



UK  
**ENGINEERS**  
WITHOUT BORDERS



# Finance and Resources Manager (part-time)

Recruitment pack

# Welcome

Thank you for your interest in the role of Operations Manager. This document will provide more detail of the organisation, the role and how to apply. If you have any further questions do not hesitate to get in contact at [hr@ewb-uk.org](mailto:hr@ewb-uk.org).

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## About us

We're part of a global movement of over 60 Engineers Without Borders organisations and tens of thousands of committed individuals and organisations. Together, we are working to put global responsibility at the heart of engineering, to ensure a safe and just future for all.

As a charity, we have long championed the need for engineers to understand the vital role that we all have to play in addressing the great challenges facing society today. In 2021, we refreshed our strategy, emphasising the need to put global responsibility at the heart of how all engineering is taught and practised. With a different approach, the engineering community has the power to rapidly transform our world for the better and ensure a safe and just future for all.

As society moves towards the deadline to meet the UN's Sustainable Development Goals (SDGs), we are striving to reach the tipping point for globally responsible engineering. We do this by inspiring, encouraging the engineering community to commit to global responsibility, upskilling, so that people are equipped to put purpose into practice; and driving change, collaborating with companies, universities and a wide variety of organisations to accelerate globally responsible engineering becoming mainstream.

By 2030 we will build a movement of over half a million people who individually commit to making a difference and transforming the culture of engineering. This is an ambitious goal but the scale of the challenge that we all face demands it.

### Our vision

Society balances the needs of all people with the needs of our planet.

### Our mission

To put global responsibility at the heart of engineering.

That is where you come in! The Finance and Resources Manager is a key role in the organisation, both ensuring that we are well run today and focusing on continuous improvement opportunities to support the achievement of our strategy.

# The headlines

**Job title:** Finance and Resources Manager

**Date issued:** March 2023

**Responsible to:** CEO

**Responsible for:** To provide critical business functions related to financial management, budgeting, operations and compliance. The post holder will work closely with the CEO, Trustees, Operations and Activities Co-ordinator and service providers.

**Location:** Hybrid/remote with expectation to join an in-person team day in London once per month.

**Type of post:** 12 month contract, 2 days a week, with flexible hours

**Salary:** Circa £40,000 per annum, pro rata, depending on experience

**Leave:** 24 days per annum, plus public holidays and 27-31 Dec (pro rata)

**Pension:** Up to 5% matched employer contribution to workplace pension scheme

**Application deadline:** Until filled

**Interview date:** As soon as possible

**Start date:** May 2023 (earlier start negotiable)

## What you will be doing

Working closely with our Chief Executive, staff team, trustees and outsourced services, you will manage the processes and systems that support the day to day running of the organisation. You will also be expected to proactively identify opportunities for improvement, making informed recommendations and implementing once approved. This broad and varied remit means you'll need to be comfortable balancing the day to day and making time to think and act strategically, taking into consideration our people and culture, data and best practice.

As the Finance lead in the organisation, you will have broad scope to set and influence the Finance and Operations agenda within Engineers Without Borders UK.

Your ongoing responsibilities will include:

### Financial management

Lead responsibility for all monthly financial processes to include:

- payment run
- staff payroll
- all bills reviewed and approved
- payments reviewed and approved as first approver
- monthly management accounts and forecasting
- bills and invoices reviewed and approved for production of management accounts
- management accounts reviewed, ensuring correct coding, and income & expenditure compared to budget
- forecasts and scenarios revised and/or produced based on latest information provided in accounts
- debrief of finances to CEO/Treasurer (as required)
- routine liaison with accountancy and HR service providers
- routine support to CEO and budget holders
- annual budget planning and management

Lead responsibility for annual budgets to include:

- prepare annual budget for Trustee approval, with details on commitment cycles, fixed and variable costs
- prepare quarterly budgets for the Board
- ensure we have clear sight of costs for all our activities and their profitability
- lead on support to remuneration committee

## **Operational Management**

Lead/support on key processes to include:

- creation of annual operational plan and supporting activity/budget lines, together with CEO
- lead on updating of risk register, including support to Audit and Risk Committee, with CEO support
- support CEO on recruitment and on-boarding processes for staff and trustees
- support CEO on contractual arrangements
- support CEO to ensure staff appraisals process runs to schedule

## **Governance**

Lead on key aspect of compliance, to include:

- lead on annual returns to Companies House, with focus on financial reporting
- lead on annual returns to Charities Commission, with focus on financial reporting
- lead relationship with external auditors, ensuring audit requirements are met
- ensure compliance with relevant charities legislation/guidance

Being a small team, everyone is expected to contribute and provide support to others in the overall delivery and improvement of the organisation. This is a great opportunity to develop broader skills and experience, as well as being part of a supportive, dependable team.

