Recruitment Pack
Grant Finance Officer
Dear Candidate,

Thank you for your interest in the role of Grant Finance Officer.

Anti-Slavery International is the world’s oldest human rights organisation. Our vision is freedom from slavery for everyone, everywhere, always.

We believe that modern slavery is a contemporary issue of the highest importance, and we are determined to work with others to make sure people can be free from slavery across the world. Our staff, supporters, members, and partners have helped us to navigate the challenges of the pandemic well.

The role will support our HR and office functions so that our staff have the right environment to thrive and achieve our goals.

The deadline for applications is 14 January 2024 by 23:59. Interviews will be held in person at our Brixton office on Monday 22 January 2024; successful candidates will be contacted by 17 January 2024.

Best wishes

Andrew Gray  
Director of Finance & Resources
Job Description
Grant Finance Officer

GRADE B1-B4
SALARY £33,978-£37,099 per year (full-time)
CONTRACT TYPE Permanent
REPORTING TO Director of Finance & Resources
HOURS 4-5 days per week, depending on the preference of the candidate
LOCATION Currently Brixon, London.
Minimum of 1-2 days per week in the office.
DATE December 2023

CONTEXT
Our strategy commits us to working on four focus themes to drive systemic change and help end slavery for everyone everywhere:

• Child Slavery
• Responsible Business
• Trafficking
• Climate change and slavery

You can read more about us and how we work in the ‘About Us’ document on our recruiting webpage.

The main purpose of the role is to lead on all aspects of financial grant management for the grants in the postholder’s portfolio and be a business partner to grant budget holders, with support from the Director of Finance & Resources (DoFR) as needed.

MAIN TASKS

• Lead on financial aspects of grant proposals, particularly on budgeting and ensuring the budgets recover staff and indirect costs appropriately using our proposal template, with support from the DoFR.
• Provide monthly financial grant reports, with supporting transactions lists, from our accounting system.
• Support the budget holder with queries on allocation of expenditure to budget lines and other financial queries.
• Proactively support grant budget holders in their financial management of grants, including reforecasting the projected grant end position and support the budget holder in making changes to expenditure, including submitting a revised budget to the donor where necessary.

• Liaise with the Advocacy and Programmes team where necessary to understand and incorporate partner expenditure in financial reports so budget holders have a consolidated financial picture.

• Lead on financial grant reporting to donors including consolidating partner expenditure for grants, where necessary.

• With support from the DoFR, lead on grant financial audits managed from the UK and support local grant audits as required and in liaison with the Programme Support Manager (PSM) where appropriate.

• Calculate and process recharges for staff and indirect costs to grants, noting the requirement to recover costs as fully as possible.

• Provide updated target hours on a monthly basis to staff working on grants and support the budget holder in any adjustments needed.

• Ensure that grant income is received when due and follow up payments from donors as necessary.

• Ensure that grant expenditure is in line with both internal and donor compliance requirements and supporting evidence of this is stored as needed and appropriate, for grants not covered by the PSM. This includes supporting the use of timesheets where agreed.

• Keep the central forecast updated with changes in grant budgets and new grants. Similarly support the annual budgeting process for grant income, expenditure and recharges.

• Check supporting documentation from partners and follow up any resulting issues with the ASI Grant Budget Holder (for grants not covered by the PSM).

• Support the statutory annual accounts and audit processes with grant finance related issues.

• Provide cover for other tasks within the Finance team as required due to staff absence.

PERSON SPECIFICATION

Essential

• Some experience in preparing financial grant reports on large grants (above £300k pa).

• Understanding of grant compliance requirements and working within these.

• Business-partnering attitude to support the budget holder and the wider organisation in ensuring the most effective use of the funds.
Experience of working with timesheets and their application to charge salary costs to grants.

Self-motivated and comfortable to find solutions to technical and administrative problems.

Very good to excellent knowledge of Excel.

Good knowledge and experience of using MS Office applications.

Financially literate with an ability to understand budgetary implications.

Good English communication skills

Desirable

Experience of working with US and/or EU government funded grants and their compliance requirements, or other complex grants.

Experience of leading or supporting a grant audit by external auditors.

Experience of supporting the creation of project budgets in grant proposals.

Experience of working with overseas partners, in particular carrying out due diligence.

Part qualified or qualified in a professional accounting qualification.

Intermediate level (B1) or higher in written French.

Summary Terms and Conditions

The position is based in Anti-Slavery’s office currently in Brixton, London, with a minimum of one day per week in the office.

Annual leave entitlement is 30 days (pro rata).

Very occasionally there may be a requirement for some out-of-hours work, for which time in lieu is given.

We pay 6% into our recognised contribution pension with TPT Retirement Solutions, with a mandatory employee contribution of 2%.

The role is subject to a probationary period of six months.

We offer a range of employee benefits including an employee assistance programme and cycle to work scheme.

Unison is the recognised trade union.
How to apply

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

If you wish to apply for this position, please email a CV along with a supporting statement setting out why you want this role and explain how your skills and experience support your application. Candidates must have the right to work in the UK, please confirm in your covering letter if you have the right to work in the UK.

Please submit your application to jobs@antislavery.org using the reference Grant Finance Officer in the subject line before midnight on 14 January.

Interviews and work-based test will be held in person on Monday 22 January at our office in Brixton. The total time spent at the office will be around two hours.

We regret that it will not be possible for us to reply to candidates who have not been shortlisted for interview.

Candidates must have the right to work in the UK.
We particularly welcome and encourage applications from survivors of modern slavery, Black and Asian candidates and those from a diverse ethnic background, and disabled, LGBT and non-binary candidates.

We have a zero-tolerance policy on bribery and corruption, recognising that bribery is contrary to fundamental values of integrity, transparency and accountability and undermines organisational effectiveness.

We are committed to safeguarding the children and adults that our staff and representatives encounter, virtually and in-person. As such, candidates are required to commit to and uphold our organisational safeguarding principles, practice and procedures. These organisational policies include, but are not limited to, the Code of Conduct policy and Safeguarding policy. We maintain a strict zero-tolerance policy towards bullying, harassment, sexual exploitation or abuse, of any form, perpetrated by any representative of the organisation.

The purpose of this Code of Conduct is:

- To guarantee high standards of staff behaviour and integrity
- To safeguard our staff’s, interns’ and volunteers’ welfare and that of external stakeholders with whom we work or come into contact
- To protect our reputation and interests

In accepting appointment, you undertake to regulate your conduct in line with the requirements of this code and to undergo any background checks that may be required.

As an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.