



Title: Finance Manager

Reporting Line: CEO

Location: London, Paris, Berlin, New York (other locations considered)

Contract Type: 12 months with possibility of extension

Working hours: 4 or 5 days per week

Annual Leave: 25 days (Pro rata)

Salary: Competitive

ABOUT MORE IN COMMON

More in Common is a new international initiative, set up in 2017, to build communities and societies that are stronger, more united and more resilient to the increasing threats of polarisation and social division.

We believe that social fracturing is one of the most pressing issues of our time. And that new approaches are needed if we are to build communities that have more in common than that which divides them.

We are looking for people who are

- Strategic, rigorous, restless, energetic and creative
- Comfortable and excited to dwell on the edge but not on the margins
- Excited to do work that is non-partisan
- Able to think ahead
- Able to get big stuff done
- Excited to work with heart as well as head
- Want to be part of turning despair into hope

We have national hubs in the UK, France, Germany, and the United States. Our cutting-edge research on public attitudes and pilot tests of large-scale events that connect people across lines of difference have laid a strong foundation for our work, and we are just beginning to demonstrate how insights can turn into impact and change.

For more information about More in Common, please visit www.moreincommon.com

ABOUT THIS ROLE

More in Common is looking for a **Finance Manager** who has a passion for supporting not-for-profits and who will thrive in an international, fast-paced and demanding start-up environment where their work will influence the organisation's strategic direction. This is the only full-time finance role in the organisation and a great opportunity for an experienced finance manager to grow into a Head of Finance role.

The Finance Manager will be responsible for managing our global finances, including:

Financial Management

- Prepare monthly management account for Country Directors' review
- Prepare monthly rolling forecast
- Assist with the financial aspects of grant applications, and the preparation of financial information for donor reporting
- Prepare quarterly financial update for the board and the CEO

Budgeting

- Work with the CEO & Directors to prepare an annual budget
- Prepare budget reforecasts as required

Financial Accounting

- Work with bookkeepers to ensure all balance sheet accounts are reconciled on monthly basis
- Monitor cash balances and prepare 12 months rolling cashflow
- Review monthly payments for our US, German and French organisations and prepare payments for MIC in the UK.
- Review staff expenses and ensure payments are processed monthly
- Review bookkeepers' posting and propose journals for any correction/miscoding
- Liaise with our banks for any payment queries

Audit

- With the help of bookkeepers and outsourced accountants, lead on external annual audit for all MIC offices
- Prepare timetable and coordinate production of statutory accounts
- Lead on all audit queries

Payroll

- Send UK payroll information to payroll provider
- Review payroll reports and approve pension uploads
- Support Country Directors with any payroll queries

General

-
- Be the first point of contact for staff/supplier queries on financial issues
- To undertake other projects and responsibilities as directed by the CEO
- Communicate new processes and policies and provide key updates on the organisation's finances to the wider team and possibly external partners as well.

QUALIFICATIONS AND EXPERIENCE

Essential

- ACCA/CIMA/ACA or an equivalent finance qualification – partly qualified candidates will be considered if they have appropriate experience
- Experience working in the non-profit or charity sector
- Experience of managing an audit process through to completion
- Strong reconciliation skills with an eye for detail
- Experience of cashflow forecasting and treasury management
- Ability to prioritise, meet deadlines and work calmly under pressure

- Experience leading budget processes
- Experience working in an international context and comfortable with inter-company reconciliations
- IT literate with an emphasis on financial systems and Excel, with an ability to learn and use new systems quickly
- Can-do attitude and an ability to work both independently and as part of a team
- Highly organised with strong planning and problem-solving skills
- Able to set priorities, meet goals and evaluate the process and results

Desirable

- Knowledge of UK financial legislation, ideally with some knowledge of financial legislation in France, US and/or Germany
- Ability to think strategically to identify possible improvements and experience of developing and successfully implementing new financial policies, processes and systems
- Working knowledge of Quick Books and Expensify
- Experience managing external bookkeeping function or a small team
- Experience working in a donor-funded international not-for-profit
- Experience interacting with donors in the philanthropic sector