# Person Specification

## **Essential**

- The successful candidate will hold a recognised qualification such as AAT, be part qualified qualified or will be qualified by experience.
- Experience of managing finance operations
- Experience of effectively managing operational functions across an organisation or team.
- Experience of identifying and implementing improvements based on insight and/or data.
- Proactive, with the ability to work effectively in a team and independently. Experience of working in a small sized organisation would be beneficial.
- Excellent interpersonal skills and experience of engaging and working collaboratively with multiple internal and external stakeholders.
- Excellent ability to plan, organise and balance conflicting priorities.
- Experience of achieving objectives to a high standard.
- Excellent written and verbal communication skills.
- Competent in the use of routine office tools: MS365, Excel
- Competent in the use of accounting software: Xero or comparable tools

- Ability to learn and experiment with new software.
- An interest in making a positive difference to people's lives and the planet, and you see how engineering has a role in this.

### Desirable

If we were putting together our ultimate wish list, we'd also include the following. But these can be learnt on the job so we're highlighting them as desirable and/or your development opportunities with us:

- Working knowledge of HR, IT, data protection and health and safety.
- Experience of working for a UK registered charity and understanding of charity governance.
- Specific knowledge and experience of Google Workspace, project management tools (e.g. monday.com)

## Our team

We believe that the performance of our team is dependent on a diverse group of people coming together under a common purpose with shared values and principles. For our people, these translate into the following behaviours which are expected of everyone:

**Passionate about our purpose.** Is driven by deep feelings and motivations but recognises the bigger picture and is not self-righteous or judgmental of others.

**Team player.** Caring and supportive of others, keen to nurture the growth of others whilst maintaining awareness of self and personal development.

**Respectful.** Aware and respectful of different opinions, always assuming positive intent and collaborating to find common direction. Able to follow and respect decisions, as well as make decisions that are respectful of others.

**Professional.** Acts with integrity, recognising role as an ambassador of Engineers Without Borders UK. Well organised, punctual and self-motivated, delivering work to a high standard.

**Open and inclusive.** Open to the ideas and suggestions of others. Willing to encourage the insight of others and invite challenge to your own thinking.

**Inquisitive.** Is willing to learn and contribute with a curious mind and constructive thoughts and feedback.

**Dependable.** Trustworthy and genuine, reliable and self-disciplined, doesn't over commit or set unrealistic expectations, is sure to communicate challenges so that they can be dealt with in a timely manner.

**Creative.** Able to bring new ideas and approaches and has an opportunity-driven mindset whilst recognising the importance of focus and clear direction.

## How we work

We know our staff are driven by our cause, but we also know that to attract and retain the very best talent and maintain a high performing environment, our culture, working practices and your employment package are important.

### **Our culture**

We value a positive working environment for everyone on our team. You can expect support throughout your employment with us including induction, regular feedback, appraisals, weekly team meetings and peer-nominated recognitions.

### **Working time, place of work and travel**

This is a part-time position with a commitment of two days pro rata per week (37.5 hours). We operate flexibly with hours core hours of 10am - 4pm Monday to Friday. This ensures we can work together effectively as a team as well as enabling us to be supportive of any personal commitments you may have outside of work.

The team works hybrid, with a mixture of home working and office. Our HQ is in a modern workspace in London co-located with a vibrant range of charities. All team members are expected to attend an in-person team day once a month.

### **Your employment package**

We are committed to ensuring that our salary and benefits are in line with the standards of our sector to ensure that we remain competitive.

- The starting salary is circa £40,000 per annum, depending on experience, pro-rata for two days a week.
- You will have access to our workplace pension scheme that is compliant with auto enrolment legislation and is also enhanced: we will match contributions of up to 5% of salary.
- You will have 24 days annual leave plus public holidays plus the period 27-31 December.
- You will be able to take a volunteer day each year.
- You will have access to a Staff Development Scheme in support of continued professional development.

### **Diversity, inclusion and equity**

Engineers Without Borders UK is guided by a set of principles that we believe will help ensure that all viewpoints and knowledge are heard, included and respected.

We want to make the recruitment process inclusive and accessible. We would be happy to provide any further support that you may require - please get in touch with us via [hr@ewb-uk.org](mailto:hr@ewb-uk.org) and we can think together about how to make this process easier for you.

We especially encourage applications from people of colour, LGBTQ+ people (we are a trans-inclusive organisation), people with disabilities, and people who have experienced other exclusion or marginalisation.

## How to apply

Please apply through the [Ten2Two website](#).

Applications will remain open until the position is filled. We are aiming to carry out interviews as soon as possible.

### **Recruitment information**

We receive high volumes of applications for all roles so, to keep administrative costs to a minimum, we will only contact shortlisted candidates.

Engineers Without Borders UK has a legal responsibility to ensure that all its employees have the right to live and work in the UK. An offer of employment will be subject to the organisation verifying that you are eligible to work in the UK. Engineers Without Borders UK is committed to selecting candidates for employment based on aptitude and ability, irrespective of gender, race, ethnic origin, disability, nationality, sexuality, religion or belief, marital status or social class. Please refer to our Privacy Policy for details of why and how we collect and store your data.

We appreciate your time and look forward to hearing from you.

