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| **ROLE PROFILE: Senior Manager Financial Accounting** | |  |
| Position Title: | Senior Manager Financial Accounting |
| Position ID: | 235426197 |

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| **Team** | Financial Accounting Team | **Grade** | M3 |
| **Reports To (Title)** | Global Financial Controller | **Contract Length** | Permanent |
| **Location** | Any existing SCI office location | **Time-zone** | Europe, WCA, ESA, MENAEE Time Zones (UTC/GMT + / - 3 hours) |
| **Languages** | English | **Headcount** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**  To ensure SCI's financial accounting policies, processes, and procedures adhere to UK accounting standards, fostering transparency and accuracy in all financial matters. Our team leads and delivers successful statutory audits and develops action plans to address any findings, ensuring compliance and continuous improvement. We prepare financial statements and reports that meet regulatory requirements, provide accurate balance sheet reporting, and expert advice on financial accounting issues to support the organisation's overall financial health and strategic objectives.  **Role purpose**  To lead our financial accounting and statutory audit processes to ensure compliance with statutory financial reporting requirements and accounting standards, while maintaining the integrity and accuracy of financial data. As the Senior Manager Financial Accounting, you will play a critical role in supporting the organisation's mission to deliver high-quality and transparent financial information, aligning with our values of accountability and integrity. Your work will directly contribute to the financial sustainability and operational efficiency of Save the Children, enabling us to maximise our impact for children. |

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| **Principal Accountabilities** |
| * Lead on SCI/SCA global financial accounting policies and processes to meet accounting standards in the UK (for SCI), in Switzerland (for SCA) and other relevant standards in countries where SCI operates or has employees based. * Provide expertise and support country and global teams to embed best practice on financial accounting matters. Support development of professional financial accounting skills across global and country finance teams; ensuring documentation of policies, procedures, guidance in Quality Framework and appropriate training available. * Lead on quarterly balance sheet reviews to assess accuracy of financial accounting data and develop action plan to address any weaknesses. Support data governance processes. * Lead on preparation and review of SCI, SCA and Trading annual statutory Trustees report and financial statements to ensure completeness and accuracy and they meet UK charity and company law reporting requirements (including Charity Commission Return). Lead on SCA/SCI Going Concern assessments. Support on reporting to Board, Finance Committee, Audit & Risk Committee and Members Meeting to gain approval of SCA, SCI, Trading reporting and accounts. * Lead on planning, preparation and delivery of SCI and SCA annual statutory audits. Support with KPMG’s audit strategy and manage day to day relationship with KPMG to deliver efficient and effective audit. Lead on preparation of action plan to address and reduce audit findings, monitor and report on progress against plan. * Financial accounting Support statutory audits & reporting in country where SCI operates to meet local laws and accounting regulations. * Lead the Financial Accounting team. * Advise TDIT projects to ensure financial accounting matters are fully considered and implemented effectively to achieve project deliverables and benefits. |

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| **Budget** |
| Audit fee of approx $1m |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: 4  Manager of a team: Yes  Team Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Global |

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| **Travel Requirements** |
| International travel required: No  Percentage of required for travel: N/A |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)   * Finance Operations, IT, FP&A. Advocacy Offices, Treasury, Country Offices, IP Finance   **External**   * Auditors |

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| **Competencies** |
| Cluster: Leading  Competency: Leading and inspiring others  Level: Accomplished  Behavioural Indicator: Takes a flexible and positive leadership style adapting to a given situation or to the needs of the team.  Cluster: Leading  Competency: Delivering results  Level: Accomplished  Behavioural Indicator: Holds others accountable for achieving results and challenges underperformance.  Cluster: Thinking  Competency: Problem solving and decision making  Level: Accomplished  Behavioural Indicator: Makes informed strategic decisions based on full evaluation of the opportunities and risks of each idea and solution.  Cluster: Thinking  Competency: Applying technical and professional expertise  Level: Accomplished  Behavioural Indicator: Shares knowledge and best practice on technical solutions so that others can make best use of that expertise.  Cluster: Engaging  Competency: Communicating with impact  Level: Accomplished  Behavioural Indicator: Conveys complex issues with clarity, brevity, and confidence.  Cluster: Engaging  Competency: Working effectively with others  Level: Accomplished  Behavioural Indicator: Breaks down silo working and challenges behaviours that are not collaborative. |

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| **Experience and Skills** |
| **Essential**   1. Extensive knowledge of UK GAAP and substantial experience in financial accounting, demonstrating proficiency in applying complex accounting standards and principles. 2. Strong analytical and problem-solving skills with an ability to evaluate complex accounting issues. 3. Strong process management skills, with a track record of designing and implementing efficient financial accounting processes. 4. Excellent communication and interpersonal skills, capable of conveying complex information clearly and effectively to non-finance staff. 5. Leadership skills, capable of guiding and inspiring a team towards achieving objectives and best practices. 6. Proficient in the use of Microsoft Office suite, particularly Excel and in other financial software. 7. Experience in leading the preparation and review of statutory financial statements and reports, ensuring compliance with relevant legal and regulatory requirements. 8. Proficient experience in leading and managing external audits. 9. Considerable experience in conducting financial data analysis and balance sheet reviews to assess data accuracy and integrity. 10. Experience in advising and supporting multidisciplinary teams to embed financial best practices and enhance professional accounting skills.   **Desirable**   * Knowledge of other global financial accounting standards, in particular Swiss GAAP. * Experience in operating within the charity or non-profit sector, with an understanding of charity accounting and financial regulations. |

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| **Education and Qualifications** |
| **Essential**   * UK Accounting Qualification (ACA, ACCA, CIMA or equivalent).   **Desirable**  N/A |

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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.  Level 1: A basic criminal record background (DBS) check is required/equivalent police record check. |

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| **Diversity, Equity and Inclusion and Equal Opportunities** |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.    We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.    Reasonable adjustments will be made should any candidate invited to interview require this. |

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| **Version Control and Approval** | | | | |
| Version | Date | Author | Reviewer | Approver |
| 1 | 7/31/2024 | Jacqueline McMullen |  | Sam Sharpe |