FINANCE OFFICER RECRUITMENT INFORMATION
INTRODUCTION TO THE ROLE

*Girls Not Brides* is seeking to appoint an outstanding individual to a newly created Finance Officer role based in Delhi, London, Mexico City or Nairobi. The successful candidate will be a proactive, solution-focused and external-facing individual.

The Finance Officer will primarily be responsible for supporting the production of management information and providing key financial expertise to the organisation’s budget holders and external stakeholders. This role is critical to ensuring the organisation has timely, accurate and value-adding management information to support key decision makers. The Finance Officer will be the primary finance contact supporting the regional office staff and consultants on all financial matters. They will also be responsible for supporting and working with *Girls Not Brides* member organisations that receive financial assistance.

Working within a small finance team, the Finance Officer will support the day-to-day running of the finance department, as well as developing systems to drive efficiency, effectiveness and a value for money culture across the organisation.

**Job location**

Delhi, London, Mexico City or Nairobi

**Reporting to**

Head of Finance

**Key internal relationships**

Finance Officer, budget holders, regional office staff/consultants

**Key external relationships**

Member organisations/individuals

**Salary range**

For a London-based role: £30,000 - £36,000, depending on experience. Equivalent salary for other locations. Plus study support on a case-by-case basis, a generous benefits package including 10% pension contributions, and enhanced flexible working.
Contract
Full time, but we would also consider applicants interested in the role on a part-time basis (minimum 3.5 days per week).

ABOUT GIRLS NOT BRIDES

Our history
Girls Not Brides was initiated in September 2011 by The Elders, a group of independent global leaders working together to promote peace and human rights. Girls Not Brides was created as part of their efforts to bring more attention to the harmful practices that hold girls and women back, and to encourage and empower others to work collaboratively to end child marriage. Girls Not Brides became an independent charity in 2013.

Our vision
Our vision is a world without child marriage where girls and women enjoy equal status with boys and men, and are able to achieve their full potential in all aspects of their lives. Our vision challenges deeply embedded social norms that harm the lives of girls, women and their communities.

Our work
Girls Not Brides is the only global organisation uniquely focused on creating and sustaining a worldwide movement to end child marriage, and ensuring that this movement leads to tangible change for the girls at risk or affected by the practice. We are a network of over 1,400 civil society organisations in over 100 countries working in partnership to end child marriage.

Our member organisations are diverse. They vary in size, location and the type of work they do. They include programme implementers and service providers working directly in their communities, and groups focused on research and advocacy to concentrate global, regional and national attention on the problem. They include small community groups and large international non-governmental organisations.

In some countries, our member organisations have come together to form coalitions to end child marriage. They use collective engagement to consolidate their work and catalyse national action.

The secretariat rallies support to end child marriage and supports member organisations by:

- Nurturing relationships with multilateral institutions, media outlets, potential donors, UN bodies and academic institutions.
- Convening member organisations and other key partners (such as UN agencies, donors, governments and academics) to address important questions, such as how to measure progress towards ending child marriage.

Our core values
- Inclusivity
- Integrity
- Pragmatism
- Collaboration
- Respect
- Determination
• Supporting the development of a shared understanding of promising approaches to end child marriage.

• Building relationships with organisations and alliances working in different sectors to ensure that child marriage is integrated into their work.

• Sharing global and regional policy developments with member organisations and spearheading collective advocacy to include child marriage in development and human rights frameworks.

• Increasing visibility and understanding of the impact of child marriage, and amplifying local and global efforts driven by member organisations to end the practice.

• Ensuring member organisations are equipped with the necessary tools and information to strengthen their work.

• Facilitating collective action by member organisations at the global, regional and national levels.

**Our impact**

When *Girls Not Brides* was launched, the issue of child marriage was almost invisible for many, especially in global fora. A few determined organisations were working on the issue, but there was little scope for them to learn from one another, share resources or work together to increase their impact. Since then, we have made significant progress. Highlights include:

• The inclusion of a target to end child marriage in the post-2015 **Sustainable Development Goals**.

• Increased understanding of the range of approaches needed to address child marriage, and the role of different sectors, thanks to our **Theory of Change**.

• Work with intergovernmental bodies like the **African Union, South Asia Association for Regional Cooperation**, the **Commonwealth**, and the **Organisation internationale de la Francophone**.

• Increased work in Latin America and the Caribbean, with seven governments in the region committing to addressing child marriage.

• The development of national action plans to end child marriage in over 40 countries.

