

## Finance and Administration Manager

Reporting to: Chief Executive Officer  
Location: Bristol, UK  
Salary range: £30,000-38,000 per annum, full time  
Apply to: [recruitment@mowgli.org.uk](mailto:recruitment@mowgli.org.uk)  
Application deadline: 09.00 UK time, Thursday 29 August

### About Mowgli Mentoring

Mowgli Mentoring is a small yet growing social enterprise 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 accredited 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 across the Middle East, North and Sub-Saharan Africa.

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. More information about Mowgli Mentoring is on our [website](#), and in our 10 year [Impact Report](#).

### About the role

This is a great opportunity for a proactive, organised and experienced Finance and Administration Manager. As this will be Mowgli's first dedicated in-house Finance and Administration Manager, it is an exciting and varied role for someone with experience of developing, embedding and managing new financial and management information systems, and who enjoys working with figures at all levels. You will be joining a committed and talented international team, and the role has potential for occasional travel to Mowgli's global offices and programme locations in the Middle East, North and Sub-Saharan Africa.

### Position purpose

- Work closely with the CEO and heads of department to structure and manage the financial systems, policies and procedures of Mowgli Mentoring
- Manage organisational and project budgets and finances, and deliver reliable and up-to-date reports to Mowgli management, the board, key stakeholders and funders

- Ensure that all financial, HR, project utilization related records and reports correctly reflect international programmes and donor contracts and requirements
- Ensure compliance with internal and external policies and procedures as well as funder contracts and regulations, developing new/ updated processes where required
- Promote and oversee good management of restricted and unrestricted funds and programmes and institutional donor contracts
- Ensure that all human resource procedures, processes and best practice are adhered to for all Mowgli staff and consultants
- Support business development (BD) efforts by preparing financials for grant/fee for service proposals and reports, developing project cash flow forecasts and future financial projections, identifying funding gaps and conducting ongoing and post project financial analysis
- Prepare and track financial KPIs for the organisation and departments, develop annual organisational budgets and financial plans, quarterly financial reports for the board and monthly reports for management

### Key responsibilities

#### Financial management

- Oversee the structuring of all financial accounting aspects of the finance and budget management system at an organisational level
- Generate management accounts for all cost centres and produce financial management information for CEO and heads of department
- Responsible for the treasury management function which includes but limited to 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 monitoring and audit of project budgets, including the development of lessons learnt for BD and budget management purposes
- Prepare and track financial KPIs for the organisation and department areas, develop annual organisational budgets and financial plans/ forecasts, quarterly financial reports for the board and monthly reports for management
- 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 versus 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 and reports, 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 and contractual budgets/ agreements (where applicable)
- Lead on the preparation of year-end accounts and manage the annual audit process
- Ensure optimum financial planning and management (including vis a vis financial risk) as regards currency exchange, all relevant taxes, etc

### **Funder/client budget management and reporting**

- Ensure timely raising and tracking of invoices and payments
- Maintain oversight of up to date project budgets
- Supervise the creation and maintenance of up to date grant and contract files for all BD and project management purposes
- Ensure that all funder related information is disseminated to project, finance and other staff to enable them to abide by relevant 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 BD efforts by preparing financials for grant/fee for service proposals and reports, analysing previous project financial performance, developing project cash flow forecasts and future financial projection

### **Legal and contracts management**

- Ensure production and submission of 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 and implementation
- Manage all of the organisation’s legal compliance requirements including with HMRC, Companies House, etc
- Lead on the review and management of all legal contracts for the organisation
- Manage all policies and procedure documents to ensure that they are fit for purpose and applied appropriately throughout all of Mowgli’s internal and external activities

### **Human resources management/ administration/ other**

- Manage all contractual and administrative processes to ensure full compliance with Mowgli internal procedures and with external best practices and regulations
- Ensure all relevant insurances (travel, professional indemnity etc) are in place
- Manage the staff leave register and related processes
- Manage outsourced finance support functions
- If/ when applicable, line manage general administrative/ support personnel, including the setting of objectives and learning plans, accountability of delivery and regular performance reviews
- Any other tasks as requested by the Board, CEO or heads of department

### **Person specification – required knowledge, skills and experience**

#### **Essential**

- ACCA/ ACA/ CIMA/ CPA qualified; or part-qualified/ with comparable relevant professional experience
- At least 4 years’ experience in a similar role in a start-up, SME or growing charity or business
- Extensive experience of managing upwards and downwards, supporting and motivating colleagues and managing for performance

- Broad knowledge and experience of designing, implementing and managing rigorous, efficient and effective financial and management information systems within a small organisation
- Experience of managing payroll, tax/ VAT, and currency exchange
- Strong IT skills across all standard packages, as well as with relevant specialist accounting software, i.e. Xero (and/ or QuickBooks, Sage)
- Excellent communication skills and proven ability to work effectively with colleagues across geographies
- Commitment to working collaboratively and supportively with other team members, building the financial management/ administration capabilities of relevant staff
- Experience of grant/ contract management and reporting with large bilateral and multilateral funds such as the European Union, UN Women and DfID

### **Desirable**

- Experience of working in international non-profit and/or development organisations
- Knowledge of other languages relevant to Mowgli's work

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, with a significant degree of adaptability and flexibility.

### **What Mowgli Mentoring offers**

- Salary range 30,000-38,000 GBP gross per annum
- Employer pension contribution
- 22 days annual leave, plus all English public holidays
- Private health insurance

### **How to apply**

Please send your CV and a covering letter outlining how your experience meets the person specification requirements, along with your motivation for joining Mowgli Mentoring and confirmation of your availability to attend an interview in the week commencing 2 September.

Applications should be emailed to [recruitment@mowgli.org.uk](mailto:recruitment@mowgli.org.uk), noting Finance and Administration Manager in the subject line, by **09.00 on Thursday 29 August**.

Shortlisted candidates will be notified by Friday 30 August with an invitation to interviews to be held in Bristol in w/c 2 September.

Please note that applicants must have the right to work in the UK as we are not able to offer sponsorship for this post.