

# Practical ACTION

**Job Profile**  
**UK FINANCIAL ACCOUNTANT**



# Practical Action

## ABOUT US

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world's toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We're a global change-making group, working with communities who are vulnerable to poverty and climate change to support them to change their world. Together we develop innovative, community powered and locally owned solutions that achieve transformative change in lives and livelihoods. And we work with a range of partners, including governments, business and international organisations to ensure improvements are sustained and scaled and to change the systems that keep people poor and vulnerable.

We were founded in 1969 by radical economist EF Schumacher who challenged the development thinking of the time. He believed in solutions suited to context, equipping people with the skills and knowledge to change their situation, economic systems that work for all and living within the planets means. This ethos continues to fuel all our work. Schumacher was the author of 'Small is Beautiful: A study of economics as if people mattered'. In our work we start 'small', ensuring we understand what is already working but we aim big focussing on what will deliver the systems change required.

We have over 50 years of experience working across Africa, Asia and Latin America. Our group consists of a UK registered charity with experienced country teams, an expert consulting service and an independent development publishing company. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

## OUR AIMS

We work across four thematic areas. Much of our most impactful work combines our expertise across issues to solve complex and interconnected problems such as supporting smallholder farmers with renewable energy to increase yields and open up bigger opportunities for the wider economy.

**Harnessing energy that transforms** for the one billion people without electricity, and the three billion people without clean cooking solutions. We're bringing together rural communities, displaced people, energy providers and decision makers to put clean energy to work. By 2025, our work with partners will have led to affordable, low-carbon energy access and cleaner cooking for two million people in 'last mile' communities and 18 million people through wider systems change.

**Building resilience that protects** for vulnerable people whose lives and livelihoods are threatened by climate-related and natural hazards. We're working with people threatened by natural and climate related hazards, reducing vulnerability and minimizing the impact on their lives and livelihoods.

By 2025, our work with partners will have enhanced risk knowledge systems so that four million people living in hazard-prone, climate-vulnerable communities are better protected.

**Making cities fit for people** for the millions of people living in urban slums and settlements without proper sanitation, clean water and waste services. Our work with communities is making cities in poorer countries cleaner, healthier, fairer places for people to live and work, with clean water for drinking and sewage safely contained, collected and processed. By 2025, our work with partners will have led to improved water, sanitation and waste management services for one million people living in slum communities and a further 2.4 million people through wider systems change.

**Cultivating farming that works** for smallholder farmers struggling to make a sufficient income and adapt to the negative effects of climate change. We're teaming up with smallholder farmers, many of whom are women, so they can adapt to climate change and achieve a good standard of living. By 2025, our work with partners will have improved food security and incomes for two million people in rural communities and a further one million people through wider systems change.

# Practical Action

# ABOUT THE ROLE

## Our Vision

Practical Action’s vision is of a world that works better for everyone.

## Scope

<b>Title</b>	<b>UK Financial Accountant</b>
<b>Reporting to</b>	Head of UK Finance
<b>Direct reports</b>	UK Finance Account team
<b>Groups</b>	Finance
<b>Scope</b>	<p>The role works closely with other managers in the finance team: the Head of UK Finance, the Chief Finance Officer and International Finance Managers. They will also work closely with the Head of Internal Audit, particularly on financial crime issues and strengthening financial controls, and the Company Secretary.</p> <p>They will be the principal contact for external auditors, professional advisors, group bankers and investment managers, and HMRC.</p> <p>They will engage with managers across the organization to continually improve finance services, to develop and enforce policies.</p>
<b>Location</b>	Rugby, UK
<b>Duration</b>	Permanent
<b>Grade</b>	£50,209 to £55,443 per annum
<b>Travel</b>	None

## About the Role

Reporting to the Head of UK Finance, the role will manage a small team and work alongside both UK and International colleagues and stakeholders and work closely with the International Finance Managers to coordinate the global audit. They have responsibility to help maintain a robust financial control environment within the UK, UK taxation and for banking, investments, and foreign currency management.

Responsibilities are focused on the delivery of timely and accurate financial accounting activities of the UK, group reporting and audit. Includes three UK companies.

The role also acts as principal professional advisor on accounting standards, taxation and financial control to colleagues in finance and senior management. They will also play a central role in investigating and managing allegations or suspicions of terrorist financing.

