

Finance Manager – IRARA, Global Operations, Sheffield (£45,000 - £55,000 per annum)

Overview:

An exciting opportunity to join our growing global organisation in Sheffield as a Finance Manager. This is a varied but demanding role that helps supports the expansion of IRARA support services, the pursuit of new business, launching new projects and ultimately BAU. As the Finance Manager you will report directly to the Chief Executive. The post holder will be a key liaison point between finance orientated personnel UK/EU government officials and the IRARA overseas offices delivering front line reintegration services under various national funding programmes.

Organisation Overview:

IRARA (International Returns and Reintegration Assistance) is a growing International NGO that is committed to providing much needed support services to individuals and families who are repatriating to their home countries after a period of living in Europe or the UK. We work in a significant number of countries across Asia and Africa to deliver reintegration services to the highest standard. IRARA achieves this by enabling self-development through the promotion of health, education and social responsibility.

How will you contribute?

The ideal candidate will be responsible for working with senior management to develop financial strategies for the organization. You are comfortable handling large amounts of data, acting as a business partner, decision maker, and providing regular financial reporting.

Other responsibilities include:

- Publish Weekly Management Information for all our global operations that incorporate P&L Accounts down to country contract level as well as stats and productivity measures to assess the efficiency of the site and each contract against budget
- Create detailed forecasts and the annual site operating budget
- Build awareness of the contracts in order to develop financial analysis that supports customer strategy and growth plans
- Work closely with Customer Finance Contacts in supporting their understanding of expenditure and in decision making processes
- Tracking and Co-ordinating any site Continuous Improvement and Cost Saving Initiatives
- Influence the operations and establish role as a critical part of the management team to improve overall performance, risk management and commercial achievement
- Improve decision making and demonstrate value through insight and interpretation and challenge
- Advise and educate operational management on all financial and commercial requirements
- Drive performance through budgets and forecasts to demonstrate control, understanding and value add
- Motivate the team by providing direction, two-way feedback / communication and effectively monitoring performance to ensure high levels of performance are achieved
- Communicate information and ideas clearly, accurately, effectively and persuasively both orally and in writing
- Ensure confidentiality, protecting the client and the business

- Create business approval papers to support organic growth, new business opportunities and renewals as required, for review by Senior Business leaders
- Lead finance & commercial workstreams for small/ medium projects, for the onboarding new business wins
- Support pricing for new business and renewals
- P&L ownership and driving performance, ensuring adherence to policies and procedures.
- Review weekly financial reporting and challenge operations accordingly
- Lead and manage delivery of the annual budgets and customer forecasts
- Work alongside IRARA's Country Managers to develop strong commercial awareness and an understanding of the budget and key cost drivers
- Develop models and reporting to drive performance through an enhanced understanding of the internal and external commercial and financial drivers

What will you bring?

- Customer facing experience and ability to build relationships at all levels is essential
- Be proactive, inquisitive with a passion for challenging teams to drive performance
- Be able to work under pressure whilst maintaining high standards
- Passionate for project work and winning new business
- Must be flexible and respond positively and accurately to internal and external customer requests
- Have excellent PC skills and be able to understand and harness IT and systems to benefit the operation
- Has a 'can do' attitude, demonstrating drive, energy and a commitment to continuous improvement
- Be able to demonstrate a track record of success
- Significant experience in the implementation and application of commercial and financial process and controls
- Proven leadership and management skills

Skills Required:

Essential

- ✓ Methodical approach to record keeping
- ✓ Good verbal and written communication
- ✓ Good ICT knowledge and experience of using basic Microsoft Office packages
- ✓ An ability to monitor and evaluate programmes
- ✓ Ability to develop new processes and procedures to ensure quality standards are maintained
- ✓ Excellent organisational and time management skills
- ✓ Good accuracy and attention to detail
- ✓ Excellent analytical and problem-solving ability
- ✓ Integrity and honesty
- ✓ Ability to work both independently and as part of a team

Desirable

- ✓ Experience of online accounting software E.G. Xero

Required Education and Experience

Bachelor's degree or higher in Finance or related field and more than 5 years of relevant experience.

What do we offer?

We offer an opportunity to be part of a global support network, which aims to positively impact the lives of others. We have a culture and working environment that is friendly and fast paced, supporting your personal growth and development within the organisation. You may be required to travel (domestic and international), providing the opportunity to work and build relationships with people from around the world across multiple cultures and backgrounds.

We really value our people and offer a friendly, safety-first working environment and a competitive salary along with other benefits including company pension scheme, 22 days hols + bank hols with the option to buy more, and cycle to work scheme.

Our people are at the core of our organisation and what makes IRARA great. That's why we also provide significant opportunities for career development and progression, as well as training enrichment and multi-skilling, in a dynamic working environment.

This role is based in Sheffield City centre, hours of work are Monday to Friday 08:30 to 17:30

Salary: £45,000 - £55,000 per annum

To apply please send your CV and covering letter to careers@irara.org, quoting ref: FM003