


**COMMONWEALTH
WAR GRAVES**


JOB DESCRIPTION	
SUMMARY INFORMATION	
Job Title:	Finance Manager
Department:	Africa and Asia Area
Contract Type:	Permanent
Job Purpose:	Production of management accounts for area commitments in Africa, Middle East and the Indian Sub-Continent. Reinforcing the Commission's Corporate Plan, providing financial support to the Area Management Team, in line with corporate policies and procedures
Job Band:	E
Reports to:	Area Director with professional accountability to Director of Resources
Direct Reports:	Direct line management responsibility for 1 x financial administrator in HO and 1 international Regional Management Accountant
Other Key Contacts:	Daily liaison with Area Director and other Area colleagues both in Head Office and overseas. Contact with other HO Departments specifically Central Finance and Legal as required
Financial Responsibilities:	As delegated
Location:	Head Office - Maidenhead
Working hours:	37 hours per week. There may be occasions where you will be required to work additional hours. Time off in lieu may be granted for any approved additional hours worked
Travel:	Occasional travel as required to overseas Hubs where the AAPA finance teams are based. Valid passport, full driving license required
Right to work:	Must have the right to live and work in UK

BACKGROUND

The Commonwealth War Graves Commission (CWGC) honours and cares for the men and women of the Commonwealth forces who died in the First and Second World Wars, ensuring they will never be forgotten. Funded by six Member Governments, our work began with building, and now maintaining, cemeteries at 23,000 locations all over the world. Today, over a century after we first began, our work continues through our staff, supporters and volunteers who preserve our unique cultural, horticultural and architectural heritage and ensure that the stories of those who died are told.

KEY RESPONSIBILITIES and ACCOUNTABILITIES OF THE ROLE

General

- Produce the monthly Area management accounts in line with policies. Identify and investigate variances. Complete 'True and Fair' monthly reporting
- Work closely with Area Director, Operations Manager and HR Manager to develop and implement financial procedures and processes within an international framework, to meet corporate objectives
- Produce rolling forecasts, linked to the instigation of corrective action, where necessary
- Supervision of payment of Area Payroll
- Provide effective support to key finance processes completed overseas
- Co-ordinate and compile annual budgets, including key phasing assumptions in co-operation with Central Finance department
- Monitor foreign Branch activity and provide guidance as required to Regional Managers on Banking, Corporate Governance and the preparation of Financial Statements. Where the Financial Statements are subject to external Audit, manage this process in conjunction with the relevant Regional Management Accountant. Highlight to the Area Director key Branch risks and matters of corporate concern. Work with CWGC legal team and local managers to supply necessary Branch and Banking documentation
- Champion financial performance management working with budget holders
- Supervision of procedures linked to banking procedures and local taxes across the Area
- Provide financial reports to the Area Director and others operational managers as required
- Enforce the Commission's defined systems of internal control
- Collaborate on preparation of business cases to support major investment decisions and compare variances post implementation and review
- Develop and review working processes and practices in order to refine timeframes and automate processes that drive efficiencies
- Support the preparation of the Quarterly Management Reports and financial data
- Communicate effectively with CWGC staff and other key CWGC stakeholders (many from diverse geographic and cultural backgrounds)
- Travel to countries in support of Operations, as required
- Ensure that financial and operational controls are in place to monitor and reduce corporate risk
- Liaise with Area Director/Area leadership team and Central Finance over the implementation of external and internal audit reports
- Management and analysis of financial data to support operations within area
- Assist the Africa and Asia Pacific Area team in departmental and organisational project work as required
- Embed the Chart of Accounts; develop management reporting framework; oversee rollout of purchase ledger and purchase order within agreed timeframes
- Develop and define a management reporting and forecasting system

Job Functional Knowledge

- A Qualified Chartered Management Accountant supported by strong operational financial management experience

Business Expertise

- Provides financial best practice knowledge, analysis, recommendations and advice across the Area

- Identify finance skills training needs within area, highlight skills gaps and evaluate training requirements

Leadership

- Manages the Area Finance Team setting clear goals and objectives
- Provide financial leadership and support to the Area Management Team as required
- Manage performance development and standards of behaviour for any direct reports.
- Oversee performance management of the wider regional team through delegation

Problem Solving

- Evaluates complex situations using multiple sources of information and uses judgement based on practice, precedence and relevant country legislation

Nature of Impact

- Directly implements Central and Area finance policies and procedures

Area of Impact

- Across the whole of AAA and offers input to the HO Finance Function
- Support and develop financial competence at all levels, building corporate capability

Interpersonal Skills

- Excellent people and communication skills are required to perform the job; a clear ability to work closely with multicultural/multi-national teams and managers

PERSON SPECIFICATION

Experience

- Significant background in international financial management - either commercial or not for profit sectors
- Five years' experience within a performance management environment
- System implementation and process engineering
- An understanding of delivery and supervision of international payroll
- An understanding of Branch Governance would be an asset

Skills and Abilities

- Confident leading and developing a small finance team and advising international managers on all aspects of financial management
- Highly proactive and able to work on own initiative; ability to formulate Financial strategy for and with Area Director is essential
- Excellent communication skills developed in financial management/advisory roles. Ability to articulate complex financial issues effectively and confidently
- Ability to represent the Area financial function in corporate forums
- Able to prioritise the allocation of resources in order to successfully execute agreed targets. Sensitive to the need to work flexibly, and at times, beyond conditioned working hours in the region. Uses the resources wisely and economically
- Knowledge of internal communications/reputational management
- Service Delivery - ability to work across a geographically dispersed workforce
- Excellent spreadsheet and general IT skills. Knowledge of Great Plains highly desirable
- Results driven taking responsibility for planning and organisation of tasks.
- Excellent attention to detail
- Resilient and flexible under pressure

- High degree of confidentiality and integrity
- Good commercial instincts. Strong influencing and negotiating skills
- Committed to own professional development
- An alignment and adherence to the CWGC's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
- Health and Safety responsibility for self and others

Your key duties are set out within this job description. From time to time, you may be required to perform such other reasonable duties that fall outside your job title or key job duties, should this be necessary to meet the needs of the CWGC.

Signatures

Name of Job Holder:

Signature:

Date:

Name of Line Manager:

Signature:

Date: