

## **FINANCE AND ADMINISTRATION MANAGER**

Reporting to: Chief Executive Officer  
Location: Bristol, UK  
Term: Part time - 2-2.5 days per week - office based with some home-working possible  
Apply to: [recruitment@mowgli.org.uk](mailto:recruitment@mowgli.org.uk)  
Application Deadline: 12pm GMT - 21st January 2019

Mowgli Mentoring is a small yet growing not-for-profit organisation driving inclusive economic and social change across the Middle East, North and Sub-Saharan Africa. Mowgli was established in 2008, recognising the need in the Middle East and North Africa (MENA) region to stimulate entrepreneurship, change mindsets, strengthen leadership and generate prosperity. In 2017 Mowgli started to expand its work into Sub-Saharan Africa. Our award-winning methodology provides a supportive framework which empowers entrepreneurs, corporate employees, women and youth to unlock their potential and seize new opportunities for personal and professional growth.

Over the past decade Mowgli has worked with philanthropists, and local and international governmental and private sector partners such as FCO/DFID, European Union, European Bank of Reconstruction and Development (EBRD) and the World Bank to deliver mentoring programmes between GBP50,000 and GBP500,000 in size across the Middle East, North and Sub-Saharan Africa as well as the UK.

Our focus is on training volunteer professionals as quality 360 degree mentors who are able to empower the personal and professional growth of others). matching them with mentees and providing them with a supportive framework for them to co-develop solid foundations for their mentoring relationships. We have trained more than a thousand mentors who have empowered growth minded individuals to create and retain jobs, increase personal and business income and strengthen their leadership, producing a significant economic and social return on investment.

Mowgli Mentoring is looking to appoint a dynamic and inspiring Operations Manager to oversee, and manage the mentoring projects and delivery team, in line with our strategic objectives and capacity to deliver.

Mowgli Mentoring is looking to appoint its first Finance and Administration Manager to bring these operations in-house. This will be an exciting and varied opportunity for talented financial manager who has experience of developing, embedding and managing new systems. Experience of having worked with bilateral and multilaterals such as European Union, UN Women and DfID is an advantage.

**Position Purpose:**

- To work closely with the Operations Manager to structure and organise the financial system, policies and procedures of Mowgli Mentoring
- Manage budgets and finances of projects to deliver reliable and up-to-date reports to Mowgli management, the board, key stakeholders and funders
- To ensure that all financial, HR, project utilization related records and reports correctly reflect international programmes and donor contracts and requirements
- Across Mowgli operations ensure compliance with internal and external policies and procedures as well as donor contracts and regulations
- To promote good management of restricted and unrestricted funds and programmes and institutional donor contracts
- To ensure that all human resources procedures, processes and best practice are adhered to for all Mowgli staff and consultants
- To support fundraising efforts by preparing financials for grant proposals and reports, developing project cash flow forecasts and future financial projections, identifying funding gaps and conducting post project financial analysis
- Prepare and track financial KPIs for the organisation and department, develop annual organisational budgets and financial plans, quarterly financial reports for the board and monthly reports

**Responsibilities:**

**Financial Management**

- Oversee the restructuring of all financial accounting aspects of the finance and budget management system at an organisational level
- Generate management accounts for all cost centers and produce financial management information for CEO, Heads of Department and Operations Manager
- Responsible for the treasury management function which includes managing the accounting software, accounts receivable, accounts payable, cash management, HMRC transactions, payroll, pension, foreign exchange transactions and forecasts
- Work with the operations team to ensure accurate delivery of financial information and the audit and monitoring of project budgets including the development of lessons learnt for fundraising purposes
- Prepare and track financial KPIs for the organisation and department areas, develop annual organisational budgets and financial plans, quarterly financial reports for the board and monthly reports
- Manage the transactional processes including accruals and prepayments
- In collaboration with the operations team, develop project spend and income projections (cash flow projections)
- Supervise the preparation of monthly budget vs actual reports for all restricted and unrestricted funds

- Analyze differences in budgets/projections and actual spending and submit budget adjustments request for approval to senior management as required
- Oversee the development of annual organisational budgets and financial plans, quarterly financial reports for the board and monthly reports
- Track and measure staff utilisation rates to ensure that they are in line with internal targets
- Lead on and manage the annual audit process

#### **Donor Budget Management & Reporting**

- Raising of invoices
- Maintain oversight of up to date project budgets
- Supervise the creation and maintenance of up to date grant and donor files for all fundraising and project management purposes
- Ensure that all donor related information is disseminated to project, finance and other staff to enable them to abide by donor rules and regulations
- In coordination with the appropriate staff, review payment requirements, prepare and regularly update the project spending plans and cash flows.
- Ensure compliance with donor and partner policies, procedures and regulations.
- Provide expert advice on spending and budgets including standard costs and variance analysis (planned vs. actual) and fund accountability statements.
- Support fundraising efforts by preparing financials for grant proposals and reports, analysing previous project financial performance, developing project cash flow forecasts and future financial projection

#### **Human Resources Management**

- To manage all contractual and administrative processes to ensure full compliance with Mowgli internal procedures and with external best practice.
- Line manage the General Administration Assistant including setting of objectives and learning plans, accountability of delivery and regular performance reviews

#### **Legal and Contracts Management**

- Produce and submit all invoices and financial information/documents required by the funder/clients
- Manage all administrative duties and requirements associated with the funder/client contracting process; pre, during and post project award
- Manage all of the organisations legal compliance requirements including with the Charity Commission etc
- Lead on the review and management of all legal contracts for the organisation (desirable)

Any other task as requested by Board, CEO or Operations Manager.

**Qualifications/Requirements:**

- Part time work for 2-2.5 days per week based out of Bristol office with some home-working possible
- Ideally ACCA/ACA qualified – part-qualified and qualified by experience will be considered
- Over 4 years experience in a similar role in a start-up, SME or small yet growing not for profit team
- Extensive experience of managing upwards and downwards, supporting and motivating colleagues and managing for performance
- Extensive experience of designing, implementing and managing rigorous financial systems within a small team set up
- Must have the right to work in the UK, we are not able to offer sponsorship for this post

**Desirable:**

- Experience of grant management with funders with large bilateral and multilateral funds such as the European Union, UN Women and DfID
- Experience of working in international non-profit and/or development organisations
- Knowledge of French and/or Arabic
- Knowledge of Xero and/or SAGE accounting system

**What Mowgli Offers:**

- Salary range 30,000-38,000 GBP (pro rata)
- Employer pension contribution
- 22 days of annual leave (pro rata) + public holidays
- Private health insurance

No job description will encompass all tasks and responsibilities required, and being a small organisation we expect the post holder to engage in a range of activities broadly in line with those in the description, and a significant degree and adaptability and flexibility is required.

**Application Deadline:**

Please send your covering letter and CV with Finance and Administration Manager in the subject line to [recruitment@mowgli.org.uk](mailto:recruitment@mowgli.org.uk) by 12pm GMT 21st January 2019.

Should you have any queries about the position, please contact Maia Gedde at [maia.gedde@mowgli.org.uk](mailto:maia.gedde@mowgli.org.uk) and Kathleen Bury at [kathleen.bury@mowgli.org.uk](mailto:kathleen.bury@mowgli.org.uk).