

## TEMPORARY SENIOR MANAGEMENT ACCOUNTANT (PARENTAL LEAVE COVER)

**Department:** Finance

**Place of work:** London, UK

**Duration:** Fixed term 22 Nov 2021 to 7 Feb 2022 (full-time 37.5 hours per week)

**Grade:** 10

**Salary:** £42,005 - £44,629

**Reports to:** Director of Finance

### About WSUP

WSUP is a not-for-profit company that helps transform cities to benefit the millions who lack access to water and sanitation. We were created in 2005 as a response to the urban explosion that has left many cities unable to provide basic services, such as access to a toilet or drinking water, to low-income communities.

We work in seven countries in sub-Saharan Africa and Asia, supported by an office in the UK. Since inception we have helped over 29 million people access better water and sanitation services. For more information about WSUP's vision and approach, see [www.wsup.com](http://www.wsup.com)

### About the role

This is a great opportunity to be part of a dynamic organisation with the scope to make a significant contribution to the entrepreneurial and innovative culture of WSUP.

**Application deadline:** 22 November 2021

**Please note we will schedule interviews as the applications come in.**

The full job description can be found below.

To apply for this position, go to <https://www.wsup.com/vacancies/> to upload your resume and cover letter.

**Please note:** This job is based in London, UK. **Applicants must have the right to work in the UK at the time of application.** Please do not apply if this is not the case.

### Job Description

WSUP, 1<sup>st</sup> Floor, Fleet House, 8-12 New Bridge Street, London, UK, EC4V 6AL

Borealis & Borouge | Care Int. UK | Cranfield University | Thames Water | Unilever

Company Limited by Guarantee No. 5419428 registered in England & Wales. Registered address: 10 Queen Street Place, London, EC4R 1BE

## Overall purpose

Located in the Finance Team, the Senior Management Accountant plays a key role in Secretariat “downstream” contract management responsibilities, working in close partnership with the Partnerships and Communications Team and Global Programmes Teams, and is a key member of the inter-departmental “Project Task Force”.

The role is responsible for management of WSUP’s portfolio of restricted funds, for meeting all WSUP’s funders’ financial reporting requirements and audits in accordance with funder contracts and compliance rules, for providing technical support in budget preparation to maximise cost recovery within WSUP’s cost recovery model, coordination of WSUP staff time planning, aligning resources to funder and organisational budgets, and supporting good project financial management.

You will play a senior role in the Finance team, contributing to the group’s budget setting processes, monthly management accounting, year-end accounting and audit, development of systems and processes, acting as finance business partner, and deputising for the Director of Finance as required.

## Computing software

WSUP’s accounting software is Sun Systems v6 (Infor10) with an Excel add-in called Infor Query & Analysis (previously Vision Q&A) used for uploading data into the ledger and for reporting. Training can be provided on both Sun and Infor Q&A. WSUP’s purchase ledger functions are operated on Sun through the IPOS commitment management and authorisation software.

Excel spreadsheets, often employing advanced functions, are used extensively to produce project budgets, forecasts and monthly reports. Payroll is outsourced. All staff complete timesheets. Data from the payroll and timesheets is used to post staff time to funds in Sun on a monthly basis.

## Country Programme finances are organised as follows:

Branch office registration:

- a local bank account is usually maintained;
- local country programme staff are employed directly by WSUP and paid from the local account;
- local office running costs, including contractual payments to local suppliers, consultants and in-local WSUP Members are paid through the local bank account.

No local registration:

- local WSUP staff are usually employed either through a hosting arrangement;
- Contractual payments to local suppliers, consultants and WSUP Members are paid by the WSUP UK Finance Team.

In both instances, WSUP UK may have direct contracts with consultants, contractors and suppliers in the UK or internationally and these are paid direct from the UK.

