



Dear Applicant,

Re: Senior Finance Officer Role

Thank you for your interest in the above position and working for Windle Trust International.

We are looking for a qualified and experienced accountant and finance manager to oversee and supervise the finance function of the organisation to start in February 2019.

Included in this application pack are the job description and person specification and background information to the organisation and role.

When applying for the post you must submit the following documents:

- 1. Your up-to-date Curriculum Vitae (CV)**
- 2. A covering letter** that explains
 - Why you want to be considered for the job
 - How your experience, skills and personal qualities meet the criteria outlined in the person specification and equip you for the role

How to apply: Please email your application to work@windle.org.uk

Please specify that you are applying for the Senior Finance Officer position in your application.

The deadline to submit applications is midnight on 9 January 2019.

Only complete applications received by this date will be considered.

We regret we are not able to contact unsuccessful candidates.

Interviews will take place at the Windle Trust International offices in Cowley, Oxford.

We plan to interview shortlisted candidates on the 16 and 17 January 2019. However, where needed we can be flexible on dates. We will be in touch with successfully shortlisted candidates to arrange a specific time.

We look forward to receiving your application.

Yours sincerely,

Samantha Davies
Director (Sudan & UK)



Job Description - Senior Finance Officer

REPORTING TO: Executive Director
BASED: Windle Trust International (WTI) Oxford Office, UK

Role Overview

The Senior Finance Officer (SFO) is responsible for the management and control of the charity's finances. The SFO undertakes the day to day accounting in the UK office as well as supervising and monitoring the overseas offices.

Other Staff Involved in Financial, Accounting and Related Work

- The part time Administrator in the Oxford office supports the finance function in the UK, dealing with receipts and payments, banking and petty cash
- The Executive Director and other managers based in the UK are involved with the preparation of budgets and programme financial reports
- The Juba, South Sudan and Khartoum, Sudan offices have qualified finance staff maintaining accounts in Quickbooks, which are consolidated in to the UK accounts. As most of WTI's activity is currently in South Sudan, there is a larger finance team in Juba. The majority of overseas programmes are funded, accounted and reported locally.

Key Responsibilities

- Oversee and supervise the finance function for WTI in the UK and Africa, ensuring accurate, timely accounting and reporting and adherence to finance policies and procedures
- Manage the annual budget process, providing support to budget holders
- Lead on cash flow management, incorporating forecasts from all offices
- Provide actual versus budget reports for variance analysis
- Bookkeeping for the UK office
- Prepare the UK payroll, ensuring compliance with legal requirements and managing related pension and insurance contributions
- Prepare quarterly management accounts for the Finance Committee and Board of Trustees, consolidating data from all offices
- Provide donor and other ad hoc finance reports as required
- Manage the annual audit process and prepare the annual statutory accounts, ensuring compliance with FRS 102(SORP)
- Perform company secretary duties including ensuring the Charity Commission and Companies House filing requirements are met
- Organise finance committee meetings, including preparing papers and taking minutes
- Lead on the monitoring and mitigation of financial risk and contribute to the regular risk management review process
- Keep updated on developments in finance standards, best practice and related matters, ensuring relevant issues are brought to the attention of the Executive Director and Board
- Support and train finance staff in overseas offices to ensure financial policies and controls are applied and accounting and reporting is accurate and timely

Other

- Contribute to the development of WTI strategy, plans, policies and procedures as part of the staff team and take part in other organisation-wide initiatives or events
- Short visits to the overseas offices as required
- Support or provide cover for other members of staff as necessary, and help with other areas of the Trust's work as and when required

This job description may change from time to time, with the needs of the organisation and the role.

