

JOB DESCRIPTION
AMNESTY INTERNATIONAL INTERNATIONAL SECRETARIAT

AMNESTY
INTERNATIONAL



JOB TITLE	Senior Finance Cost Management Analyst
PROGRAMME	Finance
LOCATION	London
JOB PURPOSE To act as the Finance lead and provide financial support to the Structural Review project, Tactical Savings project and HR in terms of financial analysis and advice, management accounts, financial modelling, budget and forecasting, value added analysis to ensure optimal allocation of resources, and maintaining an effective relationship with non-Finance staff to ensure financial awareness and accountability.	
PROJECT PURPOSE The main objective of the structural review and tactical savings project is to make the necessary changes in our organisational structure to ensure Amnesty International International Secretariat (AIIS) is financially sustainable and fit for purpose. This will be achieved by running a number of workstreams, including evaluation of our structure in terms of function, location and project work. We will also reorganise the way we work to deliver more integrated work across functions, which will also involve implementing more efficient, accountable and integrated planning process and systems to deliver high quality information, human resources, IT and security services.	
DEPARTMENT PURPOSE The Finance department of the International Secretariat (IS) is accountable for approximately €300m of annual global funds raised for human rights work across the world. IS Finance is split across 3 teams to fulfil its purpose: <ol style="list-style-type: none">1) International Finance – Responsible for the consolidated financial information of the IS and its 70 global partners to ensure effective planning, control and monitoring of global income and review of global resource allocation2) Management Accounts and Procurement– Responsible for financial information and analysis of the programmes of work undertaken globally by the IS3) Central Finance – Responsible for the financial accounting, processing, governance, treasury and statutory reporting of the IS The IS Finance team exists to ensure accountability of the funds donated or granted to Amnesty, from effective resource allocation, to reporting to donors on project spend, to assisting in global income growth. IS Finance has a responsibility to help maximise the effectiveness of our funding to further the cause of improving global human rights.	
AIIS PURPOSE The IS, which operates from a number of sites around the world, gathers and communicates accurate and action-oriented human rights information globally. We campaign for meaningful human rights change; enable effective human rights activism and work to persuade governments and other actors to uphold universal human rights standards. We provide	

strategic leadership, support and advice to the AI movement globally, fostering AI's contribution, presence and public accountability throughout the world.

WORKING RELATIONSHIPS

Reporting to Head of Management Accounts and Analysis

Posts this job manages None

Other key relationships Senior Leadership Team (SLT), Regional Office Directors, Programme Directors, Management Team, International Finance team, Central Finance team, Overseas IS offices, Global Strategy and Impact Team, Finance staff in London and overseas

USEFUL INFORMATION

May involve some overseas travel and working outside of normal 35 hour working week

MAIN RESPONSIBILITIES

- Act as the finance lead to the structural review and tactical savings projects, providing financial support to the programmes and the projects involved, particularly Structural Review project and Tactical Savings project teams, HR, Facilities, Finance and Media. This will include financial modelling and scenario analysis as well as variance reporting and forecasting.
- Provide financial advice to the Structural Review project and Tactical Savings project including advice on financial management of the structural change plans, both in terms of expenditure and cash flow.
- Provide relevant input into the monthly IS management accounts and budget, to ensure the IS is aware of the financial position of the structural review against budget and relevant programmes are accountable for their funds
- Prepare input for the IS management accounts demonstrating progress against cost savings targets and demonstrating the impact of cost saving measures
- Prepare ad hoc programme or project based financial analysis as required in order to support the structural review stakeholders with decision making
- Develop an excellent relationship with all stakeholders, to ensure Finance and non-Finance staff have open communication on the structural review and its financial impact
- Produce value added analysis to ensure optimal allocation of resources across the IS

WHAT DOES SUCCESS LOOK LIKE IN THIS JOB?

- The structural review costings are financially sound, with accurate cost projections based on reasonable assumptions
- The IS Programmes involved in the structural review are financially aware, accountable and responsible
- The Finance team, in particular the Management Accounts and Analysis team, fully understand the structural review and particularly the financial implications
- The budget and management accounts provide relevant, useful, timely and accurate information to all stakeholders regarding the structural review
- Sufficient funding is allocated to and effectively used by those programmes involved in

the structural review

SKILLS AND EXPERIENCE

Qualifications

- ACA or CIMA qualified (or international equivalent)
- Relevant post qualification experience
- Degree 2:1 or above (or international equivalent)

Work Experience

- Dealing with non-financial staff, i.e. relationship building, explaining financial information clearly and concisely, empathising with others' requirements
- Experience in a large dynamic organization, preferably one that has undergone a major change project
- Management reporting, i.e. producing quality management accounts to strict timelines
- Financial analysis using Excel (essential)

Systems experience:

- Advanced Excel (essential) – modeling, scenario analysis, pivot tables
- Sun, Vision (preferred)

Personal skills

- Works well with others:
Excellent communication & influencing skills with people of different teams, personalities, seniority and backgrounds; Conducts themselves professionally in terms of dealing with peers and management
- Flexible: Able to rapidly adapt to changing priorities and deadlines; Able to deal with uncertainty
- Excellent work ethic: Well organized, efficient and resourceful; Delivers quality results to agreed deadlines; Takes the initiative to challenge and improve the status quo, and open minded to suggestions of new and improved ways of working

HOW WE WORK – OUR BEHAVIOURS:

Our organisational culture; which essentially represents how we behave, our working relationships and our ability to collaborate as a movement, underpins everything we do and is pivotal to the success of our impact. Our five behaviours form the basis of the type of culture we want to have in Amnesty:

- **Accountable** - I consistently strive to reach my goals in a thorough, timely way that I can be proud of, and I re-empower others to do the same.
- **Considerate** - I support my colleagues, and try to find out what motivates them to do their best, and what pressures they are under, so that I can consider this when we work together.
- **Creative** - I continuously look for new and creative solutions and encourage others' ideas so that we can adapt and succeed in an ever-changing and uncertain global environment
- **Decisive** - I make sound judgements within my work so that a project or activity can progress with pace and confidence.

- **Respectful** - I treat my colleagues with equality and dignity, and assume they have integrity. I value the different perspectives of my colleagues as well as my own and show them that their contributions and expertise matter.

EQUALITY STATEMENT

Equality and diversity is at the core of our values and staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

CONFLICT OF INTEREST

Public or other activity, affiliation to or support for any group or organization, personal association or other factor which may generate a real or perceived conflict of interest with Amnesty International's principles (specifically independence and impartiality), or raise a security concern, or otherwise prevent the candidate from carrying out key functions of the specific post and would therefore disqualify the candidate from being appointed.