



Role Title: Finance Business Partner - Fundraising

Reporting To: Director of Finance and IT

Location: With the head office based in Cambridge, the organisation is just beginning its move to hybrid working, with an expectation of 1-3 days per week in the office.

Salary: £40,000 pa

Contract: Permanent

Hours: Full-time / 35 hours per week

About SOS Children's Villages UK

SOS Children's Villages is a global charity working to ensure that children everywhere have the right to grow up feeling loved, safe, and supported. We work with children and families living through poverty, conflict, man-made and natural disasters to ensure children can have the childhood, and the life, they deserve. And by supporting them to grow into resilient and independent adults who can contribute to their communities, we are helping to bring about positive and lasting change.

SOS Children's Villages UK is part of a global federation of 140 local SOS Children's Villages Associations. Together, we work in 136 countries and territories worldwide to ensure that children grow up in a stable environment where they feel loved, safe, and supported. Despite our global reach, we take a local approach. Our programmes are locally planned and run by in-country SOS child-welfare experts. They understand the community because they are a part of it. They are cognizant of local customs, practices, and belief-systems because they share them, or live amongst them. And they can help effectively because they have long-established relationships with local and national government bodies, suppliers, and community leaders.

SOS UK's values are at the heart of everything we do, and they are:

- **Collaborative** we work together to sustainably improve the lives of children and families
- **Authentic** we are open, honest, and transparent in everything we do
- **Learning** we respect diversity, are open-minded, and listen and learn from others
- **Ambitious** we want to achieve lasting change for children and families.

For more information, please visit www.soschildrensvillages.org.uk (UK office) and www.sos-childrensvillages.org (international office).

About the Post:

Reporting to the Director of Finance and IT, the Finance Business Partner - Fundraising will partner with the income generation teams responsible for an income budget of approximately £5m. Supporting the delivery of consistent, robust, and first-class financial information to advise and assist management decision making in the Fundraising directorate. Financial and commercial expertise, perspective, and pragmatism in informing decision-making is required to achieve optimal performance, whilst assessing any associated risks and benefits.

Operating as a member of the Finance & IT team, the post is a key link with the Fundraising team to provide timely financial analysis and reporting. Contributing to and managing the development of business reports, the postholder will enhance SOS Children's Village UK's budgeting, reporting, and forecasting processes.

Working closely with the Director of Fundraising and supporting individual budget holders to develop and manage their budgets and forecasts, the postholder will also further develop their financial management competence through coaching and training. The post is the main Finance point of

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contact for the development of complex programme concept notes, proposals, and project budgets and support for all financial reporting to donors.

Main Responsibilities

- Fostering collaborative relationships with members of the Fundraising team, working to understand the fundraising activities and drivers of income as well as cost for each area.
- Supporting the Director of Fundraising and Heads of individual fundraising departments (Individual Giving, Corporate Partnerships & Programme Funding) during the annual budgeting and regular forecasting processes, reporting, analysing, commenting on, and challenging budget holders with a focus on tying this into the organisational strategic priorities.
- Delivery of a consolidated view with insight, robust analysis, and succinct commentary for key organisational processes such as the annual budgeting process, quarterly forecasting process and the monthly management accounts.
- Establishing regular meetings with the departmental Heads of fundraising to capture and reconcile income and expenditure.
- Producing high-quality financial analysis, commercial insight, and challenge for fundraising teams, helping them to maximise their income and deliver against their targets whilst ensuring best value for money and return on investment efficiencies, in line with the fundraising strategy.
- Contributing to the design, development, and review of complex business modelling to inform financial planning and investment decisions.
- Supporting proposal development, grant management and reporting to grant making organisations, institutional funders, and corporate partners by pro-actively reviewing, discussing, and questioning project budgets and financial reports submitted by SOS Children's Villages programme implementing country teams, to facilitate high quality, transparent, accurate and timely donor reporting.
- Developing reports on restricted funding and setting up processes to monitor income and expenditure, implementing the timely transfer of secured restricted funds and the spending down of restricted reserves.
- Supporting the fundraising team in optimising SOS Children's Villages UK cost recovery and maximising on the leverage of unrestricted funds, in line with the fundraising strategy.
- Working closely with the income processing teams to improve and strengthen reconciliations, reporting and system links between the CRM database (Salesforce), the SOS UK website and the Finance System (Accounting Seed).
- Developing the financial acumen of budget holders through constructive dialogue, regular support, and formal training. Supporting the development of robust income/cost ratio and return on investment analyses and accompanying narratives to improve financial transparency and accountability.
- Proactively driving forward improvements to finance processes, implementing, and maintaining strong business processes between finance and fundraising.
- Working with the other members of the Finance and IT team to provide effective financial management and control, development of financial policies and improving the impact of financial reporting on organisational performance.
- Supporting the annual external audit, preparation of statutory accounts and reporting to the Charity Commission.
- Any other reasonable tasks as required by the Director of Finance and IT.