Person Specification**Essential:**

- An appropriate professional accounting qualification and relevant experience
- Proven experience of using computerised accounting systems
- Accuracy and attention to detail with ability to also maintain a management and strategic overview of the finance function
- Flexible approach and ability to work independently and fit in to a small, hardworking team in the UK office as well as remotely with overseas colleagues
- Excellent interpersonal and written and verbal communication skills
- Competent IT skills, including Word and Excel
- Experience working in a cross-cultural situation or environment
- Empathy with the aims and objectives of the organisation

Highly desirable:

- Several years' experience of charity accounting, preferably the international development sector
- Experience of using QuickBooks
- Experience of providing finance training and support

Terms of Service

- A permanent, part time position (2.5 - 3 days per week, equivalent of 17.5 -21 hours) subject to a three month probationary period
- Salary of £35 - 38,000 per annum pro rata depending on relevant skills and experience
- Annual leave is 22 working days per annum plus public holidays pro rata
- Eligible for a defined contribution pension scheme following successful completion of the probationary period

Background to Organisation and Role

Windle Trust International (WTI) is a British international NGO investing in the education and training of refugees, internally displaced and other communities affected by conflict, displacement, neglect or discrimination in the East and Horn of Africa. WTI is dedicated to increasing access to and improving the quality of education for these communities and reducing inequalities in access to high quality education, particularly for women and girls.

WTI's work is the legacy of Dr Hugh Austin Windle Pilkington who dedicated his life to helping refugees' access further education. He drew his inspiration from the young Ethiopian refugees he met through his academic work at Nairobi University in the 1970s. In 1977 Windle Trust Kenya was established. Dr Pilkington believed strongly in the value of education for personal and professional development, and that refugees should have equal access to educational opportunities. After his death in 1986 a trust was established in his name and his work was expanded to respond to the educational needs of conflict-affected communities in Uganda, the Sudan and South Sudan.

WTI is a UK registered charity and a company limited by guarantee with offices in Oxford, UK as well as Sudan and South Sudan. WTI is part of a network of Windle organisations that includes Windle International Kenya and Windle International Uganda.

WTI is looking to recruit a permanent, part-time Senior Finance Officer, based in the WTI Oxford office, to be responsible for the overall management and control of the charity's finances.

Vision, Mission and Values

Vision: A world where everyone has the opportunity, through education and training, to make the most of their potential and contribute to the public good.

Mission: WTI challenges poverty and inequality by expanding access to and improving the quality of education and training, for communities affected by conflict, displacement, neglect or discrimination.

Values: In our work we aim to reflect the values which guided our founder, Hugh Pilkington, to assist those in need. We encourage our alumni to apply the same values in their service to their communities. These values include:

- **The importance of education**, knowledge and freedom of thought
- **Respect** for the diversity of communities and individuals with whom we work irrespective of gender, ethnicity, disability, religion or legal status
- **Equity** in our programmes and our employment policies and practices
- **Honesty and Integrity** in all our relationships with beneficiaries, communities, donors and supporters and in our management systems
- **Impartiality** – in conflict situations, we take no sides but focus on enabling communities and individuals to exercise the basic human right of education

- **High quality** – we have a long history of striving to provide and support high quality education and are keen to collaborate with those who seek the same.

Scope of Work

WTI has an annual turnover of around £3-4 million. WTI runs education and training programmes in the UK, Sudan and South Sudan and works with autonomous Windle organisations in Kenya and Uganda. WTI currently focuses on:

- Promoting access to education at primary, secondary and tertiary levels in particular for girls, and conflict affected and disadvantaged groups
- Strengthening professional skills, education management systems and accountability through training for teachers and others working in the education sector, including school managers and parent teacher associations
- Improving the quality of English language teaching at policy level and for teachers, particularly where this is the medium of education
- Improving learning environments and outcomes by providing training and education materials, school furniture, building and rehabilitating classrooms and school facilities
- Increasing access to education and developing leadership potential by supporting scholarships at universities and colleges in Africa and the UK and associated training

Our programmes contribute towards achieving the long-term outcomes to which we aspire:

- ✓ Improvements in the quality of teaching and learning in an environment that is safe and inclusive
- ✓ Significantly reduced educational inequalities
- ✓ Sustained increases in educational participation at primary, secondary and tertiary levels