



Finance Manager

Job Description

About Emergency Nutrition Network (ENN)

Emergency Nutrition Network (ENN) works to reduce undernutrition globally. We enhance the effectiveness of nutrition policy and programming by improving knowledge, stimulating learning and building evidence. We are passionate about being network-driven, independent and evidence-based.

Our vision is that every individual caught up in a nutritional emergency, or suffering from malnutrition anywhere in the world, gets the most effective help possible.

We support agencies and individuals to implement evidence-based nutrition programming, predominantly in low- and middle-income countries and in fragile and conflict-affected states.

ENN's portfolio includes projects specialising in Infant Feeding in Emergencies, Wasting and Stunting, Adolescent Nutrition and Management of small & nutritionally At-risk Infants under six months & their mothers (MAMI), as well as our highly regarded international publication, Field Exchange.

ENN is governed by a Board of Trustees and has its head office in Oxfordshire, UK. ENN is financially supported by foundations and trusts, government donors, international non-governmental organisations and United Nations agencies. For more information about ENN see our website: www.ennonline.net.

Our People

ENN's team is made up of a range of technical experts in nutrition and a small, experienced operational team. ENN is highly committed to diversity and inclusion, to enabling and promoting flexible working for our staff, and to supporting continued professional development.

We are proud that in our 2023 Employee Engagement Survey over 95% of our team said that they feel personally connected to ENN's overall purpose, they are clear about what they need to achieve in their objectives and that they are proud to tell people they work for ENN.

Terms and Conditions

- **Type of contract:** Permanent
- **Hours of work:** Full time (37.5 hours per week)
- **Location:** Hybrid. ENN operates a hybrid model with most of our Operations Team working Monday and Fridays from home and Tues/Weds/Thurs in the office. ENN will consider requests for further flexible working arrangements, including part time working. This will be considered on a case-by-case basis, balancing ENN's needs with a candidate's other commitments.
- **Holidays:** 25 days plus UK Public Holidays, increasing by one day per annum after two complete years of service to a maximum of 27 days per annum. Pro-rata for part-time staff.
- **Salary:** up to £60,000 per annum (FTE), dependent on experience
- **Pension:** Auto-Enrolment to ENN scheme with a generous Employer contribution of 5%
- **Benefits:** Dental cover, Life cover, Employee Assistance Programme, Wellbeing contribution

Purpose of the role

The Finance Manager leads on the charity's finances and contributes to our vision through strategic financial management and governance.

The Finance Manager is responsible for financial planning and oversight, reporting, regulatory compliance and aligning financial strategy with organisational goals and operations. The FM liaises closely with the board of trustees, holds the position of Company Secretary, is a member of the management team and provides key insights to support business decisions.

Responsibilities

- Proactively enhance ENN's financial systems to manage and oversee project budgets, forecast trends, identify opportunities, and analyse organizational performance through data-driven decision making
- Strategic Support - Provide financial insights to the management team and trustees including identification and mitigation of strategic and operational financial risks.
- Line Management – Line manage and mentor the finance team (currently 1 management accountant) and ensure positive, productive, and supportive team relationships
- Oversee the core finance functions; including multi-currency payables, receivables, bank reconciliations, general ledger reconciliations
- Financial Reporting - Prepare accurate financial statements and management accounts including quality reporting for management team, trustees and sub-committee meetings
- Budgeting & Forecasting - Lead the budgeting process and track financial performance of the organisation as well as budget variance analysis of project P&L's
- Manage finance year end and the Charity's annual and other audits, including holding the day-to-day relationship with auditors and preparing the appropriate statements
- Navigate and communicate compliance in line with donor requirements and national legislation.
- Support the organisation's income generation ambitions, through partner due diligence and in providing advice, guidance and assistance, and in preparation of funding proposal budgets that meet ENN's requirements
- Internal Controls & Compliance - Ensure financial systems (including payroll and banking systems), policies, procedures and controls are robust and adhere to regulatory requirements.
- Cash Management – Monitor and manage cash flow (multiple bank accounts in GBP, EUR and USD)
- Manage effective payroll, including: Preparing payroll calculations, submissions on Bright Pay, pension administration, payroll year end schedules and PSA calculation and submission.
- Charity Governance – Company Secretary duties ensuring timely and accurate statutory filing with Companies House and The Charity Commission
- Maintain high quality records in line with regulatory requirements and GDPR
- Other tasks reasonably requested by the CEO

Person Specification

Essential criteria

- Qualified Accountant (ACA, ACCA, CIMA)
- Extensive experience of leading financial management for organisations.
- Experience within the non-profit sector, with a thorough understanding of charity specific financial obligations.
- Demonstrated experience in reporting to and engaging with management teams and/or trustees on matters related to financial risk management, including presenting complex financial data, risk assessments, and strategic recommendations.
- Experience of building and managing grant funded project accounting with proportional allocation of staff costs to funds.
- Experience of developing funding proposals with a variety of funders, including institutional funders, foundations and NGO's

- Experience in line managing a team including performance management, staff engagement and development, and effective coordination of team workload
- Excellent communication and written skills
- Able to use a business partnering approach to work with colleagues to achieve a shared outcome
- Ability to manage a diverse and busy workload, prioritising effectively, and able to work both autonomously and as a member of a dispersed team.
- Strong interpersonal skills, able to work with a wide range and varying levels of stakeholders and demonstrates discretion, diplomacy, and patience
- Motivated, takes initiative, able to diagnose situations and constraints, innovates and delivers to deadlines
- Excellent attention to detail
- Proficient user of Microsoft Excel, Word, PowerPoint, Outlook and a range of commercial financial software (ENN use iplicit accounting software)
- Fluent in English

Desirable criteria

- Specific experience with institutional funders, foundations and NGO's would be an advantage
- Experience in managing income and expenditure in multiple currencies
- Experience of iplicit accounting software, Brightpay payroll software

Reporting Lines

The Finance Manager reports to the Chief Executive Officer and has line management responsibility for a small team (currently 1 management accountant).

Eligibility to work

The successful applicant is required to demonstrate they have the Right to Work in the UK. This includes evidencing a UK NI number and that they are a UK tax resident. A Certificate of Sponsorship and relocation package are not available for this position.

ENN is committed to diversity and inclusion, and to building a culture where every team member is recognised and valued as an individual. We actively encourage applications from a broad range of experiences and backgrounds.