

FINANCE MANAGER JOB ADVERTISEMENT

Location: United Kingdom (Home-based, remote)

SALARY: Negotiable

STARTING DATE: June/July 2024

POSITION TYPE: Full Time or part time, permanent

BUSINESS UNIT: Finance

Travel: Occasional travel for organization annual event, less than 10% time in a year

CLOSING DATE FOR applications: 15th May 2024

About WSAS

Water Stewardship Assurance Services (WSAS) is the mission-driven assurance provider for the Alliance for Water Stewardship (AWS) System. WSAS is a wholly owned subsidiary of AWS.

We provide audit and certification services worldwide in pursuit of the AWS Mission “to ignite and nurture global and local leadership in credible water stewardship that recognizes and secures the social, cultural, environmental and economic value of freshwater”. We contribute to this mission by providing robust assurance against the AWS International Water Stewardship Standard (AWS Standard).

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WSAS

SC705674

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Info@watersas.org

Our highly motivated team is dispersed across several countries. We are now seeking a Finance Manager to join our Finance and Commercial team and play an instrumental role in the future growth and impact of the AWS System.

About AWS

AWS is a global membership-based collaboration that connects organisations dedicated to promoting responsible use of freshwater. AWS's members include businesses, NGOs and public sector organisations. Members contribute to the sustainability of local water-resources through adoption and promotion of the AWS Standard, which drives, recognises and rewards good water stewardship.

About the role

The Finance Manager is a leading member of the Finance team. This is a broad reaching role in supporting the Managing Director and work closely with the Head of Operations to achieve WSAS financial objectives.

As a qualified accountant you will be fully competent in transactional and strategic reporting and budgeting. You will manage WSAS's finances by monitoring costs and profits, developing budgets, and negotiating contracts with new clients. You will lead in the provision of timely and accurate financial information, effective cost management and project finance management. You will work with the team to create budgets and forecasts, monitor them throughout the year and work closely with operational budget holders to ensure they understand their financial position. You will support the Managing Director to work with the Board of Directors. Your general duties include but not limited to:

General Duties

- Prepare the annual budget and forecasts aligned with the organizational strategies.
- Ensure management accounts and reports are accurately prepared on time including commentary and variance analysis.
- Ensure management of all financial aspects.
- Liaise with external auditors to ensure completeness of statutory accounts at year end, in full compliance with relevant accounting standards.
- Ensure that all corporation tax and VAT returns (if applicable) are accurately completed and filed on time and that all associated payments made.
- Liaise with clients and external partners on relevant matters, ensuring effective financial management of our projects and partnerships.
- Prepare and negotiate quotations and contracts with clients.
- Negotiate and agree contracts with external auditors and contractors.
- Supervise a small finance team to ensure daily operations and month-end closing reports are in place.
- You will work collaboratively across multiple time zones with international staff, regional partners, local networks, members and partners.

Systems & Procedures



- Maintain appropriate procedures and systems, manual and computerised, for use throughout the organisation.
- Oversee the management of external suppliers'/customers' contracts, negotiation, quotation, monitoring renewal dates and delivery, ensuring high performance and advising on cost saving strategies.
- Knowledge of using advanced technology to streamline the reporting process and procedures (such as Power BI or Power Automate).
- Ensure that appropriate policies and procedures are in place to ensure robust financial monitoring and management.
- Ensure standardisation of operational procedures that improve internal communications and maximise efficiency.

Governance & Company Secretariat

- Ensure company secretarial duties such as maintaining and updating all records with Companies House.

Administration, HR and Payroll

- Assist in supporting HR and payroll duties.

What you'll need to succeed

This position will suit someone who thrives in a fast-paced working environment, embraces flexibility and enjoys taking on new challenges as part of a team. You will:

- Have a strong affiliation to the Mission of AWS.
- Have proven experience in a finance role with both operational and strategic exposures.
- Have working experience in service company or commercial sector.
- Be educated to degree level or equivalent, with a professional accountancy qualification e.g., ACCA, CCAB, ACA, CIMA.
- Have knowledge of Power BI or Power Automate.
- Be comfortable communicating effectively both orally and in writing; adapting the message for diverse audiences.
- Have strong analytical and problem-solving skills.
- Familiar with Xero accounting and VAT filing.
- Preferable to have knowledge of Scottish/England company law and UK employment law.
- Be able to work independently, manage complex workloads and support multiple stakeholders.

HOW TO APPLY

If you think you might be right for this job and this job might be right for you, please send an email marked "VACANCY: FINANCE MANAGER to ashleigh@watersas.org. Your email should include the following attachments:



- A covering letter in English explaining why you are interested in the position and demonstrating how you meet the job description. Please also indicate your salary expectation for the job.
- Your current CV in English with email addresses and telephone numbers of two referees.
- An indication of when you would be available to take on the role, if selected.
- An indication of your salary expectation

Closing date for applications is 15th May 2024. Only shortlisted candidates will be contacted. Unfortunately, we cannot provide feedback to unsuccessful candidates.

WSAS is an equal opportunities employer and do not discriminate on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

WSAS will comply with all relevant Privacy and GDPR regulations regarding candidate data retention.

