



**today's fight for tomorrow's freedom**

Anti-Slavery International  
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February 2017

### **Programme Finance and Grant Management Officer**

Thank you for your interest in the position of Programme Finance and Grant Management Officer with Anti-Slavery International.

This pack includes a job description, person specification, and other background information. If you would like more information, please visit our website: <http://www.antislavery.org>

If you wish to apply for the position, please email or post a CV (in English) along with a covering letter setting out why you would like to work for Anti-Slavery International and the skills and experience which make you suitable for the post as described in the Job Description.

The closing date for applications is **18:00 hours on Wednesday 15 March 2017**. Please use the reference **PFGM** in the subject line of your email or cover letter and send your completed application to [jobs@antislavery.org](mailto:jobs@antislavery.org) or to the address at the top of this letter. Please note interviews will take place on **22<sup>nd</sup> or 23<sup>rd</sup> March 2017**. Interviews for candidates overseas can be conducted by skype.

We regret that it will not be possible for us to reply to candidates who are not short-listed for interview. **If you have not heard from us by 18:00 hours on Friday 18 March please assume that your application has been unsuccessful on this occasion.**

Thank you.

Yours faithfully,

**Aidan McQuade**

**Director**

## **General Information about Anti-Slavery International**

Anti-Slavery International is the **only** British charity exclusively committed to eliminating all forms of slavery and slavery like practices. It is also the world's oldest international human rights organisation and bases its work on the United Nations treaties against slavery. The organisation works closely with partner organisations from around the world, particularly on the following issues:

- Descent based slavery
- Bonded labour (also known as debt bondage)
- Forced labour
- The worst forms of child labour
- Human trafficking
- Servile marriage, including child and forced marriage.
- The exploitation of migrant workers in conditions amounting to slavery (particularly migrant domestic workers).

It uses the following approaches to achieve its goal in a long-term and sustainable way:

- Collecting information about these human rights abuses, bringing them to the attention of the public and promoting public action to end them;
- Identifying ways in which abuses can be brought to an end, and influencing policymakers and governments or other institutions at national and international levels to take action accordingly; and
- Supporting victims of slavery and similar practices in their struggle for freedom, in particular by working with, and building the capacity of, local partner organisations to effectively tackle these abuses in their own countries.

Anti-Slavery International has consultative status with the UN Economic and Social Council and observer status at the International Labour Organization, and, as part of its advocacy work, regularly attends meetings of these bodies to submit information or to lobby for action under their human rights mandate. It works closely, wherever possible, with locally based organisations (NGOs) to bring about change and has informal links with various similar NGOs around the world (for example, in the United States, Australia and France). Where useful, Anti-Slavery International works in networks with other organisations on particular issues, such as ECPAT (End Child Prostitution, Child Pornography and the Trafficking of Children for Sexual Purposes), the NGO Group for the Convention on the Rights of the Child, the Ethical Trading Initiative (ETI) and the International Dalit Solidarity Network (IDSN).

Anti-Slavery International is organised into three teams: the Programme and Advocacy Team in which this post is based; the Finance and Administration Team, and the External Relations Team. A number of volunteers also work in the office as support for the staff. The office has a no smoking policy. The office is located about five minutes' walk from both Stockwell and Brixton tube stations.

Anti-Slavery International is a membership-based organisation and is funded by contributions from its supporters and by grants from a range of governmental and non-governmental agencies.

More information on the organisation and its finances can be found on our website at  
<http://www.antislavery.org>

Office telephone: 020 7501 8920 (from outside UK: +44 20 7501 8920)

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## ANTI-SLAVERY INTERNATIONAL

### JOB DESCRIPTION

#### **JOB TITLE: French Speaking Programme Finance & Grant Management Officer**

**GRADE:** C

**HOURS :** 21 hours / week (with possible increase)

**SALARY:** £32,131 (pro rata)

**RESPONSIBLE TO :** Head of Programmes & Advocacy

**DATE AGREED:** February 2017

**LOCATION:** Based in London

#### **Aim of the job**

Anti-Slavery International strives to maintain both a diversity of theme and geographic breadth in its programming, in order to provide the necessary experience and evidence to support our advocacy and thus contribute to the systemic policy and practice changes necessary to eradicate slavery. As a result, each geographic programme at Anti-Slavery manages multiple grants.

The main aim of this role will be to support the Head of Programmes and Programme Managers in project delivery including relationship and financial management. This new post will be located within the Programmes Team and will be responsible for overseeing project finance.

