

## Finance and Operations Manager

**Full time / Part-time:** Full-time  
**Reporting to:** Chief Operating Officer/Head of People Development  
**Direct reports:** Finance Assistant  
**Salary:** £22,500-28,000 dependent upon skills and experience  
**Location:** Oxford office

### Background

Viva is an international Christian charity that is focussed on mobilising people to work together for children at risk. We are connecting, training and supporting thousands of people and projects through 44 city-wide networks across Latin America, Africa and Asia. Together we are changing the lives of over 1 million children around the world. See [www.viva.org](http://www.viva.org) for more information.

### Job Purpose

To manage and monitor all aspects of Viva accounts, fundraising income and contracts across all Viva offices and Oxford office operations.

### Key Responsibilities

There are 6 areas of responsibility:

#### 1) Financial Management

- To take responsibility for accounting systems and book-keeping within the Oxford office and closely supervise the two US and Hong Kong offices
- Ensure that systems and information from the Regional Centres are compatible to produce consolidated reports and accounts
- Ensure the Sage system is reconciled on a monthly basis – reconciling to bank statements, trade creditors and debtors, and dealing with posting errors etc
- Produce a monthly summary of accounts including cash flow for the management team. At Quarter end, produce summaries for presentation to the Trustees
- Champion accuracy in coding, assist Managers in becoming effective budget holders, and produce quarterly reports for managers of performance against budget
- Process foreign transfers including transfers to Regional Centres. Requests to be monitored against budgets, prepared for authorisation by the Chief Operations Officer and then processed
- Oversee the VAT operations and prepare the quarterly VAT Returns
- Provide advice on financial matters to the Management Team.

#### 2) Financial Reporting

- Produce monthly reports for Fundraising to time plan agreed
- At the year-end, consolidate accounts from the regions and prepare the statement of accounts and audit file
- Liaise with auditors
- Prepare US 990 in liaison with US Finance Assistant and US Board ready for submission by Board Chair.

#### 3) Budgeting

- Prepare the annual Viva budget in consultation with the Chief Operations Officer, Management Team and other budget holders
- Assist Regional Centres in preparation of their budgets
- Revise income and expenditure budget when appropriate.

## Finance & Operations Manager (cont'd)

### 4) Grant Management

- Work with Fundraising, Programme and other relevant staff to develop good systems for the management of grants received
- Work with Fundraising, Programme and other staff to ensure that grant proposals have realistic budgets
- Monitor spending on grants against budget and ensure that appropriate systems are in place so that expenditure is correctly assigned to grants and can be demonstrated to the donor
- Work with Programme to ensure that financial reports for grants are prepared by deadlines.

### 5) General Management

- Manage and monitor the work of the Finance Assistant, checking speed and accuracy of paying-in, coding, data entry, petty cash, dealing with queries etc; undertake annual appraisal and regular 1:1 meetings and generally support and encourage their development
- Be the main link person with the administrator of the US account and with the Regional accounts functions, providing training where necessary
- Coordinate the Finance Sub-Committee
- Agree salaries with Head of People Development, communicate to the payroll administrator and make salary payments to staff
- Provide training to staff in financial management, budgets and grant management as necessary

### 6) Operations

- Produce monthly and quarterly Infrastructure Team reports for the Management Team and coordinate team meetings
- Ensure Viva is compliant with Health & Safety Law, Public Liability insurance etc
- Oversee office facilities to ensure a smooth running and pleasant office environment with all appropriate maintenance contracts and insurance cover.

## Personal Specification

(E) Essential      (D) Desirable

### Experience and Knowledge

- Accountancy qualifications and a minimum of two years financial management experience (or equivalent experience) (E)
- Working knowledge of Sage 50 accountancy software (or other similar) (E)
- Willingness to accept responsibility (E)
- Experience in supervising staff (D)
- Experience of grant management (D)

### Skills and Aptitudes

- Able to communicate well across all levels, especially adept at being able to explain financial matters to non-financial staff (E)
- Able to work well with people of different cultures and nationalities (E)
- Excellent IT Word and Excel skills (E)
- Self starter (E)
- Ability to work under pressure and meet deadlines (E)
- Excellent attention to detail (E)

### General Qualities

- Ability to inspire confidence in others within the charity and with those external to the charity with whom contact will be made (E)
- Identification with and sympathy for the Christian aims and values of Viva (E)
- Self-motivated, pro-active and flexible (E)
- Team player (E)
- A heart for “children at risk” (D)

## Finance & Operations Manager (cont'd)

### Terms and Conditions of Employment

This is a full-time role for Viva, located at its Oxford offices in the UK. Any offer made will be subject to the receipt of satisfactory references. The appointment will be confirmed, subject to a satisfactory six-month probationary period. Annual performance appraisals are undertaken. It is a requirement of all staff to be familiar with the contents of the Staff Manual, including the Values and Code of Conduct of Viva and to comply fully with the policies contained therein together with our Child Protection Policy.

Holiday:	33 days per annum, including 3 compulsory days and 8 public holidays
Pension:	Optional Stakeholder Pension Scheme
Sick Pay:	In accordance with internal policies and the requirements of SSP

### Contact

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