



Job Description and Person Specification

Job Title:	Finance & Payroll Manager
Reports to:	Head of Finance
Salary:	£50,571
Date call released:	16 April 2024
Deadline for applications:	19 May 2024
Start date:	ASAP
Duration:	This is a full-time, permanent contract.

About Reprieve

Reprieve is a UK charity founded in 1999. Reprieve uses strategic interventions to end the use of the death penalty globally, and to end extreme human rights abuses carried out in the name of “counterterrorism” or “national security”.

Reprieve works with the people whose circumstances have made them extremely vulnerable, as it is in their cases that human rights are most swiftly jettisoned and the rule of law is cast aside. Thus, Reprieve promotes and protects the rights of those facing the death penalty and those who are the victims of extreme human rights abuses carried out in the name of “counterterrorism” or “national security”, with a focus on arbitrary detention, torture, and extrajudicial executions.

Reprieve’s main office is in London, UK. Reprieve also supports full-time Fellows, who work as lawyers, investigators and campaigners in the countries in which we work. We work closely with a number of partner organisations in jurisdictions all over the world, who provide access to clients, expertise, knowledge and guidance on specific issues or regions. We work in cooperation with relevant government officials, individual lawyers and human rights defenders, as well as individual, corporate and foundation funders to further the cause of our shared goals.

Reprieve works in close partnership with its independent sibling organisation, Reprieve US. This collaboration is mutually beneficial to both Reprieve and Reprieve US as it enables each organisation to work more effectively and take advantage of the strategic locations to increase the impact of our work.

The Role

The role of the Finance and Payroll Manager is to support the Development and Finance teams to manage and report on restricted income, as well as to manage monthly in-house payroll under the guidance of the Head of Finance. This involves ensuring that we are maximising the use of restricted funding, and that money is spent in line with donors’ wishes and that staff are paid accurately and on time each month. The Finance and Payroll Manager will work within a small Finance team under the supervision of the Head of Finance. They will work closely with the Joint ED, wider Senior Management Team, Head of Development and budget holders throughout the organisation.

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They will support the Head of Finance with annual budgeting and quarterly re-forecasting as well as with the production of the monthly management accounts. They will support the Development team in making grant applications and develop restricted grant budgets for newly secured grants for integration into the organisational budget; they will meet regularly with the Development team and budget holders to review restricted project spend. They will produce reports for funders working in conjunction with our Development Team and casework teams. The Finance and Payroll Manager will contribute to a culture of continuous improvement of the finance systems, processes and grant management tools to ensure they continue to be fit for purpose.

Responsibilities

Working with the Head of Finance, the Finance and Payroll Manager will:

Financial Management

- Assist the Head of Finance with the production of the annual budgets;
- Assist with the production of the monthly management accounts and prepared project 'budget vs actual' reports for review by budget holders and senior staff;
- Support budget holders to monitor expenditure against project budgets ensuring that expenditure are correctly charged to the right budgets and in line with funder rules where applicable;
- Prepare and post corrective journals where expenditure have been miscoded;
- Assist with the reconciliation of key balance sheet accounts;
- Assist with the training of staff to understand and manage their budgets and on the use of restricted funds;
- Support the Head of Finance in overseeing financial systems and processes and contribute to making improvements.
- Support the Head of Finance with the production of the annual statutory accounts and assist with the end of year audit.
- Support the Head of Finance with other ad hoc tasks as and when needed.

Development & Outreach

- Work with the Head of Development to assist with the creation of systems and processes to support the work of the Development team and to enable the Finance and Development teams to work better.
- Assist with the preparation of information and reports for monitoring income targets.
- Assist with funding applications and reporting to trusts and foundations and to institutional funders. This may include liaising directly with funders on financial questions, preparing complex project budgets, and tracking how funds have been used as against the agreed budget.
- Work closely with the database administrator for coding of income and reconcile Raisers Edge with Sage.