• The launch of the Girls First Fund, a multi-donor initiative to support community-based organisations working to end child marriage around the world. It initiated **VOW: To End Child Marriage**, an innovative fundraising initiative.
KEY RESPONSIBILITIES OF THE ROLE

Management accounting

- Produce quarterly budget holder reports.
- Support budget holders to manage their budgets, including advising on the chart of accounts and expenditure coding.
- Manage the quarterly budget review reports to help understand key variances, correct mis-posting errors and input into quarterly reforecasting.
- Support the Head of Finance with the quarterly and annual budgeting process.
- Support budget holders in preparing project/event budgets.
- Support on the development of budgets for grant applications.
- Support the Donor Engagement Team with grant reports and the reconciliation of income.

Financial accounting

- Manage Girls Not Brides’ currency card processes and procedures, including the order, control and tracking of cards, cash top-ups, supporting card holders and maintaining the relationship with the card issuer.
- Advise and support regional staff on financial policies and procedures including those relating to procurement, accounts payable, staff and member advances and credit card use.
- Undertaking designated monthly balance sheet control checks and reconciliations relevant to the role, including the review and reconciliation of member expenditure reports,
following up with member organisations directly or through the relevant *Girls Not Brides* team and escalating financial control or risk issues as appropriate.

- Supporting and advising the Donor Engagement Team on income and contributing to cash flow forecasts.
- Providing cover for the other Finance Officer during periods of annual leave.
- Update and maintain member information using the Salesforce database.

**General**

- Proactively contributing to ensuring financial processes are efficient and effective.
- Proactively contributing to ensuring financial policies are adhered to and an appropriate financial control environment is in place.
- Proactively contributing to ensuring *Girls Not Brides* achieves value for money (VFM).
- Proactively contributing to the development and effective use of the accounting and other financial systems.
- Managing finance projects, which are relevant to the role, as agreed with the Head of Finance.
- Maintain high-quality and accessible filing systems (paper and electronic) and ensure data confidentiality.
- Maintain timely and accurate financial records and systems.
- Assist with preparations and responses to external statutory and donor audits.
- Design and produce accurate and timely finance reports that are relevant to the role.
- Prepare and input daily and monthly journals to the accounting system.

**Wider responsibilities of *Girls Not Brides* team members**

- Commit to the mission and vision of *Girls Not Brides*, putting them at the forefront of all planning, work and actions.
- Uphold the core values of *Girls Not Brides* in all areas of work and interactions with colleagues, members, partners and other stakeholders.
- Comply with *Girls Not Brides* policies and processes, with particular attention to safeguarding, the code of conduct and data protection.
- Ensure that internal databases and monitoring information are kept fully up to date.
- Commit to ongoing personal development and learning.
- Fulfil any other reasonable requests for the advancement of *Girls Not Brides*.
PERSON SPECIFICATION

Essential

- Excellent written and spoken English with an eye for accuracy and attention to detail.
- Professional experience of working in a small finance team, preferably within a similar sector.
- AAT accounting qualification and/or actively studying ACCA or CIMA qualifications (or country-specific equivalent accounting qualifications).
- Excellent people and relationship management skills.
- Highly organised with excellent information management skills.
- Experience of working with non-financial colleagues to improve their understanding of finance.
- Experience of creating and monitoring performance against budgets.
- Strong strategic thinking and problem-solving skills and ability to appraise options and adapt plans as required.
- Excellent understanding of Excel and experience of integrating it with accounting and other external finance systems.
- Proficiency in the latest versions of MS Word, PowerPoint and use of databases.
- Strong commitment to the mission and values of Girls Not Brides.

Desirable

- Experience of using SUN accounts.
- Experience of Salesforce.
- Proficiency in French, Spanish or Arabic.

Safeguarding

*Girls Not Brides* is committed to safeguarding all children, young people and adults at risk with whom our staff and representatives work and interface. Any employment with *Girls Not Brides* may be subject to the satisfactory completion of a background check and a criminal records check which can include but is not limited to: an overseas police record check, a Disclosure and Barring Service Check (for those based in the UK) or an International Criminal Record Check (if applicable).
HOW TO APPLY

We are an equal opportunities employer and we welcome applications from all suitably qualified persons.

To apply, please send your CV and covering letter demonstrating how you meet the criteria for this position to recruitment@GirlsNotBrides.org by 23:00 GMT on 14 September 2020 clearly stating “Finance Officer” and your name in the subject line.

First round video interviews will take place via Skype over the week commencing 14 September 2020 and final interviews will take place during the week commencing 21 September 2020 in our Delhi, London, Mexico City or Nairobi offices.

We regret that due to the large number of applications anticipated, only shortlisted candidates will be contacted.