#### **Main Responsibilities**

- Manage project finance for Africa, Asia and America's programmes :**

- Receive and review partners' quarterly finance reports (review for accuracy, review variations against budget and against workplan)
- Follow up on any financial/budgetary issues with partners
- Review partners' forecasts against workplans, in liaison with relevant Programme Manager/Officer
- Process transfer requests to Finance Department
- Follow up on any transfer queries (with partners and with Finance Department)
- Manage donor compliance and submit budget reallocation requests in liaison with Programme Managers
- Provide financial/budget mentoring for partners and project staff as required

- Manage project finance for UK and Europe programme:**

- Ensure invoices for consultancy work and expenses reimbursement etc are processed to Finance Department.

- Keep track of all income invoiced for and received.
- Record all invoices and expenses for projects before passing to Finance Department
- Process any partner transfer requests to Finance Department
- Manage donor compliance and submit budget reallocation requests in liaison with Programme Managers
- **Grant Management & Financial reporting:**
  - Respond to financial queries from donors and chase grants payments as required, in liaison with the Programme Manager and Finance team.
  - Prepare budgets and budget narratives for project funding applications, in line with donor requirements, in liaison with Programme Managers, partners and the programme funding team.
  - Develop partner budget and financial reporting forms, in liaison with Finance Team
  - Prepare finance submissions for No Costs Extension requests when required
  - Review annual project spend and work with the partners and Programme Managers to revise partners' annual budgets at the start of each grant year.
  - Support Programme Managers in reconciling and coding expense claims to account for cash advances and credit card expenditures.
  - Prepare and publish necessary financial data for IATI updates. Support partners in preparing and publishing their IATI data where necessary, until such time they have the capacity to undertake this task themselves.
  - Support finance team, when required, in preparing finance reports, for donors or for when we are partnering on projects that others are leading, in liaison with relevant Programmes staff and Finance team

## **Other**

- Undertake other tasks as requested by and agreed with line management.

## **PERSON SPECIFICATION**

### **Essential**

1. A minimum of four (4) years' experience of working directly on project finances (either International Development or Human Rights) either as part of a specific finance role or where project finances have been a major element of a project management role.
2. Experience of monitoring the finances of complex overseas projects working with multiple local partner organisations.
3. Experience of developing project budgets for overseas projects with multiple donors.
4. Experience of preparing comprehensive donor financial reports, including understanding of the requirements of relevant institutional donors.
5. Experience of multi-currency accounting and reporting
6. Good communication skills, including excellent written and spoken English.
7. Fluency/professional working proficiency in French (written and spoken).
8. Ability to work effectively as part of a team.
9. Excellent IT Skills, including use of spreadsheets.
10. Strong inter-personal and advisory skills, including experience of capacity assessment, capacity building and maintaining close working relationships at long distance
11. Understanding of and commitment to Anti-Slavery International's mission and values.
12. Ability and willingness to travel to project sites on behalf of Anti-Slavery International if required.
13. Existing Right to work in the UK

### **Desirable**

1. Experience of project development and management
2. Experience of developing successful funding proposals.
3. Experience of delivering financial capacity building training for local partners
4. Working proficiency in other languages, most particularly Spanish, Hindi and Punjabi.
5. Experience of working with donor institutions such as DfID, EU and other institutional donors.
6. Accounting or financial qualification.

Anti-Slavery International is committed to ensuring equal opportunities throughout the organisation and its activities, so that no-one receives less favourable treatment on the grounds of national or ethnic origin, religious practices or beliefs, gender, age, disability, HIV status, marital status, sexual orientation or any other similar factor. Unfortunately our offices are not fully wheelchair accessible.

### **Circumstances:**

- This post is based at our offices in Stockwell, London.
- This post is a part time job @ 21 hours per week.
- We are flexible in terms of whether these hours are worked over 3,4 or 5 days but on occasion there may be a requirement to be flexible with which days or hours you work or to work outside of normal office hours.
- The successful candidate may be required to travel abroad for short periods.

### **Summary of Staff Terms and Conditions**

This note summarises the more important areas, full terms and conditions are set out in the staff handbook.

Anti-Slavery International has recently introduced a new grading structure for new appointments which is based on four grades A-D, each with five scale points. Positions are graded based on an evaluation scheme.

All staff may join the Anti-Slavery International pension scheme, which makes non- contributory monthly payments of 6 per cent of salary into a personal pension scheme arranged by the organisation.

Normal working hours are 9.00am to 5.00pm Monday to Friday with an hour for lunch, but this is flexible and staff may be expected to attend meetings during evenings and weekends as necessary.

Annual leave entitlement for this post Annual leave entitlement for this post will be calculated pro rata of 30 days.

Anti-Slavery International recognises the union **UNISON** for negotiating purposes.

