

KEYSTONE FINANCE MANAGER

JOB SPECIFICATION AND APPLICATION DETAILS

Who are we?

Keystone is a small charity with big ambitions to improve the way social change happens. We provide services to other charities, businesses, government and aid agencies to help them understand and improve their performance through harnessing feedback, especially from the people they serve. We have developed our trademark methodology, Constituent Voice™, for this purpose. Constituent Voice helps organizations to be inclusive and responsive in their engagement with constituents, systematic in their learning, and more effective in meeting community needs and solving important societal problems.

Keystone has grown significantly in recent years and now has clients and projects across the globe. We work with organizations like Oxfam International, Ford Foundation, The World Bank Group, USAID, DFID, Care International, Ashoka Foundation, the Global Environment Fund, the World Food Programme, LEGO Foundation, and many others, to improve their performance through feedback.

To learn more about us, visit our website: www.KeystoneAccountability.org.

Who are we looking for?

This is an exciting opportunity to join a small and dynamic NGO with exceptional room for development as Keystone and its projects continue to grow. You will be expected to ensure robust financial management across Keystone UK and its offices in the USA and South Africa, as well as its for-profit sister entity COVOX (www.covox.com). This will include managing a detailed accounting system for monitoring restricted and unrestricted income, as well as project grants. You will support other team members in grant applications, preparing budgets, and financial reports, as well as being responsible for statutory reporting in the UK and USA.

We are looking for someone who is motivated to play an active part in taking Keystone to the next phase of growth as part of our tightly-knit team. You will need to be versatile and flexible with a 'can-do' attitude to problem-solving, and a verve for doing more with less.

You will report to the Director of Operations and work with and/or line manage a part-time Finance Assistant, depending on experience.

Person specification

We are looking for someone with the following personal attributes:

- ❑ **Values-driven** –You will want to work within an organization that seeks to improve the way social change occurs.
- ❑ **Flexible** - You will be flexible both in terms of hours and working style in order to respond to immediate issues.
- ❑ **Disciplined** – You will ensure that your time is effectively and efficiently managed, whilst also managing the team’s and clients’ expectations.
- ❑ **Independent & Self-Managing** – You are a self-starter capable of setting priorities amidst competing demands on your time.
- ❑ **Good Communicator** – You will be able to express Keystone’s mission and strategy and represent Keystone in a professional manner.
- ❑ **Leader** – You will be confident developing internal financial processes and taking a lead on matters of financial accountability.
- ❑ **Team-Player** – You will enjoy working as part of a small team, collaborating with others to achieve Keystone’s goals.

In addition, successful candidates should meet the following criteria:

- ✓ Bachelor’s or Master’s Degree in business administration, economics or management with relevant specialization, or equivalent qualification or experience
- ✓ Minimum of 2 year’s relevant financial experience, preferably in international development or the voluntary sector in general
- ✓ Project management accounting experience
- ✓ Demonstrated ability to manage complex financial administration
- ✓ Fluency in English required; other languages beneficial
- ✓ Proficiency in Microsoft Office (Word, Powerpoint, Excel), as well as knowledge of accounting and controlling tools (eg Xero, Aqilla), and other software solutions
- ✓ Line management experience preferable.

Keystone believes in the value of *attitude* as well as *aptitude*, and will consider applications from finance professionals who meet most but not all of the above requirements, if they can demonstrate intellectual curiosity, a desire to learn, and a drive to contribute to Keystone’s mission and vision.

What does the role involve?

Manage accounting system for all income and expenditure (20% of time), including:

- ✓ Administer Keystone's bank accounts and document all financial transactions using Aqilla
- ✓ Manage a budget tracking system for restricted income and project-specific grants
- ✓ Process salary payments, liaise with HMRC and administer Keystone's Pension Scheme
- ✓ Manage invoicing and purchases, and report on VAT

Contribute to grant applications, project budgets and financial reports (60% of time), including:

- ✓ Support budget development for grant and project proposals
- ✓ Prepare monthly management reports for Keystone and COVOX
- ✓ Cashflow management

Lead financial and statutory reporting (20% of time), including:

- ✓ Develop financial reports on grants and projects, including for large public donors eg DFID, ECHO
- ✓ Prepare for and oversee an annual audit process and report to Charity Commission
- ✓ Oversee and ensure compliance with statutory requirements in UK and USA for Keystone and COVOX, including reporting to Companies House, Charity Commission, HMRC, and the IRS.

A handover on all of these requirements will be given during your induction.

Terms of employment

The position is available from early September 2017 and includes a 3-month probationary period. The successful applicant will be expected to live within commuting distance from Keystone's offices in London, and will work from these offices. Keystone is a flexible employer and operates a flexi-time policy and will consider applicants wishing to work part-time. Please indicate in your application any constraints you have to working full-time.

Remuneration & benefits: £35,000 to £45,000 pa (depending on experience and qualifications), 25 days' annual leave plus public holidays, and access to a personal pension.

How do I apply?

Please send your CV and a cover letter explaining why you think you are suited to the role, what you will bring to Keystone and when you would be able to take up the post, to hr@keystoneaccountability.org. For questions regarding the role or recruitment process please email hr@keystoneaccountability.org.

Closing date for applications: 5pm BST Friday 16th June. Interviews will be held in early July in London. Remote interviews via Skype can be arranged.

