



HAND IN HAND
INTERNATIONAL



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 Senior Programme Finance Officer to join our Finance and Admin team, to manage the financials for our projects in Afghanistan, Kenya and Tanzania from budget development through the project lifecycle, working closely with our Fundraisers and Grant Managers.

The person we're looking for will have excellent Excel and logical reasoning skills and have a background in finance or data analysis. If this sounds like you, we'd love to hear from you.

Senior Programme Finance Officer

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, full-time (4 days a week also possible) Flexible working options considered (including school hours and compressed hours)
Languages required:	English
Starting date:	As soon as possible
Salary:	£35,000 – £40,000 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 Financial Accountant, the primary objective of the role is to support the operational financial management of the organisation and to support the development and management of programme budgets for our work in Eastern Africa and Afghanistan.

- **Develop project budgets:** work with our fundraisers and the finance teams at our local implementing partners in Eastern Africa and Afghanistan to develop project budgets for fundraising proposals for new and repeat funding opportunities.
- **Grant financial management:** oversee project spend against budget to ensure that spend is on track and the budget is effectively supporting the operational team to meet the project's objectives. Attend monthly calls with the project team. When required, review and finalise budget revisions and ensure funder approvals are signed off.
- **Financial reporting:** review and produce financial reports for funders, working closely with the project accountants in Eastern Africa and Afghanistan. Ensure timely and accurate financial data is presented according to the funder's specifications and any required supporting documents are submitted on time, such as bank statements, procurement documents, etc.
- **Foreign exchange management:** oversee the foreign exchange movement between local currency in the country of project implementation (e.g. Afghanis, Kenyan Shillings, Tanzanian Shillings) and donation currency (typically GBP, USD, EUR). Ensure



that currency losses and gains are managed within project budgets and signed off by funders when required.

- **Transfers to partners:** manage the transfer of project funds to implementing partners in line with project budgets. Review requests for funds from our partners, obtain internal approvals and ensure invoices are paid in a timely manner.
- **Finance dashboard:** work with the Financial Accountant to produce a monthly financial position report and a finance dashboard for the wider team, showing income against fundraising targets with analysis of income secured by team, income stream, date secured.
- **Supporting the wider team with ad hoc financial information:** providing financial information or conducting analysis relating to programme financials to support the activities of the wider team when required.
- **Automation of financial reporting:** support the Director of Finance with a project to upgrade the current CRM system to integrate financial reporting and automate the Finance Dashboard.

Skills and knowledge

- Experience in a finance role, such as accounts payable/receivable, financial analysis, or similar.
- Exceptional proficiency in Excel and ability to analyse and present data.
- Logical reasoning and problem solving.
- Structured and organised - with the ability to prioritise a variety of tasks in line with team needs.
- Experience with Microsoft Office Suite.
- Excellent written and verbal communication skills.
- Excellent cross-cultural awareness and sensitivity.

Desirable:

- An understanding of the charity sector, women's rights, climate, or international development.
- An accounting or book-keeping qualification is desirable but not a necessity. More important is your willingness to learn. Training options will be available for the right candidate.
- Experience using QuickBooks or similar accounting software.
- Experience using Salesforce or other CRM systems.

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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