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Other:

- Implement the Equal Opportunities Policy into daily activities.
- Develop professionally through training and guidance.
- Be responsible for your own health and safety and that of your colleagues, in accordance with the Health & Safety at Work Act (1974) and relevant EC Directives, including reporting any health and safety hazard immediately when you become aware of it.
- Keep abreast of key financial and fundraising trends and issues and the regulatory environment, including the Fundraising Regulator's Code of Fundraising Practice and standard charity accounting practices, ensuring that standards are set, procedures followed, and issues acted upon and communicated to all staff and others as appropriate.
- Understand and follow child safeguarding procedures.
- Understand and follow all SOS UK protocols and processes in line with the employee handbook.
- Undertake any other duties as may reasonably be required in this post.

Person Specification

Essential criteria:

The role requires a motivated professional, able to work well independently and as part of a busy team. The individual must have the following qualities:

1. Experienced in business partnering with Fundraising teams within the charity sector, preferably within overseas development with a demonstrable ability to provide clarity; develop strong relationships and promote collaboration; remove obstacles to facilitate high performance and ensure rigour and accountability.
2. Demonstrable experience of preparing and scrutinising programme budgets for grant and donor proposals and reports, providing financial reconciliation of project expenditure reports versus budgets, supporting grant management and accurate accounting.
3. Experienced in the preparation, monitoring, and reporting of budgeting and other financial management information.
4. Excellent written and verbal communication skills with confidence communicating at management and peer to peer level.
5. Ability to interpret complex data and apply problem solving techniques.
6. Advanced Excel user and high-level data manipulation expertise.
7. Excellent working knowledge of Microsoft Outlook, Word, and PowerPoint.

Education and Qualifications:

- A fully qualified accountant (ACA, CIMA, ACCA, CiPFA or equivalent formal qualification) or qualified by experience (5+ years in similar roles).

Desirable skills and knowledge:

- Knowledge and experience of a variety of financial reporting systems.
- Knowledge of CRM systems (Salesforce desirable).
- Demonstrable experience of developing and implementing business processes, improving them, and applying effective problem solving.
- Experience of charity fund accounting.
- Understanding of UK based institutional funders and Value for Money.



Personal Attributes / Qualities:

- Confident, professional able to provide objective and pragmatic advice, guidance, support, constructive challenge, and insight.
- Able to reflect SOS UK's values (detailed above) and safeguarding standards in how you conduct yourself at work and with others.
- Ambitious, innovative, and self-motivated.
- Trustworthy, transparent, patient, flexible and a good relationship builder.
- Enjoy working as part of a team.
- Open to new ways of working, learning new tasks and skills as required.
- Skilled at influencing through relationship and consent building, facilitating discussion and debate; able to listen and take on board a diverse range of views.
- Sensitivity to cross cultural environments and power dynamics in a global organisation.

Further information

SOS Children's Villages UK is an equal opportunity employer that is committed to encouraging equality, diversity, and inclusion in the workplace, and eliminating unlawful discrimination within all employment practices within our organisation. Discrimination and harassment of any kind based on any protected characteristic is prohibited, and recruitment decisions are based on experience, qualifications, merit, and business needs at the time.

Upon conditional offers of employment, professional references and a self-declaration & disclosure form are required as part of the safer recruitment procedure in our Safeguarding Policy. A Disclosure and Barring Service (DBS) check will also be required.

To apply:

Please email a copy of your CV and covering letter of no more than 2 A4 pages with the titles "[your name] cover letter" and "[your name] CV" to Begay Jabang, Director of Finance and IT, at careers@sosuk.org

The deadline for applications is 10am on Monday 4th October.

Interviews will be conducted virtually via Microsoft Teams in the week commencing 11th October and will include a Microsoft Excel technical assessment.

Please note - applications without role specific covering letters will not be considered

Benefits of working at SOS Children's Villages UK

- 25 days annual leave entitlement, plus eight paid bank holidays and non-bank holiday working days during the office closure between Christmas and New Year are treated as additional paid time off.
- Employee Assistance Programme.
- Cycle to Work Scheme.
- Life Assurance Cover.
- Pension Scheme Membership.
- Contractual sick pay.

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- Flexible working.
- Statutory maternity and paternity pay.
- Charity/Volunteer Days a maximum of two days per annum.
- Travel loan.
- Sabbatical leave.
- Training & Development policy *We may offer support in various forms towards professional or vocational qualifications in accordance with this policy.

Additional resources

- SOS Children's Villages UK organogram (see below)
- [SOS Children's Villages UK latest Annual Report](#)
- [Why work for SOS UK](#)

