



## THE IARS INTERNATIONAL INSTITUTE

### Finance Manager

---

#### About us

The IARS International Institute is one of the world's leading user-led NGOs with an international mission to give everyone a chance to forge a safer, fairer and more inclusive society. We achieve our charitable aims by producing evidence-based solutions to current social problems, sharing best practice and by supporting young people and the community to shape decision making. We are recognised as a leader in creating new knowledge and forming public and expert opinion.

- By empowering marginalised individuals of our society through accredited training, educational programmes, mentoring and one-to-one support
- By acting as an international network of NGOs bringing together people and ideas to share best practice and engage in debates on current social problems
- By carrying out action research and evaluation that is independent, credible, peer-reviewed, user-led, focused and current
- By supporting individuals and grass roots organisations to carry out their own initiatives to shape decision-making and society, and by helping them to maximise their social impact
- By being an authoritative, independent and evidence-based voice on current social policy matters.

Led by its Director, Dr. Claire Bonham and staffed with a dedicated team of experts, interns and volunteers, the IARS International Institute is known for its user-led robust, independent, evidence-based approach to solving current social problems. We are acknowledged internationally for our expertise in justice, equality and youth. We have delivered projects in areas such as restorative justice, rehabilitation, human rights and inclusion, citizenship, public services and user-led research evaluation.

# Job Description

## Key tasks:

### 1. Financial Management

- To manage the payroll by checking figures monthly with IARS Director and coordinating with LB Group to ensure correct salaries/daily rates are added to the system
- Oversee monthly payment runs by coordinating invoices in, allocating to projects and sending to director for authorisation.
- Set up monthly payment run on internet banking
- Ensure that all payments are sent to LB Group for adding and reconciling onto QuickBooks
- Oversee Petty Cash allocations and send monthly to LB Group to reconcile on QuickBooks
- Ensure Bank Reconciliations are completed each month - answer queries/coordinate with Office Administrator for unallocated transactions also
- Complete Savings Overview Spreadsheet for IARS Director on a monthly basis
- Ensure that invoices for incoming monies are completed on a monthly basis

### 2. Project Finance Management

- Input all partner payments to Euro spreadsheet for Euro creditors – ongoing throughout month
- Prepare and maintain a monthly cashflow projection for grant transactions and partner payments
- Ensure internal budgets and financial reports relating to the grants portfolio are robust and meet requirements
- Monitor project spending and escalate significant under or overspend on a timely basis
- Support project managers to adhere to annual budget and sign-off allocated projects' expenditure
- Respond to project partner queries around evidences and project budgets
- Provide support to the Director around allocating budgets and project expenses
- Provide financial reporting for interim and final project reports
- Make Euro transfers to IARS when project funding comes in
- Other tasks on an ad-hoc depending on Grant Agreement

### 3. Other

- To undertake all tasks respecting IARS Equality and Diversity Policy as well as its founding values
- To comply with the IARS Handbook and European Commission's grant agreements
- To attend and participate in internal IARS meetings including staff meetings
- To work co-operatively with other IARS staff and Board members
- To work with the Director and team to develop new project ideas
- To attend relevant training in order to fulfil the requirements of the job

- To co-operate in the formulation of and development of systems for monitoring and evaluating the work of IARS
- To treat with confidentiality any information about IARS members, users, staff and research that could be deemed as personal, private or sensitive
- To undertake any other reasonable duties as required by the Director.

## Person Specification: Finance Manager

CRITERIA	STANDARD	ESSENTIAL / DESIRABLE
<b>Knowledge &amp; Experience</b>	<b>At least 3 years' experience in financial management roles with good all-round finance experience</b>	<b>Essential</b>
	<b>Expertise of and commitment to creating, mapping and maintaining end-to-end processing</b>	<b>Essential</b>
	<b>Project management experience</b>	<b>Essential</b>
	<b>Experience and understanding of the management, delivery, and reporting requirements from government or externally funded grants</b>	<b>Desirable</b>
	<b>Experience of working within the charity sector</b>	<b>Desirable</b>
<b>Skills &amp; Abilities</b>	<b>Excellent analytical skills and attention to detail</b>	<b>Essential</b>
	<b>Highly organised and able to effectively manage multiple projects and workstreams</b>	<b>Essential</b>
	<b>Excellent written, oral and communication skills, combined with ability to deal with people at all levels</b>	<b>Essential</b>
	<b>Ability to be pro-active and work under own initiative</b>	<b>Essential</b>
	<b>Good interpersonal, relationship building and negotiating skills so as to manage IARS's relations with internal partners</b>	<b>Essential</b>
	<b>Excellent computer literacy</b>	<b>Essential</b>
	<b>Ability to provide project-based financial reporting</b>	<b>Essential</b>
<b>Excellent command of the English language</b>	<b>Essential</b>	

<b>Attitude</b>	<b>Results driven with ability to prioritise effectively, work under pressure and meet deadlines</b>	<b>Essential</b>
	<b>Empathy with the aims and objects of IARS</b>	<b>Essential</b>
	<b>Willingness to travel on occasion</b>	<b>Desirable</b>
	<b>A strong personal commitment to equality of opportunity</b>	<b>Essential</b>
	<b>Ambitious and self-motivated, characterised by integrity and diligence</b>	<b>Essential</b>
	<b>Commitment to the values of dialogue, transparency, non-adversarial methods of conflict resolution and restorative justice</b>	<b>Essential</b>