



## Jersey Overseas Aid

### Finance Manager - Job Description

<b>Location:</b>	St Helier Town Hall, Jersey
<b>Hours:</b>	0.6 FTE (3 days per week)
<b>Salary:</b>	Pro rata, based on £70,000 FTE
<b>Reporting to:</b>	Executive Director
<b>Key Relationships:</b>	Government of Jersey: Treasury Department, Internal Audit, office of the Comptroller and Auditor General, Public Accounts Committee; internal and external auditors; JOA's Programme Team

#### Overview

Reporting to the Executive Director and working within a small and collaborative team, the Finance Manager will primarily manage the day-to-day financial operations of Jersey Overseas Aid (JOA), supporting the effective financial oversight of JOA-funded international development projects and ensuring adherence to strong financial controls. Working closely with Treasury and other Government of Jersey bodies, the postholder will be responsible for the financial management of JOA operations – including JOA monthly budgets, verifying expenditure, ensuring compliance with public finance regulations, financial reporting and liaising closely with relevant stakeholders including Internal Audit, the Comptroller and Auditor General's office and independent partner organisations. On occasion the Finance Manager will deliver financial presentations to the Commissioners, who form part of the Organisation's governance structure.

This role is suited to a finance professional seeking meaningful, flexible part-time work in the international development 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 to know much about the humanitarian and international development sectors to begin with, but you should be willing to learn, and to undertake occasional short project visits to developing countries (up to one week per year).

#### Duties and Key Responsibilities

- Act as the primary operational finance contact for Treasury Finance Business Partners.
- Ensure Treasury receives accurate returns, forecasts and financial submissions within required deadlines.
- Prepare JOA monthly budgets, verifying expenditure.
- Review financial reports from grant-funded partners to ensure eligibility, accuracy and alignment with approved budgets.

- Support the Programme team with due diligence reviews, partner financial assessments and proportional compliance checks.
- Commission or support financial audits of partners where required.
- Monitor partners' financial health and flag up risks or weaknesses.
- Represent JOA in a range of Government of Jersey working groups or initiatives including Fraud, Counter-Terrorist Financing and Information Security.
- Liaise with internal and external auditors, the Comptroller and Auditor General, the Public Accounts Committee and relevant oversight bodies as required.
- Maintain financial governance arrangements, internal controls and compliance with the Public Finances Manual.
- Lead preparation and quality assurance and timely delivery of financial information for reporting cycles, ensuring high standards of practice.
- Support the Executive Director in cross-cutting compliance areas including AML/CFT, fraud prevention, safeguarding, and risk management.
- Contribute to annual accounts and statutory financial returns.
- Make presentations to Commissioners about financial matters when required.

This list of duties and responsibilities is not exhaustive; the post-holder may be required to undertake other appropriate duties as required.

#### **Key Requirements:**

- Professional accountancy qualification (ACCA, ACA, CIMA or equivalent) with experience in financial management.
- A minimum of two years' experience in finance, audit, financial oversight or grant administration (public, private or third sector).
- Excellent numeracy, accuracy and attention to detail.
- Strong organisational skills, with the ability to manage deadlines.
- Ability to take the initiative, solve problems and work independently when needed.
- Strong communication and interpersonal skills, and the willingness to work collaboratively in a small team.
- Demonstrated interest in international development and public-sector finance.
- Willingness to undertake occasional overseas travel (up to one week per year).

#### **Desirable**

- Knowledge of the Public Finances Manual or similar public-sector financial frameworks.
- Familiarity with grant management and/or international development finance.
- Experience reviewing or managing partner/donor financial reporting.
- Understanding of AML/CFT, fraud prevention, or compliance disciplines.
- Awareness of Government of Jersey financial processes.
- Knowledge of the work of oversight bodies.