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**Job Title:** UK Finance Manager
**Reporting to:** CEO, Treasurer
**Works with:** Finance and Operations team in Sierra Leone, Treasurer, and CEO in the UK
**Location:** Remote with possible meetings in London
**Contract Type:**

**Equipment:** N/A – laptop not provided
**Hours:** 3 days per week

**Deadline:** 16 March 2025

**Job Purpose**

EducAid Sierra Leone is seeking a qualified and experienced finance professional on a part-time basis to serve as the UK-based accountant. This role involves working closely with a team in Sierra Leone to manage the month-end cycle, reporting, compliance, and budgeting for the charity.

**Key Responsibilities**

* Prepare and produce timely monthly management accounts, ensuring oversight of the accounts in Sierra Leone for accuracy and integrity.
* Provide monthly reports to the Board of Trustees, including key performance indicator tracking.
* Coordinate the annual budget and forecast process.
* Prepare financial accounts in accordance with **FRS 102 and SORP**, playing an active role in the audit process.
* Track and manage restricted and unrestricted reserves.
* Oversee financial aspects of donor reporting and ensure invoices are raised as appropriate.
* Collaborate with the CEO on cash flow planning.
* Manage all UK accounting, payroll, and tax compliance.
* Ensure financial processes and controls are robust and effectively implemented.
* Train and develop the finance team in Sierra Leone.
* Perform other duties as required.

**Competencies**

**Functional Competencies**

* **Qualified accountant** (ICAEW or ACCA preferred; CIMA considered).
* Prior knowledge of **charity accounting** (desirable) and experience in preparing financial statements for audit.
* Experience operating in a **multicurrency environment** (desirable).
* Strong knowledge of **Sage accounting software** preferred and ability to optimise its use, but knowledge of other SME packages considered
* Proficiency in **Microsoft Excel**.
* Accuracy and attention to detail.
* Understanding of **Sierra Leone, education, and international development**.

**Personal Competencies**

* Strong administrative and organizational skills.
* Effective communicator, comfortable working with colleagues at all levels across multiple locations.
* Ability to work **independently** and as part of a team.
* Flexible, diplomatic, and resilient.
* Tech-savvy and systems-literate.
* Open, honest, and kind in professional relationships.
* Fluent in **written and spoken English**.
* Right to work in the UK.

**Organisational Competencies**

* Commitment to upholding the Charity’s **Code of Conduct**.
* Alignment with the Charity’s **vision, mission, and objectives**.
* Willingness to develop additional skills in response to the charity’s evolving needs.