## **Anti-Slavery International – Equal Opportunities Policy Statement of Intent**

Anti-Slavery International aims to be an equal opportunity employer, and this policy sets out ways to achieve that purpose.

Anti-Slavery International recognises its legal obligations in employment under the *Equal Pay Acts 1970 & 1984*, the *Rehabilitation of Offenders Act 1974*, the *Sex Discrimination Act 1975*, the *Race Relations Act 1976*, the *Disability Discrimination Act 1995* and the *Employment Rights Act 1996*.

This policy covers all employees, volunteers and members of the Anti-Slavery International Council. It should be read in conjunction with the Equal Opportunities Implementation policy dated August 2001.

Anti-Slavery International acknowledges that we live in an unequal society in which many people face discrimination. Anti-Slavery International's long term aim is that the composition of its staff should reflect that of the community.

As an organisation committed to the defence of human rights and social justice Anti-Slavery International recognises the need for it to take a pro-active role in promoting fairness, social justice and equality of opportunity by adopting and promoting fair employment practices within its own staff.

The principle for all job appointments is to find the best person for the post and therefore detailed person specifications are drawn up for each job (full or part-time or short term), that give a clear guide to the role of the post and the work involved. A person specification sets out the skills and experience that are (a) essential and (b) desirable. Essential requirements are strictly tested to ensure that they do not tend to discriminate against groups of people who are less likely to get into higher education. The person specification may also include skills, such as "understanding of women's issues" or "knowledge of the black community and its approach to the issue of slavery". All staff appointed to recruitment panels must have undertaken equal opportunities training. A copy of this Equal Opportunities Policy will be sent to all applicants for a position at Anti-Slavery International.

Anti-Slavery International works in partnership with all staff to ensure that employees are aware of their individual and collective responsibilities under the Equal Opportunities Policy. Employees who refuse to observe and implement their individual and collective responsibilities and who wilfully breach the policy will have sanctions applied under the Disciplinary Procedure set out in staff contracts and the staff handbook; this may result in dismissal.

Where appropriate positive action initiatives defined by the *Sex Discrimination and Race Relations Act* will be undertaken. This may include the use of specialist press for job advertising and seeking out applicants for jobs from people under represented in the Anti-Slavery International staff.

Anti-Slavery International will not tolerate harassment of employees by other employees, volunteers or Council members.

Anti-Slavery International applies a Job Evaluation procedure, which takes into account the principle of equal pay for work of equal value.

Anti-Slavery International operates a maternity leave scheme and also offers limited paternity leave.

All employees and long-term volunteers are eligible for appropriate training

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opportunities.

Special leave is available for cultural or religious observance.

Any employee who wishes to complain about the application or non-application of the Equal Opportunities Policy may:

- Contact her/his team leader
- Raise the matter with the Director or Chair

The Director is responsible for the effective implementation of Anti-Slavery International's Equal Opportunities Policy.

Anti-Slavery International, July 2013

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## **EQUAL OPPORTUNITIES MONITORING FORM**

Thank you for your co-operation. Please return this sheet as a separate attachment to:

[jobs@antislavery.org](mailto:jobs@antislavery.org)

### **EQUAL OPPORTUNITIES POLICY - Statement of intent**

Anti-Slavery International is striving to be an equal opportunities employer. We aim to ensure that no employee or job applicant receives less favourable treatment because of their colour, race, nationality or ethnic or national origins, class, sex, age, sexual orientation, religious beliefs, marital status, family situation or disability (currently only one floor of our office is accessible to wheelchair users).

In order to ensure that our Equal Opportunities Policy is effective we need to obtain certain information. Your co-operation is sought in providing this.

This separate sheet will be used only by the staff member responsible for personnel and used solely for the purpose of monitoring our Equal Opportunities Policy. It will be treated in the strictest confidence and not shared with others involved in the recruitment or elsewhere. If you are not offered employment with Anti-Slavery International this form will be destroyed, after it has been used in the production of statistics.

Position applied for.....

Would you please indicate your ethnic origin by ticking the appropriate category below?

Afro-Caribbean

African

Asian

Latin American

North American

European (including UK/Irish origin)

Other - please specify.....

Sex: Male   Female   (Please circle)

Physical status: Able-bodied      Unregistered disabled      Registered disabled

I learned of this job through:

(If through the press, please specify the publication).....

SURNAME.....(CAPITALS)

FORENAMES.....(CAPITALS)

**ENTITLEMENT TO WORK IN THE UK** (Please note that this is not part of our equal opportunities monitoring)

Are you entitled to work in the UK: Yes                      No (Please circle)