



## Programme Finance Manager Maternity Cover Job Description November 2021

The unique partnership between Israel and the Jewish communities around the world is based on shared values, respect for differing needs and mutual benefit. Israel and the Diaspora strengthen each other and UJIA is the focal point of this relationship in the UK. We bring Israel to Jews in the UK and take British Jews, and British Jewish philanthropy, to Israel. UJIA nurtures lifelong, meaningful connections between the UK Jewish community and the people of Israel, impacting tens of thousands of lives through programmes and educational initiatives.

### Organisational Position:

The Head of Programme Finance will be responsible to the Director of the UK Programme and work closely with UJIA's Director of Finance and Administration.

### Roles and Responsibilities:

- Working closely with the Education Department to assist in planning, budgeting and programme delivery
- Monitoring and reviewing budgets with UK Programme budget-holders
- Supporting the Director of the UK Programme in setting the annual UK Programme budget
- Financial control of UK Programme budget
- Approving UK programme payments, team expenditure and expenses
- Financial reconciliations with Jewish Agency for Israel including quarterly reconciliations for Israel Experience; finance and reconciliations regarding Shlichim/Shinshinim
- Provide financial information regarding the UK Programme to assist in grant applications and reports and to contribute to UJIA's monitoring, evaluation and performance management
- Liaison with UJIA's auditors in relation to programme expenditure
- Ensuring due diligence of UK Programme
- Project balance review to monitor funding status for the UK Programme projects
- Managing the grant monitoring process and evaluating grantees projects to ensure alignment with UJIA's mission and vision
- Working with partners to ensure grant reports are received and compensation for grantees is approved in a timely manner
- Managing the Youth Movement allocations process including; creation of application forms, setting of meetings, organising of volunteers, collecting and collating data
- Any other tasks as may reasonably be expected of you as an employee, as instructed by the Director of the UK Programme

### Expectations:

- High level of computer literacy and understanding of spreadsheets and databases, in particular Excel, Word, Outlook and PowerPoint
- High level proficiency and confidence in technical skills including use of CRM systems
- To work within the context of UJIA's ethos, policies and procedures
- To adhere to confidentiality procedures



- To report any programme compliance issues should they arise
- To be flexible with work assignments
- To understand the responsibilities of working as part of a team
- To liaise with key external partners and serve a cross-communal user base, respecting and providing for a variety of individuals and organisations with diverse ideologies and beliefs
- To undertake professional training and development as appropriate
- To take part in broader UJIA organisational commitments (E.G staffing fundraising events, attending whole-staff days etc)
- To be flexible with hours of work – urgent tasks may require working beyond formal office hours

### **Desirable Criteria:**

- Numeracy and ability to analyse a balance sheet or management accounts
- Ability to integrate information and data from multiple sources and forms
- Ability to retain a strategic perspective, while also delving into considerable programme detail
- Highly developed communication skills using formal and informal means, including excellent skills in networking, oral communication and highly developed writing skills
- Ability to prioritise tasks in response to a varied and changeable workload
- Excellent interpersonal skills
- Experience and utilisation of CRM systems, particularly Salesforce
- The ability to collaborate with a range of stakeholders, building positive relationships with colleagues and partners to establish confidence and trust
- Experience developing and managing online forms and databases

### **Place of Work:**

UJIA's offices are based in London, Leeds, Manchester and Glasgow. The candidate will work from one of the UJIA offices and from home in accordance with UJIA's Flexible Working Policy and Covid-19 policy. Visits and appointments in London should also be expected.

### **Salary:**

The salary for this role will be £28-30k commensurate with experience.

### **Hours of Work:**

Regular office hours are [9.00am – 5.30pm Monday](#) to Thursday and [9.00am - 1.30pm](#) on Fridays. We have a flexible working policy that allows for further flexibility.