



JOB DESCRIPTION

Job Title:	Finance & Awards Advisor
Division:	Humanitarian Leadership Academy / Finance
Reports to:	Programme Team Lead (dotted line to Finance business partner)
Line Management Responsibility:	None
Job Level:	Dark Red (E)
Location:	Farringdon, London / Homebased
Criminal Records Check (DBS Level):	Level 1 (Basic) This level of check will disclose details of any unspent convictions and conditional cautions from the Police National Computer (PNC). In the absence of a DBS an overseas criminal record check would be conducted.

About Us :

We are Save the Children. Together, we fight for children every single day so that they can make their mark on the world and build a better future.

We stand side by side with children in the toughest places to be a child. We do whatever it takes to make sure they survive, get protection when they're in danger, and have the chance to learn.

Our Commitment to Equality, Diversity and Inclusion :

Save the Children believes in a world that is inclusive, where equal opportunities and outcomes exist for all children, regardless of where they are growing up.

We also apply this to our workforce - we are committed to developing and supporting a diverse, equitable, and inclusive organisation where all employees feel a sense of belonging and feel they can be "Free to be Me".

We aim to build, develop and retain a talented workforce that represents a variety of backgrounds, skills and experiences. We welcome and actively encourage applications from anyone who feels they'd be a good fit for our organisation, regardless of race, religion, colour, age, sex, national origin, sexual orientation, gender identity, disability, neurodiversity or any other protected characteristic.

Not only do we understand, but we champion the value that diversity brings, and believe that having a team with different voices, perspectives and knowledge, working together, will enable us to better the lives of children around the world – the reason we're all here.

Division: Humanitarian Leadership Academy

The number of children requiring humanitarian assistance is rising as the climate crisis, entrenched conflict, and fragility, forced migration and infectious diseases all lead to an increase in the frequency, duration, and severity of catastrophic events. With needs continuing to grow and rapidly outpacing available resources, humanitarians around the world are once more forced to do more with less. Recognising the changing humanitarian risk landscape, the need to stay relevant, and to step up for greater impact, Save the Children has adopted a bold vision for the future of its humanitarian work and as part of this, there is an important role for SCUK to play in identifying and supporting next-generation collaborative initiatives that will ultimately deliver impact for disaster-affected children and their families.

The Humanitarian Leadership Academy (HLA) as part of SCUK's humanitarian department provides high-quality humanitarian capacity strengthening for the movement, as well as the wider sector, as part of our shifting the power agenda. The Humanitarian Leadership Academy's mission, as a team within the humanitarian department, is to enable people around the world to prepare for and respond to crises in their own countries, by providing quality learning opportunities.

The HLA's approach spans from focused needs-based learning in countries hit by crises to the huge international reach of our learning platform, Kaya. They are a global team that has a full suite of in-house skills to provide and develop the offer; technical and learning experts, platform specialists, a digital and design studio, communications support and more. The HLA enables SCUK to offer the most effective and impactful humanitarian capacity strengthening resource for both the Save the Children movement, the wider humanitarian sector and beyond.

Your Role:

The role will sit within the Project Management Unit (PMU) within the Humanitarian Leadership Academy, which is responsible for ensuring excellent programme implementation. The Finance & Awards Advisor will have dotted line management with the HLA Finance Business Partner. The role will work closely with the Programme Lead, Pillar leads, Regional leads Operations Lead and HLA Finance Business Partner with finance and awards management responsibilities as part of the PMU work. Externally, the Finance & Awards Advisor will work closely with donors' relevant focal points, partners' award managers and their finance staff.

The purpose of this role is to ensure both financial and awards management compliance for any PMU project alongside the rapid implementation of our Engine 2 programming – which includes supporting delivery of quality programme implementation in accordance with the agreed donor budget and maintenance of all documentation audit trails, and oversight staff costs recovery.

The Finance and Awards Advisor will ensure that Save the Children UK standards and processes are followed across the teams and act as the focal point for the finance and awards management and

compliance activities of the team. The role will also liaise regularly and consistently with Programme Lead and Finance Business Partner, keeping up-to-date on all SCUK finance and awards processes.

