



# Finance Business Partner

Bristol, UK

# About Development Initiatives

Development Initiatives applies the power of data and evidence to build sustainable solutions.

Our mission is to work closely with partners to ensure data-driven evidence and analysis are used effectively in policy and practice to end poverty, reduce inequality and increase resilience.

While data alone cannot bring about a better world, it is vital to achieving it. Data has the power to unlock insight, shine a light on progress and empower people to increase accountability.

We focus on three core areas to maximise our impact and achieve our mission:

- Strengthen data ecosystems and improve data quality by helping others to collect, share and manage data and use data responsibly and effectively
- Increase use of high-quality, actionable and data-driven analysis that can be used in policy and practice
- Create a culture of data use by growing people's skills, expertise and confidence in data.

And we support partners to:

- Better respond to people's needs through improved quality and use of data and evidence in policymaking
- Improve the quantity, quality and coherence of public finance and private investment
- Challenge systemic and structural barriers to equity and support the reform of existing systems.

We work at global, national and local levels, through a global hub connected to a growing network of regional hubs and partners. In the last five years alone our work has covered 78 countries and we currently have staff based in Kenya, Uganda, the US and the UK.

# Finance Business Partner

## Role content and purpose

As Development Initiatives has grown and continues to grow, so have the complexity and diversity of our funding, which comes from a variety of sources including grants and contracts. This is a new role which has been created to add much-needed capacity to the Finance Team on project accounting and is not a typical ‘accountant’ position.

Although a member of the Finance Team, the postholder will partner with programme and project staff and so will be working with staff with differing degrees of financial experience. They will provide financial support and guidance to large grant-funded programmes and will assist in financial management of some consultancy projects. Reporting to the Head of Finance, the postholder will work very closely with the Head of Programme and Project Management and the Head of Development.

The postholder will be expected to ensure full compliance with financial policies and processes, prepare project-specific financial reports, investigate variances, conduct data analysis, support income recognition and develop budgets for new grant or consultancy opportunities.

This is an exciting role within an agile team that works as part of a global organisation with locations in the UK, USA and East Africa.

## Contractual details

Start date:	As soon as possible, depending on notice period
Length:	Permanent
Location:	DI's Bristol office at First Floor Centre, The Quorum, Bond Street South, BS1 3AE as part of a hybrid working arrangement.
Salary:	£34,000–£38,000 per annum, depending on experience and skill level
Hours:	35 hours a week
Probation:	3 months
Leave:	25 days pro rata, plus all bank/public holidays

## Duties and responsibilities

### Budget development and financial reporting

- Prepare budgets and financial proposals for projects
- Support Project Managers with budget reforecasts, cost recovery and income recognition calculations
- Prepare financial client/donor reports

- Track project budgets and monitor project expenditure
- Review and interpret financial information and prepare monthly project reports for Programme and Project Managers
- Review project finance procedures and methodology and suggest improvements where appropriate and/or develop methodology.

### **Compliance and audit**

- Undertake the financial assessment of potential local partners and reassessments of existing partners as required to support project due diligence
- Ensure client/donor compliance requirements are met in financial records and reporting
- Identify project financial risk
- Act as a key contact for auditors in relation to specific project audits and assist in providing supporting documents, calculations and any other information required for project audits
- Provide oversight of contract and funding agreement requirements and ensure relevant personnel are informed of obligations.

### **General responsibilities**

- Be aware of and take personal responsibility for any health and safety issues and obligations
- Uphold all aspects of company policies and procedures and legal requirements in relation to personal conduct
- Prepare for and engage in one-to-one meetings and performance management process
- Maintain professional development and personal development plans
- Be willing and committed to take on new work as and when required and be proactive.

No job description or role profile can encompass all tasks and duties that may be required, and we will expect the postholder to carry out other duties and tasks from time to time that are broadly consistent with those in this document.

## Person specification

### Experience

- At least 2 years' experience of working in a similar project-focused position
- Understanding of income recognition and full cost recovery
- Experience in donor-funded programmes (ideally multi-donor) desirable
- Some experience of preparing donor finance reports an advantage

### Knowledge and technical competence

- Advanced knowledge of Excel to manage and analyse financial data
- Highly organised and able to understand the finances for complex programmes and projects
- Proven ability to develop budgets and forecast expenditure

### Skills and abilities

- Skilled in analysing financial data using Excel at an advanced level
- Proven ability to develop budgets and forecast expenditure
- Ability to work independently
- Ability to work to deadlines

### Education

- Degree in social sciences, economics, international development (or similar) or equivalent relevant experience
- Part qualified (ACA, ACCA, CIMA or equivalent)

### Personal attributes

- Able to work in a fast-paced environment
- Attention to detail and accurate
- Investigative by nature and a problem solver
- Rigorous and conscientious
- Collaborative
- Good command of English (comprehension, written and spoken)
- Strong communication skills (oral and written)
- Numerical and analytical aptitude

## Application details

Your CV (no more than two pages) and covering letter, which should detail your skills, evidence of experience and how it relates to the job description, should be uploaded onto [our online application portal](#). Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

Early applications are highly encouraged; we will be reviewing submissions as they arrive, and interviews will be held periodically. As we are recruiting on a rolling basis, we reserve the right to end recruitment without notice.

## **Other**

We welcome applications from all sections of the community.

We have a duty to prevent illegal working by checking potential employees' documents, before employing them, to ensure they have the right to work in the country in which this post is based.

We are unable to offer sponsorship for a work permit/visa application.

Development Initiatives is an equal opportunities employer, and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

We find it helpful for all applicants to complete our Diversity Monitoring Form, found on our website at: <http://devinit.org/working-with-us/vacancies/>

## Working together

“People are our greatest asset” – it’s a well-used saying, but at Development Initiatives, it really is true.

We acknowledge that we work in an environment where the pace is often fast, and we need our people to be able to respond swiftly and creatively to new situations and demands, so it makes sense that the better our employees are, the more effective we will be. For this reason, we work hard to create an environment that meets everyone's needs.

In line with our values (people-centred, purpose-driven and transparent), we aim for a culture of honesty and openness and want to attract and retain talented people who share our vision. We also like to offer individuals the space to use their talents in an innovative working environment with colleagues who are passionate about our vision.

	UK	US	East Africa
Informal work environment (e.g. casual dress)	✓	✓	✓
Pension scheme with 5% employer contribution	✓		✓
Flexible working arrangements (e.g. homeworking, flexitime)	✓	✓	✓
Healthcare scheme with employee assistance programme	✓		
Medical Insurance		✓	✓
Paid study leave and financial support	✓	✓	✓
Paid professional membership fees	✓	✓	✓
Buy/sell holiday scheme	✓	✓	✓
Cycle to work scheme	✓		
Enhanced holiday entitlement, plus all bank and public holidays and discretionary paid time off at Christmas	✓	✓	✓
Up to five days' paid volunteering leave (addressing poverty/helping vulnerable people)	✓	✓	✓

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Development Initiatives (DI) is a global organisation that applies the power of data and evidence to build sustainable solutions that create an equitable and resilient world.

We work closely with partners at global, regional, national and local levels to ensure data-driven evidence and analysis are used effectively in policy and practice to end poverty, reduce inequality and increase resilience.

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