Cross. It shows what great leadership looks like. Our goal is to create a great workplace and deliver excellent services to our users. [Our Leadership Framework - RedRoom](#), along with [Our values and behaviours - RedRoom](#) and Fundamental Principles, helps everyone understand how the leadership capabilities relate to their role and context.

Diversity is something we celebrate, and we want you to be able to bring your authentic self to the British Red Cross (BRC). We want you to feel that you are in an inclusive environment, and a great position to help us spread the power of kindness. You can read more about [Equity, Diversity & Inclusion \(EDI\) at the British Red Cross - RedRoom](#) here

Purpose	The purpose of the role is to provide financial reporting and management for two specific Foreign Commonwealth & Development Office (FCDO) grants, including the Risk Informed Early Action Partnership and the Early Warning Early Action (EWEA) Small Grants Fund.		
Budgetary responsibility/ Accountability	Grant size circa £4m	Accountability for other resources	
Key Responsibilities	<ul style="list-style-type: none"> • Provision of specialist financial service – Reporting, Planning, Budgeting and Forecasting, in line BRC and FCDO timelines and requirements. • Build partnership relationships with International Federation of the Red Cross and Red Crescent Societies (IFRC) Finance Staff as required and input budget information in accordance with the budget agreed with the donor FCDO, as well as developing skills to self-serve from IFRC systems. • Deliver finance management of the EWEA Small Grants Fund, with a focus on subgrantees. • Partner with FCDO Programme Development and Grant Manager/EWEA Fund Manager and IFRC staff to ensure clear visibility and comfort on the financial management of the grants. Ensuring financial requirements of the donor are met. • Leading and coordinating the financial reporting to FCDO following timelines specified and formats pre agreed with the donor, this will include both actuals, forecasting and variance analysis. • Oversee Programme Financial Risk Management for the REAP grants. • Ensure full cooperation with BRC FCDO Programme Development and Grant Manager/EWEA Fund Manager to fully utilise granted funding and provide sufficient timely information to enable BRC to reprofile the grant/budget. • Represent REAP Finance in meetings with BRC or the donor. <p><i>The responsibilities described are not a comprehensive list and additional tasks may be assigned from time to time that are in line with the level of the role.</i></p>		
Knowledge & Skills <i>*Essential</i>	<ul style="list-style-type: none"> • CCAB qualified accountant or nearly fully qualified* • Knowledge of FCDO or other institutional donor financial compliance, grants, and how finance interacts with the programme and grant cycle, including grant realignments and the UK financial year* • Highly computer literate with advanced knowledge of MS Office, specifically Excel; and computerised accounts systems* • Ability to assimilate complex financial and written information quickly and accurately* • Strong analytical and reporting skills* • Strong problem-solving skills* • Strong teamworking and diplomacy skills 		

Experience <i>*Essential</i>	<ul style="list-style-type: none"> • DFID/FCDO or other institutional donor financial reporting experience* • Experience of proactively leading budget and forecast preparation with not-for-profit programme teams* • Experience of month end journal postings* • Experience of collaborating with internal customers • Experience of different accounting systems • Experience of providing financial guidance within institutional donor programmes* • Experience of supporting subgrantee organisations* • Experience of foreign currency monitoring and accounting*
Additional requirements	<ul style="list-style-type: none"> • Willingness and ability to travel to Geneva quarterly (maximum)

Pre Engagement Checks Highlight bold as required		
DBS- England & Wales	None	
PVG- Scotland	None	
Access NI- Northern Ireland	None	
Driver Check	No	No
International Roles Only		
International Police Check	No	
International Driving Licence for manual cars	No	

Role Reference		Review Date	
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We guarantee an interview to disabled candidates (as defined in the 2010 Equality Act), who meet the minimum shortlisting criteria in the advertised person specification and apply under the disability confident scheme.