Budgeting, Forecasting & Donor Reporting

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- Lead on the reviewing of project partner reports and returns, ensuring that all documentation is received and correctly filed and that donor exchange rate rules have been consistently followed.
- Working with the Development team, to collate expenditure receipts for restricted funded projects where income is claimed from donors on a reimbursement basis.
- Meet regularly with the Development team and budget holders on restricted project check in's and to prepare interim finance reports for review for these meetings.
- Support with ensuring expenditure are accurately coded to restricted grants and that the use of restricted funding are maximised through accurate re-charging or backdating of expenditure where appropriate.
- Support on the development of restricted grant budgets and subsequent re-budgeting or reforecasting where project parameters have changed.
- Ensure restricted grants are accurately recorded in the organisational budget including subsequent re-budgeting or reforecasting.
- Support the Head of Finance with funder audits of certain restricted grants e.g., from the European Commission and the United Nations.

Payroll

- Process monthly payroll changes and prepare reports for review by the Head of Operations;
- Submit monthly RTI returns to the HMRC and ensure compliance with all HMRC requirements;
- Prepare payroll BACS submissions for approval by the Joint Executive Director;
- Prepare and post the monthly payroll journals;
- Prepare balance sheet reconciliations for payroll control accounts;

Key Contacts

Reporting to the Head of Finance, the Finance and Payroll Manager will work closely with the Development Team, senior staff and wider team.

Length and Salary

The role is a full-time, permanent position with an annual salary of £50,571 per annum less any required deductions for Income Tax and National Insurance. Reprieve works across a number of jurisdictions; as such, this is a role that may require work outside of core office hours from time to time.

Reprieve operates a hybrid working model and we require staff to work a minimum of 40% from the London office and the rest of the week from home.

Reprieve is proud to have an open and transparent pay structure. It is governed by a 2:1 pay ratio between the highest paid member of staff and the lowest paid member of staff. We are a flexible employer and offer a range of non-financial benefits to employees. We welcome applications from a range of backgrounds. You can learn more about Reprieve's salary structure and ethos here: <https://reprieve.org/uk/our-governance/our-pay-structure/>

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Applicants must have the right to work in the UK, which will be checked prior to interview. Reprieve is an equal opportunity employer and we particularly welcome applicants from Black and minority ethnic communities, members of the LGBTQI community, and those with disabilities. Reprieve is committed to fighting racism and advancing racial justice, both in our work and within Reprieve. For more information please see our Equality, Diversity and Inclusion Statement here: <https://reprieve.org/uk/equality-diversity-inclusion/>

To apply:

Please complete the application form on our website and send it as a word document to applications@reprieve.org.uk by the deadline above. Please ensure the subject line “Finance and Payroll Manager- your name” is used. Please also indicate where you saw the post advertised in your emails.

Candidates should note CVs, cover letters and other documents should not be submitted and applications will only be considered through the application form referenced above.

Person Specification

CRITERIA	Essential	Desirable
Current right to live and work in the UK	✓	
Brilliant organiser – of yourself and others	✓	
Excellent written and communication skills	✓	
Experience of charity accounting practice, including knowledge of SORP requirements for managing restricted income.	✓	
Experience of preparing budgets and financial reports for a wide range of external funders	✓	
Experience of managing an in-house payroll scheme	✓	
Experience of direct line management or of supervising others		✓
Working knowledge of finance systems e.g. Sage 50 or similar	✓	
Excellent Excel and IT skills	✓	
Experience of managing project budgets and complex restricted funding including institutional funding	✓	
Knowledge of institutional donor rules and requirements e.g., from the European Commission, FCDO and the UN	✓	

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Knowledge of building effective financial monitoring mechanisms, including those for monitoring of restricted fund expenditure against multiple budgets	✓	
Knowledge of payroll legislation		✓
Demonstrably strong interpersonal and communication skills	✓	
Ability to explain financial concepts to staff without direct financial experience	✓	
Ability to work harmoniously and creatively in a small team, and a willingness to muck in and help your colleagues during busy periods	✓	
An accounting qualification would be desirable but not essential		✓
Experience of working on grant audits		✓