## Key Working Relationships

Head of UK Finance, the Chief Finance Officer, International Finance Managers and Head of Internal Audit

## Key Accountabilities

### Person Profile

- Ability to work in a professional environment, keep organised and manage multiple demands on their time.
- Proactive and resilient, with ability to engage others and independently overcome obstacles.
- Ability to work effectively as part of a team.
- Ability to lead tasks/activities and drive for a successful solution.
- Self-motivated with strong problem solving and analytical skills, with a proven ability to manage time properly, set priorities, plan and organise work.
- Ability to work under pressure to prioritise deliverables.
- Ability to motivate a team and inspire ownership and continual improvement.

## Qualifications, Knowledge and Experience

### Essential

- Extensive relevant accounting experience for an international organisation with good technical knowledge in consolidated group accounting.
- Knowledge of working in a multi-currency environment.
- Strong stakeholder management with the ability to understand and convey accounting/financial technical terms to others using plain language.
- Strong technical skills as well as financial analysis, reporting and compliance.
- ACCA or CIMA finalist.
- Knowledge of SORP and VAT
- Strong experience of managing a team.

### Desirable

- Experience in a finance role within the INGO sector.
- Qualified ACCA or CIMA.
- Strong knowledge in Power BI reporting
- Experience of MS Business Central.
- Experience in SUN accounting system and Q&A reporting very desirable.

## Skills, Abilities and Competences

- Advanced Excel skills and excellent understanding of other MS Office applications.
- Ability to motivate and instil continual improvement in a team.
- Ability to work and effectively communicate with finance and non-finance colleagues at different levels.

## Application Information

If you want to work for a charity with significant people ambitions, then we would like to hear from you. To apply go to [Practicalaction.org/jobs](https://practicalaction.org/jobs) to view the full recruitment pack. Please submit a copy of your CV and a supporting statement that describes your suitability for the role to [recruitment@practicalaction.org.uk](mailto:recruitment@practicalaction.org.uk)

## Why join us?

You will join a high performing team of Financial professionals, all committed to making the world work better for everyone. You will experience and contribute to a friendly and supportive culture, working with values driven and highly engaged teams, and where work life balance and agile working is valued. You will have the opportunity to help develop an evolving team where collaboration and personal growth are encouraged , build strong processes and rigorous compliance, while working in a fast moving environment.

Our open plan offices are located in the centre of Rugby near to the train station, and we offer free parking near to the office.

In addition, we offer the following benefits:

- Full time roles are contracted at 35 hours per week.
- It is our normal practice to operate a hybrid working policy, where flexible working hours are enabled as well as remote working.
- 27 days' holiday rising with continuous service, in addition to public holidays
- Pension scheme - employer contributes 10.5% of salary and the employee contributes a minimum of 5%.
- Enhanced family friendly policies, including maternity, adoption, paternity, and shared parental leave.
- Life assurance (3 x annual salary).
- Employee Assistance Programme – access to our Wellbeing platform which offers emotional and practical support.
- Learning and Development opportunities
- Cycle to Work / Shower Facilities
- Sit / Stand desks available in our modern offices

## Additional information

Practical Action believes that having a diverse workforce and inclusive workplace culture based on respect will enable us to be an effective organisation. We seek to create an inclusive workplace in which people are accepted as individuals, regardless of their differences and where they feel their contribution is valued. Practical Action is an equal opportunities employer, and we encourage applications from under-represented groups.

We stay committed to cultivating an inclusive and diverse working environment and believe that people from different backgrounds or cultures give us different perspectives, and the more perspectives we have, the more successful we will be. By building a culture where everyone feels heard, respected, and valued we give everyone working with us the opportunity to achieve their full potential.

Practical Action is committed to safeguarding and protecting children and vulnerable adults and as such candidates will be subject to pre-employment checks including criminal checks and terrorist financing.

Please note that should we recruit a suitable candidate before the closing date, we will close applications earlier than the specified date.

**The successful applicant must have the pre-existing right to both live and work in the UK.**

Closing date for applications: **Sunday 7<sup>th</sup> July 2024**

Interviews: First round interviews will take place in the week commencing Monday 15<sup>th</sup> July 2024.