



Job Description: JOA Head of Finance

Location: Jersey Overseas Aid, St Helier Town Hall, Jersey

Level of Effort: 20% (average 1 day a week) with significant flexibility possible

Salary Range: £42,600 - £54,400 equivalent (to be pro-rated at 20%), subject to experience

Status Required: Entitled to Work

About the Role

JOA is looking for a Head of Finance to join our small team and undertake a varied and interesting range of finance and accounting work in support of our mission to alleviate global poverty. You will be responsible for the financial management of JOA operations – including preparing JOA monthly budgets, verifying expenditure, ensuring compliance with public finance regulations, and liaising with Treasury and auditors – as well as the financial oversight of JOA-funded projects. Among your responsibilities, you will be required to assist with the due diligence of prospective grantees and prospective projects, as well as review and verify project financial statements.

We're looking for someone with a professional accountancy or audit qualification and several years' relevant experience working in the private, public or third sector. You will be motivated by the prospect of undertaking a varied array of responsibilities and interested in engaging in our work. It is not essential know much about the humanitarian and international development sectors to begin with, but you should be willing to learn, and to undertake occasional short missions to developing countries.

Duties and Responsibilities

- Ensuring sound and appropriate financial governance and risk management in JOA
- Reporting accurate and meaningful financial information about JOA and its partners' performance to JOA Director, Commissioners and Treasury and Exchequer as required
- Preparing JOA monthly budgets, verifying expenditure, liaising with Treasury
- Verifying interim and final project reports from grantees against budgets and eligibility criteria
- Commissioning or conducting, where required, financial audits on funded projects and partners
- Assisting with due diligence on prospective grantees
- Helping to build smaller charities' capacity in financial management
- Monitoring grantee partners' financial health, compliance with good practice

- Coordinating JOA's planning and budgeting processes, including contributions to the Government Plan
- Ensuring compliance with the Public Finances Manual as it applies to JOA
- Challenging and supporting decision makers, especially on propriety, regularity, value for money and feasibility
- Overseeing the preparation of annual accounts and inputting data for annual financial statements
- Liaising with auditors (internal, external, Comptroller and Auditor General), Public Accounts Committee and the relevant oversight committees as required

Required Skills and Attributes

- Professional accountancy or auditing qualification
- 5+ years' experience with public, private or third sector institutions
- Willingness to travel (up to 3 weeks per year, but potentially only for one week at a time if leaving family is difficult)
- Diplomacy and cultural sensitivity while working with a diverse range of partners and beneficiaries
- A genuine interest in international development and associated funding structures
- Excellent communication, report writing and presentation skills

How to apply

Potential applicants are invited to submit a cover letter and CV to t.lebas@joa.je. The deadline for applications is Friday 30th April. Shortlisted candidates will be invited for interview.

Additional Information

Jersey Overseas Aid (JOA) is an international aid organisation that has been providing life-changing assistance to people in developing countries since 1968. Funded by the States of Jersey, JOA's mission is 'To translate the generosity, skills and compassion of the people of Jersey into effective assistance for the world's neediest people'. JOA engages in four key areas of work, (i) international development projects; (ii) humanitarian response; (iii) Jersey charities working overseas; and (iv) local outreach. Its annual budget is around £12m.

Jersey Overseas Aid Objectives

- A. To promote sustainable economic and human development in some of the poorest countries in the world**
 1. Jersey-funded projects make a measurable and lasting contribution towards the Sustainable Development Goals
 2. Jersey-funded projects build the capacities of other actors to reduce poverty and suffering

- B. To provide timely humanitarian assistance to victims of natural and manmade disasters**
 3. Jersey supports the emergency programming of the best international relief agencies
 4. Jersey supports the effective coordination and efficient operation of the international humanitarian system

- C. To facilitate the efforts of individuals and organisations in Jersey to provide assistance to the world's poor**
 5. JOA provides opportunities for Islanders to pursue projects and work (paid or voluntary) in international development
 6. JOA promotes understanding and disseminates knowledge in Jersey about international relief and development
 7. JOA builds the capacity and reputation of Jersey-based development-oriented organisations through close coordination and privileged partnerships
 8. JOA engages with Jersey Charities, regulators and donors to ensure charities follow high standards of good practice

- D. To enhance Jersey's international personality as a responsible global citizen and force for good in the world**
 9. JOA actively and positively engages with developing country governments, UN Agencies, charities and other donors
 10. Jersey's aid programme is widely known and highly reputed
 11. JOA is engaged with public and private sectors, charities and individuals to develop and coordinate philanthropy on the Island