## Main responsibilities & tasks

### 1. Restricted and Broadly Restricted Fund Management

Create a culture of full cost recovery across WSUP, improving and regularising pooled costs, IT and insurance recharges, specifically:

- Responsible for the development of process and systems for management of WSUP's portfolio of restricted funds, promoting appropriate and full utilisation of contracted funding.
- Maintain organisational data on funding streams and project obligations for organisational budget management purposes.
- Identify funding gaps within country programmes and Secretariat Cost Centres, maintaining a general situational analysis and strategy information for the Head of Partnerships & Communications, Director of Programmes and Director of Finance, plus individual project information to the Project Task Force.
- Input to the annual organisational budget and budget revisions by provision data on project funds, expenditure and projections of income and spend.
- Input to the management of the annual organisational budget through review of management and Cost Centre accounts with respect to fund allocations.
- Organisational time planning through management of timesheets and staff allocation to projects, liaising with the Systems Accountant.
- Liaising with the Finance Controller, managing restricted fund balances, carrying out necessary project related fund adjustments including exchange adjustments during implementation and at project close.
- Reviewing the balance sheet with the Director of Finance and instructing the Financial Accountant and Systems Accountant on any amendments needed

### 2. Funder Budgets

Promote excellence in proposal budgeting throughout the organisation, ensuring accurate costing and full inclusion of relevant allowable costs, specifically:

- Responsible for development, promotion and monitoring of budgeting standards, systems and processes, and their application in proposal budgets.
- Training staff in the application of agreed systems and processes
- Develop and apply WSUP's standard budget template and process information to capture all relevant costs and ensure cost recovery.
- Agree and train Country Finance Leads in new staff budgeting and recovery tool, ensuring these are reflected in the funder reports and forecasts.
- Liaise with the Partnerships and Communications Team on the preparation of funding applications.
- Work with the Partnership & Communications Team, other Secretariat Teams and Country Programmes to support the preparation of:
  - proposal budgets, ensuring staffing capacity is available.
  - financial forecasts – supporting the Project Task Force in ensuring relevant financial forecasts are accurately completed.
- Ensuring adherence to WSUP policies, particularly on budgeting and cost recovery.

- Keep all budget records for all funders in a logical and consistent manner.

### **3. Project Financial Management**

Responsible for contributing to the development of a coherent project management cycle, building systems and processes to support the cycle, and the capacity of staff within the Project Task Force and Project Leads in financial management, within the following stages of the project cycle:

#### **a. Project Launch**

- Support the Project Task Force to develop appropriate contract budget management systems.
- Provide analysis of budget by Cost Centre and team, agreeing timesheet allocation
- Liaise with the Director of Finance and Finance Controller to ensure that WSUP's Operational Budget is updated.
- Set up new funder analysis codes on Sun Accounts and IPOS purchase ledger system, maintaining updated access status for use of codes.
- Manage invoicing of funds and other income due and maximise income collection.
- Working within the Project Task Force, contribute to the oversight of WSUP's procurement policy and practice.

#### **b. Project Implementation**

- Keep up to date with all relevant funder guidelines and reporting templates for contracted funds, disseminating updated funder formats (proposals and reports) and other funder related information to all relevant programme staff for guidance on report preparation
- Deliver monthly financial reports to WSUP project managers, in funder formats, directing in country staff and the Project Task Force to address and respond to monthly fund report notes as part of monthly fund report process
- Deliver high-quality and timely financial reports to funders.
- Liaise with finance colleagues on completion of processes to ensure accuracy of funder reports.
- Keep thorough records of all financial reports and disbursements sent to funders.
- Submit funder invoices, ensure that WSUP invoice register is updated, post invoices to SUN, and produce reports of outstanding income debtors.
- Carry out other necessary checks on transactions to be posted to correct allocation of funds, including payment forms.
- Reconcile funder reports sent to income received by WSUP and support WSUP's aged debtor function.
- Provide ad hoc information and analysis.
- Work closely with the Partnerships & Communications Team to ensure grant compliance requirements for specific funders.
- Support consistency of procurement management, though developing monitoring systems and controls to ensure the application of WSUP procurement procedures and funder compliance requirements, and training staff in their use.

- Support accuracy of retentions management (the responsibility of Programme staff to implement) through developing systems for review, checking, and by monitoring the level and allocation of retentions.
- Manage project audits required during implementation period, liaising with country offices, Secretariat Cost Centre managers and Finance colleagues.

### **c. Project Closeout**

- Deliver Final Financial Report, accruing and closing complemented commitments
- Review income and expenditure over project lifetime and make necessary adjustments to funds.
- Ensure asset handover, in accordance with funder compliance rules and WSUP Financial Policy.
- Manage closure of funder codes on SUN.
- Manage project audits required during implementation period, liaising with country offices, Secretariat Cost Centre managers and Finance colleagues.
- Formalising fund close out procedure with the Project Task Force and embedding an overhead contribution review.
- In liaison with P&C support external reporting requirements related to project finance and compliance.

