



Recruitment Pack

**Grant Finance Coordinator**

**April 2024**

**Dear Candidate,**

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

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.

The role will support our Advocacy & Programmes team and overall impact by supporting effective financial grant management.

The deadline for applications is 28 April 2024 by 23:59. Interviews will be held in person at our London office on 20 May 2024; shortlisted candidates will be contacted by 13 May 2024.

Best wishes

**Andrew Gray**  
**Director of Finance & Resources**

## Job Description

### Grant Finance Coordinator

GRADE	C1-C4
SALARY	£40,777-£44,011 per year (full-time).  (salary includes our annual estimated Cost of Living increase with effect from 1 April 2024, pending Union agreement)
CONTRACT TYPE	Permanent
REPORTING TO	Director of Finance & Resources
HOURS	4-5 days per week, depending on the preference of the candidate
LOCATION	Vauxhall, London. Minimum of 1 day per week in the office.
DATE	April 2024

## 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 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. Complete financial sections of grant proposals.
- 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.
- Produce monthly grant expenditure updates to Budget Holders.
- 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. Proactively support the management of staff costs within budgets.
- 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

- Good to excellent experience (3 years or more) 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.
- Experience of supporting the creation of project budgets in grant proposals.
- Experience of leading or supporting a grant audit by external auditors.
- 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 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 in Vauxhall, London, with a minimum of one day per week in the office.
- Annual leave entitlement is 30 days (pro rota).
- 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](http://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](mailto:jobs@antislavery.org) using the reference **Grant Finance Coordinator** in the subject line **before midnight on 28 April**.

Interviews and work-based test will be held in person on Monday 20 May at our office in Vauxhall. 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 notto discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.**



Anti-Slavery International  
The Foundry  
17 Oval Way  
London  
SE11 5RR  
Tel: +44 (0)207 501 8920

UK Registered Charity No.1049160

[antislavery.org](http://antislavery.org)