Position Description

Graduate Financial Control Accountant

About CIFF

The Children’s Investment Fund Foundation (CIFF) is an independent philanthropic organisation headquartered in London with offices in New Delhi, Nairobi, Addis Ababa and Beijing. CIFF works with a wide range of partners seeking to transform and empower the lives of poor and vulnerable children and adolescents in developing countries, with the ultimate goal of solving seemingly intractable challenges to ensure all children and adolescents have the chance to survive and thrive.

CIFF aims to play a catalytic role as a funder and influencer to deliver urgent and systemic change at scale. Areas of work include empowering girls and boys to control their sexual and reproductive health to avoid unintended pregnancy, unsafe abortion and HIV/AIDS; improving children and mothers’ health and nutrition; preventing low birthweight babies; eliminating deaths from severe acute malnutrition, nested within a more integrated approach to childhood development; and deworming efforts to break transmission for good. CIFF’s child protection work focuses on ending child labour and sexual exploitation by enabling an environment that reduces vulnerability of communities and increases protection of children. The organisation’s climate portfolio is driven by a vision of a climate-safe future for today’s children and future generations that also bear the benefits of cleaner air, energy security and sustainable jobs.

We are privileged, as a financially independent philanthropy, to be able to work in challenging areas that others can’t and we often elect to work on what can be controversial issues that others won’t. For example CIFF is pro-choice with respect to women’s reproductive rights along with the prioritisation of access to reproductive information and to contraceptive choices. It is imperative to the CIFF family, therefore, that prospective candidates are aware of the issues we work on and embrace all our programmatic work with fully open minds to the huge number of ways in which we seek to empower young lives.

CIFF places significant emphasis on quality data and evidence. For most of its grants, CIFF works with partners to measure and evaluate progress to achieve large scale and sustainable impact. The organisation is committed to sharing as much information as possible about what they and their partners are learning.

Founded in 2002, CIFF employs approximately 100 professionals in England, Kenya, India, Ethiopia and China. CIFF strives to couple business acumen and principles with development experience and best practices to transform the landscape for children. It seeks to be the gold standard in grant making and foundation operations.

For more information please visit www.ciff.org

Please ensure that you review our website to gain oversight of all our programmes and if you have any concerns or would like further information please don’t hesitate to pick up the phone and talk to our Human Resources or Hiring Management teams.
Job Description

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<tr>
<th>Job Title</th>
<th>Junior Analyst – Financial Control</th>
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<tr>
<td>Reports to</td>
<td>Financial Controller</td>
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<tr>
<td>Location</td>
<td>London</td>
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An exciting and unique opportunity for a Graduate or Junior Accountant to kick off their accounting career in an ambitious philanthropic organization based in Central London.

The role offers a very competitive salary aligned to ‘Big 4’ opportunities together with financial support towards a chartered accountant qualification.

Main purpose of the role:
A varied role supporting the Financial Control team, enabling the individual to develop an understanding across a broad range of key Finance processes including but not limited to; accounts payable, expenses, fixed assets, prepayments, accruals, treasury and risk & controls.

The role will also support projects within Financial Control such as system development, ad-hoc analysis and regulatory compliance.

The Exciting Opportunity

Position Responsibilities

The primary responsibilities of the role include:

- Performing key Financial Control tasks including reconciliations of Profit & Loss and Balance sheet accounts, prepayment / accrual accounting and treasury functions.
- Working closely with CIFF staff to ensure the ongoing payment and processing of expenses, invoices and grant payments are performed in a timely and efficient manner.
- Reconciling supplier accounts and approving new suppliers.
- Assisting in monthly and annual accounting reporting including the Annual Report.
- Supporting process improvement and other project work to support CIFF management.
- Ensuring CIFF policies are adhered to.
- Other ad-hoc duties as required.
The Talented Individual

Qualifications & Experience

To be considered for this role you must have the following:

- Graduate with at least an upper second class (2:1) degree, ideally in Accounting and Finance
- At least three A-levels (or equivalent)
- Previous work experience in a team environment
- Strong English written and oral communication skills
- Strong interpersonal skills and a great team player
- Ability to problem solve

Meeting the below requirements would also be desirable:

- Excel and Outlook experience
- Understanding of FRS102 and/or SORP accounting
- Accounting and/or Finance work experience
- Strong personal motivation to work in the not-for-profit sector

CIFF Competencies

**Action Biased**
Achieves outstanding results through commitment, planning, informed judgement and action in line with overall intent

**Collaboration**
Proactively builds valuable partnerships based on teamwork, transparency and mutual respect to bring about sustainable change

**Improve and Innovate**
Exercises commercial and entrepreneurial thinking for greater effectiveness and impact

**Inspire and Influence**
Builds trust by expressing compelling and tailored messages which enable CIFF to be catalytic and create momentum

**Passion and Perspective**
Is passionate about CIFF’s mission and always keeps the drive for systemic change in mind