FINANCE MANAGER

JOB ADVERTISMENT

LOCATION: UK (Home-based, work remotely)

SALARY: Negotiable

STARTING DATE: Q1 2024

POSITION TYPE: Full Time, permanent

BUSINESS UNIT: Finance and Operations

TRAVEL: Occasionally for organization annual event, less than 10% time in a year

CLOSING DATE FOR APPLICATIONS: 20 November 2023

ABOUT AWS
The Alliance for Water Stewardship (AWS) (www.a4ws.org) is a global membership-based collaboration that connects organisations dedicated to promoting responsible use of freshwater. Our members include private sector (multi-national corporations and businesses), CSOs (Civil Society Organisations) and public sector organisations. Members contribute to the sustainability of local water-resources through adoption and promotion of a universal framework for the sustainable use of water – the International Water Stewardship Standard, or AWS Standard – that drives, recognises and rewards good water stewardship.

The AWS Standard provides a globally applicable framework for major water users to understand their water use and impacts, and to work collaboratively and transparently for sustainable water management within a catchment context. The AWS Standard System includes third-party certification.
The AWS Standard System is overseen by a multi-stakeholder governance structure and fuelled by information from members, partners and a growing number of local water stewardship networks, coordinated by our regional partners and representatives. Knowledge and learning are fundamental to both our ambitions for growth and the integrity of the AWS System. By connecting organisations at the forefront of collaboration on water, AWS facilitates the exchange of knowledge to advance the uptake of water stewardship worldwide.

AWS is a growing organisation. Our highly motivated team is dispersed across several countries. We are now seeking a Finance Manager to join our Finance and Operations team and play an instrumental role in the future growth and impact of the AWS System.

**ABOUT THE ROLE**

The Finance Manager is a key member of Finance and Operations team. This is a broad reaching role in supporting the Chief Finance Officer to achieve financial objectives.

As a qualified/semi-qualified accountant you will be fully competent in transactional and strategic reporting and budgeting. You will lead in the provision of timely and accurate financial information, effective cost management and project finance management. You will work with the team to create budgets and forecasts, monitor them throughout the year and work closely with operational budget holders to ensure they understand their financial position.

**General Duties**

- Issue invoice and manage accounts receivable.
- Manage payments including staff expenses claims, payment to suppliers and accounts payable management.
- Assist CFO to prepare the annual budget and forecasts aligned with the strategy.
- Ensure management accounts and reports are accurately prepared on time including commentary and variance analysis.
- Ensure management of all financial aspects of grants including the monitoring of restricted and unrestricted reserves, and the control and recording of the release of funds.
- Assist CFO to manage all financial aspects of projects including the timely project billing, monitoring project receipts and payments, and the control and recording of project expenses.
• Support CFO to liaise with external auditors to facilitate statutory accounts at year end, in full compliance with relevant accounting standards.
• Ensure that all corporation tax and VAT returns (if applicable) are accurately completed and filed on time and that all associated payments made.
• You will liaise with external partners on relevant matters, ensuring that our financial management of projects and partnerships meets or exceeds requirements.
• You will work collaboratively across multiple time zones with international staff, regional partners, local networks, members and partners to grow the AWS System.

**Systems & Procedures**

• Maintain appropriate procedures and systems, manual and computerised, for use throughout the organisation.
• Oversee the management of external supplier contracts, monitoring renewal dates and delivery, ensuring high performance and advising on cost saving strategies.
• Knowledge of using advanced technology to streamline the reporting process and procedures (such as Power BI or Power Automate).
• Ensure that appropriate policies and procedures are in place to ensure robust financial monitoring and management.
• Ensure standardisation of operational procedures that improve internal communications and maximise efficiency.

**Governance & Company Secretariat**

• Assist in supporting company secretarial duties such as maintaining and updating all records with Companies House and the Charity Commission (including online records).

**HR & Payroll**

• Assist in supporting HR and payroll duties.
WHAT YOU’LL NEED TO SUCCEED

This position will suit someone who thrives in a fast-paced working environment, embraces flexibility and enjoys taking on new challenges as part of a team. You will:

- Have a strong affiliation to the Mission of AWS.
- Have proven experience in a finance role with both operational and strategic exposures.
- Have project finance experience, either in managing grants and non-profit partnerships, or comparable for-profit experiences.
- Be educated to degree level or equivalent, with a professional accountancy qualification e.g., ACCA, CCAB, ACA, CIMA.
- Have knowledge of Power BI or Power Automate.
- Be comfortable communicating effectively both orally and in writing; adapting the message for diverse audiences.
- Have strong analytical and problem-solving skills.
- Familiar with Xero accounting and VAT filing.
- Preferable to have knowledge of Scottish/England charity law and UK employment law.
- Be able to work independently, manage complex workloads and support multiple stakeholders.

HOW TO APPLY

If you think you might be right for this job and this job might be right for you, please send an email marked “VACANCY: FINANCE MANAGER to gail@a4ws.org. Your email should include the following attachments:

- A covering letter in English explaining why you are interested in the position and demonstrating how you meet the job description.
- Your current CV in English with email addresses and telephone numbers of two referees.
- An indication of when you would be available to take on the role, if selected.

Closing date for applications is 20 NOVEMBER 2023. Only shortlisted candidates will be contacted. Unfortunately, we cannot provide feedback to unsuccessful candidates.
AWS is an equal opportunities employer and do not discriminate on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

AWS will comply with all relevant Privacy and GDPR regulations regarding candidate data retention.