## **4. Capacity Building**

Enhance the financial skills of Project Leads and other Financial Managers in WSUP through training and feedback generally, specifically:

- Support Secretariat Cost Centre managers and Country Programmes with:
  - Alignment of funder reporting structures to WSUP's internal reporting framework.
  - Timely upload of contract budgets to WSUP's accounting system.
  - Financial management of contracts.
  - Funder financial compliance.
- Participate in team meetings and share skills with colleagues within the Secretariat and Global Finance Team.
- Participate in Project Task Force meetings and Country Coordination calls.
- Conduct inductions for finance and non-finance staff and update teams on the work of the Global Finance Team.

## **5. Management Accounting**

Working closely with the Director of Finance and Finance Controller, support the work of WSUP Group and the Global Finance team, specifically:

- Act as WSUP Charity accountant, preparing board reports, management accounts and treasury services.
- Support the WSUP group annual budget process and periodic reforecasts.
- Support the monthly management accounts process, including FX revaluations, cost recharges, fund statements and reports.
- Support the annual statutory audit process, preparation of audit schedules, specific funder audits, and liaison with auditors.

- Act as finance business partner for specific cost centres as required.
- Contribute to innovation and the improvement of processes and policies considering relevant standards, use of technology, best practice and organisational needs.
- Contribute to WSUP’s requirement to measure its value for money (VFM), to the development and maintenance of VFM measurement methods, promoting standard practice and learning in the organisation.
- Contribute to the development of internal transfer pricing and full cost recovery.
- Perform any additional tasks as reasonably requested by the Director of Finance.

## Person specification

### Essential

<b>Qualification and experience</b>	<ul style="list-style-type: none"> <li>– Qualification: fully qualified accountant (CCAB or equivalent).</li> <li>– Relevant experience: demonstrable experience of operating at a senior level with experience of preparing funder reports (A+I).</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>– Accounting principles: Good understanding of fundamental accounting principles and able to apply them in practice (A+I).</li> <li>– Budgets: Extensive experience of managing, setting and monitoring budgets, creating reports and analysing financial information.</li> <li>– Computerised Financial systems: Extensive experience of working in a computerised accounting environment, uploading/downloading data and producing reports from Sun, IPOS and Infor Q&amp;A (A).</li> <li>– Excel: Advanced Excel reporting skills, including experience of using complex formulae and functions (T).</li> <li>– IT specialist: Good understanding of IT systems and processes, including Microsoft software.</li> <li>– International context: Good understanding of accounting in a foreign exchange environment (A, I).</li> <li>– Management accounting: Extensive experience of the production and presentation of management accounts (I).</li> <li>– Funder reports: Extensive experience of managing and reporting funder grants, e.g. USAID, EU or FCDO (A+I).</li> <li>– Other experience: Preparation of Accounting Policies and Procedures (A+I).</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>– Team management: Good team player (A, I).</li> <li>– Planning and time management: Meticulous attention to detail whilst meeting deadlines (A+I).</li> <li>– Problem solving: Ability to resolve problems and issues (A, I).</li> <li>– Communication: Ability to communicate financial matters clearly to a range of different audiences, including non-finance specialists (A+I).</li> <li>– Influencing: Ability to build and maintain effective relationships with internal and external partners at all levels (A+I).</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>– Passionate about WSUP aims and ethos: Commitment to the vision and values of Water and Sanitation for the Urban Poor (A+I).</li> </ul>

	<ul style="list-style-type: none"> <li>– Continuous learning: Willing to share learning and build the skills of others (A, I).</li> <li>– Team player: A team player willing to assist other members of the team when necessary (A+I).</li> <li>– Resilience: Resilient (I) and Self-starter, able to act on own initiative (I, A).</li> <li>– Fluent English speaker with very good written communication skills.</li> </ul>
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### Desirable

<b>Qualifications, experience, knowledge, skills</b>	<ul style="list-style-type: none"> <li>– Accounting experience in the charity or not-for-profit sector (A).</li> <li>– Working with international projects and staff in overseas offices.</li> <li>– Experience of grant agreements and contract terms.</li> <li>– Line management experience.</li> <li>– Ability to speak and read French, Portuguese or Bangla would be an advantage (A)</li> <li>– Ability to perform any additional tasks as reasonably requested by the Director of Finance.</li> </ul>
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