



Do you want to help millions of women in some of the world's poorest countries succeed as entrepreneurs and work their own way out of poverty?

We are seeking an outstanding Financial Accountant to join our Finance and Admin Team. A fully qualified accountant (ACA/ACCA/CIMA), your key focus will be managing the day-to-day finance system, month end processes, and preparation of annual financial accounts for the organisation.

The person we're looking for will have a background in charity finance, experience preparing statutory accounts and managing the full audit process. If this sounds like you, we'd love to hear from you.

Financial Accountant

Reports to:	Director of Finance
Location:	Hybrid. We work in our central office on Baker Street, Marylebone (London) Tuesday to Thursday, with Mondays and Fridays working from home.
Contract:	Permanent, part-time 3 days a week / 22.5 hours, with the possibility to increase hours in future. Flexible working options considered (including school hours and compressed hours).
Languages required:	English
Starting date:	As soon as possible
Salary:	£45,000 – £55,000 FTE per annum, depending on candidate experience

We treat all applications equally, however we actively encourage applications from people from black, Asian and minority ethnic backgrounds, people who identify as LGBT+, who have a disability, as well as those from a working-class background, as these groups are currently under-represented in the charity sector. Our aim is to become a truly inclusive organisation, with a workforce as diverse as the communities we serve.



Background

At Hand in Hand, we help women beat the odds and succeed as entrepreneurs. The money they earn and the confidence they gain changes everything. Whole families and communities rise with them.

Since 2003, from Afghanistan to Zimbabwe, we've helped more than 5 million women launch small businesses that can stand the test of time. Some are smallholder farmers learning to stand up to climate change. Some are refugees starting a new life after running from conflict. Others are young women and girls with few opportunities, starting to dream – and plan – for the future.

Our members' achievements (so far) include:

- 6.2 million new and improved jobs
- +93% average increase in monthly income
- 84% of women with the power to make decisions about their lives.

Hand in Hand International is based in Baker Street, central London, with a flexible working policy that includes work-from-home Mondays and Fridays. Our team works with partners throughout the global Hand in Hand network, specialising in fundraising, strategic and programmes advice, and donor relations.

Why work at Hand in Hand?

Work-life balance: We offer home working as standard on Mondays and Fridays. Flexible working requests (including compressed hours) will be considered for all roles.

Positive, inclusive culture: Being an employer of choice is one of Hand in Hand's six strategic goals. We aim to have an 80% recommender score (measured via our yearly staff survey). We believe diversity drives innovation and excellence and aim to recruit 33% of all new roles from groups that are traditionally underrepresented in the charity sector.

Sector-best parental leave: We offer employees parental leave at 20 weeks' full pay or equivalent to new mothers or primary caregivers and 13 weeks' full pay or equivalent to new fathers or secondary caregivers (this also applies for adoption and surrogacy). We also offer five days paid dependents' leave per year.

International travel: in this role you will have the opportunity to travel to Kenya and Tanzania and meet the entrepreneurs we support.

Employer pension contributions of 6.5%

Working from home stipend: We provide a monthly contribution towards working from home.

Professional development: As part of a growing team, you will have opportunities to progress and develop in your role and access external training if required.

Cycle to Work scheme: Receive a bicycle worth up to £1,000 tax-free, repaid over 12 months by means of salary sacrifice.

Caparo House
101-103 Baker Street
London W1U 6LN
handinhandinternational.org

Hand in Hand International
is a registered charity
in England and Wales (1113868)





Our culture

We believe collaboration is the key to creating change, and, as part of a global organisation, work with colleagues in Kenya, Tanzania, Afghanistan, Sweden, Germany and the US to create and deliver world class programmes. Our open organisational structure encourages cross-team working – from programmes and fundraising to communications and events.

Our team

We are currently recruiting two roles in our Finance and Ops team. These roles will work closely together and report directly into the Director of Finance.



Roles and responsibilities

Reporting directly to the Director of Finance and working closely with the Senior Programme Finance Officer, the primary objective of the role is to manage the monthly and annual accounts, prepare for and lead the end-to-end statutory audit and support the wider organisation with financial insight and guidance.

- **Monthly accounts:** maintain financial records and produce monthly management reports. Prepare financial reports for quarterly board meetings.
- **Annual accounts:** prepare the annual financial accounts, including the Trustees' Annual Report.
- **Lead the audit process:** manage the audit process and be the key contact for the auditor during the audit fieldwork and follow up.
- **Organisational budget:** support the Director of Finance with development of the annual organisational budget. Liaise with budget holders across the organisation (fundraising, programmes, communications, office management and CEO) on a regular basis to manage spend against the annual organisational budget.
- **Support the wider team with financial information and insights:** provide financial information or conduct analysis to support the activities of the wider organisation, including due diligence information required for proposals for funding opportunities.
- **Provide guidance to our network partners' finance teams:** for example, reviewing our overseas network partners' annual accounts and finance policies. Liaise with the Treasurer of Friends of Hand in Hand in New York to manage donations from the US.



- **Compliance:** support the Director of Finance with the reviewing and updating organisational policies, including risk, governance and the Finance Manual. Ensure that regulatory requirements for staff training are met, such as anti-bribery, cyber security and data protection.
- **Manage invoices and purchase orders:** manage the invoices tracker and purchase orders system to ensure that the appropriate approvals are obtained, and suppliers are paid on time. Support with payments and monitor bank income for the fundraising team.
- **Manage trademarks:** work with the CEO to maintain global trademarks for the Hand in Hand network.
- **Gift aid:** ensure that gift aid is claimed on all eligible donations in a timely manner.
- **Staff timesheets:** monitor monthly staff timesheets for projects that require them. Manage analysis of staff time across projects and provide actual spend for project reports. In time, we would like to implement a more sophisticated timesheet system and the Financial Accountant could take the lead on this project.

Skills and knowledge

- Accountancy qualification required (ACA/ACCA/CIMA).
- Experience and up-to-date knowledge of SORP accounting.
- Experience of preparing accounts under the charity SORP.
- Experience of QuickBooks and/or Sage accounting systems.
- Experience working in the non-profit sector.
- Advanced Microsoft Excel skills.
- Strong attention to detail, with good analytical and problem-solving skills.
- Structured and organised - with the ability to prioritise a variety of tasks in line with team needs.
- Excellent cross-cultural awareness and sensitivity.

Desirable:

- An understanding of the charity sector, women's rights, climate, or international development.
- Educated to degree level or equivalent relevant work experience.
- Excellent communication, including the ability to communicate complex financial updates to non-finance stakeholders.
- This role may in future support the Senior Programme Finance Officer whilst they undertake accountancy training, so experience or an interest in mentoring others would be beneficial, but not essential.

How to apply and enquiries

We are delighted to be working with Robertson Bell for this role. Please send your CV and a short cover letter explaining why you are interested in the role and our organisation to Emma Fuller at emma.jobs@robertsonbell.co.uk.

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First round interviews will take place week commencing 6th May and can be conducted via Teams or in-person in our London office.

Second round interviews will be scheduled in the following week or two including a short written task.

Please let Robertson Bell know if you require any adjustments at interview stage.

Unfortunately, we can only accept your application if you have full rights to work in the UK for at least three years from the date of your application.

The [monitoring form](#) will not be part of the application form but we'd love it if you could fill it in, as it will really help us in our efforts to become a more diverse team.

Successful applicants will be subject to references and up-to-date DBS and Misconduct Disclosure Scheme (MDS) checks.

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