Your Key Accountabilities:

General and Award Management

- Lead on financial and award management for the PMU awards including HLA's Engine 2 throughout the project cycle ensuring at all stages that the control framework of the funding is consistent with the situation, adapting pre-defined procedures if necessary.
- Ensure robust award management systems are in place for the PMU award funding (e.g. procurement, contract amendments, income processing, and reporting) and that all donor compliance and SCUK quality requirements are met fully.
- Provide advice on donor relations strategy with the donors, leveraging on funding opportunities, and aid in managing donor expectations.
- Process monthly staff salary recharges for PMU awards and maintain current recharge information on HLA's recharge tracker.
- Ensure that information systems relating to awards are up-to-date and global and existing internal processes are followed.
- Responsible for ensuring that award risk assessments are completed and periodically reviewed with the help of the HLA Finance Business Partner, taking timely actions to mitigate risk when needed.
- Key contact point for both internal and external financial audits for PMU awards.
- Periodically run awards reviews to ensure that audit documentation is being adequately maintained and that all awards are compliant in case of audit.
- Liaise with HLA's Operations Lead to address complex or systemic issues, and ensure donors' needs are effectively prioritised.

Finance

Responsible for consolidating financial data across multiple HLA and SCUK stakeholders, plus external partners to deliver timely and accurate reporting for the PMU awards, seeking assistance from the HLA Business Partner where required.

- Responsible for overseeing monitoring of the PMU awards' budget vs. actuals (BVA) data, including thoroughly explaining variances to the HLA Finance Business Partner for the purposes of financial month-end commentary to the senior leadership team, and flagging all key issues in a timely fashion as they arise.
- Partner with the relevant donors' focal points for the PMU awards, to provide consistent BVA information and spending planning.
- Work with the HLA Finance Business Partner and HLA team to ensure that the PMU awards' budgets are effectively re-phased as needed at the time of the quarterly organisational (re)forecasting process.
- Develop PMU proposal budgets for future PMU funding opportunities.

- Provide high quality donors financial reports and respond to donors' financial report queries.
- Responsible for consolidating financial data from with various PMU stakeholders across HLA, SCUK and external partners to deliver timely and accurate reporting to donors.
- Work closely with the HLA Finance Business Partner to ensure that the PMU awards are correctly processed at SCUK financial year-end.
- Responsible for all PMU awards transactional recoding.
- Work alongside programme managers on budget management and phasing where needed.

Essential Technical Skills:

- Experience of working with Disasters Emergency Committee projects and funding. Experience of providing support on financial aspects of £10m+ donor award and working with multiple stakeholders and departments.
- Strong understanding of financial principles, accounting standards, and budgeting processes. Demonstrated partnerships handling for Direct Spend awards, including working alongside partner agencies on budgeting and reporting against budgets, compiling and reviewing Sub-grant Agreements, monitoring partners' activities and creating and updating donor financial reports.
- Good understanding of award (grant/contract) management including but not limited to institutional donors.
- Demonstrated competency with financial plans, budgets and reporting including monitoring of budgets.
- Strong analytical skills with the ability to identify key points from a range of material or information.
- Project coordination skills gained through working on cross-organisational projects with multiple stakeholders.
- Some project management experience and skills, with a knowledge of governance tools and techniques.
- Excellent understanding of audit readiness and experience of the audit process.
- Excellent organisation and administration skills with the ability to plan and prioritise work.
- Highly computer literate and confident with MS Office.
- Experience of overseeing award and financial aspects on a large donor award with multiple stakeholders.

Personal Skills:

- Highly numerate with the ability to monitor and oversee financial information.
- Experience of working in humanitarian contexts, either in the field or at headquarters.
- Excellent organisation and administration skills with the ability to plan and prioritise work.
- Strong problem-solving skills.

- Assertive, with the ability to work on own initiative preferred, though guidance from manager(s) will be frequent in the post.
- Professional interpersonal and communication skills (verbal and written) to a wide range of people at all levels of situations on the phone, face to face and in writing, for engagement with senior management, staff from a variety of countries and backgrounds, partner organisations, donors and other external contacts.
- Results-oriented, able to deliver results independently.
- Analytical skills with the ability to identify key points from complex material or information.
- A commitment and interest in the aims of Save the Children.
- Strong team skills, with the ability to develop and maintain effective working relationships and collaborate both within and outside the team.
- Able to adapt in order to respond to changing needs and priorities.
- Demonstrated keen attention to detail and ability to effectively handle a high volume of data and information.

Competencies:

Communicating with impact :

Communicates clearly and confidently with others to engage and influence; promotes dialogue and ensures timely and appropriate messages, building confidence and trust

Working effectively with others :

Works collaboratively to achieve shared goals and thrives on diversity of people and perspectives; knows when to lead and when to follow and how to ensure effective cross-boundary working

Delivering results :

Takes personal responsibility and holds others accountable for delivering our ambitious goals for children, continually improving own performance or that of the team/organisation

Applying technical and professional expertise :

Applies the required technical and professional expertise to the highest standards; promotes and shares best practice within and outside the organisation

Problem solving and decision making :

Takes effective, considered and timely decisions by gathering and evaluating relevant information from within or outside the organisation