



**ABA
ANA**

Finance Manager

2022



About Abaana

Abaana is a Christian based charity which invests in children in Africa, helping them to break the chains of poverty, through education.

Our Mission

Abaana exists to show the love of God, transforming the lives of impoverished children and their communities in Africa, through raising funds, awareness and motivating people to give sacrificially.

Education & Sponsorship

We passionately believe that providing access to education is one of the most important ways of helping children escape from poverty. Over the last 20 plus years, Abaana has built 16 new primary schools in Uganda, many in the poorest, rural areas. Working with the schools and their local communities, Abaana provides sponsorship for children from the poorest families to enable them to attend school.

Street Children

Since January 2007 Abaana has been changing the lives of the children living on the streets of Kampala, Uganda's capital. Abaana sees the potential in each street child and works alongside partners to provide support for these street kids. Our long-term goal is to get as many of these children as possible into good homes.

In meeting with these children over a period of time we build relationships with them. For those whom we can, we offer a place at our New Life Homes. These are rehabilitation and transitional homes where boys can receive the love and support they need and are given the opportunity for a good education.

Short Term Teams

We have been taking teams to Uganda since 2001, where people of all ages can engage in different areas of our work.

New Life Choir

The New Life Choir is a group of 20 children who are beneficiaries of Abaana's projects across Uganda. They will represent their local communities by singing their way around the UK and Ireland, acting as ambassadors for their friends and families still living in poverty.



Abaana Holds the Following Values:

Christian	believe in Jesus Christ and follow His teachings & lifestyle
Compassion	a deep awareness and sympathy for human suffering and a strong desire to do something about it
Stewardship	how we use and care for the gifts, talents and affairs God has given to us
Humanitarian	devoted to the promotion of human welfare
Visionary	a seer, characterized by vision
Community	a group of people sharing a common interest
Empowering	to equip or supply with an ability
Excellence	the state, quality or condition of excelling





ABAANA JOB DESCRIPTION

Job Title: Finance Manager

Responsible to:	Abaana CEO
Job Location:	Abaana, 78 High Street, Bangor, BT20 5AZ.
Salary:	Starting at £31,346 (Negotiable)
Hours:	35 hours per week, but open to flexible working arrangements.
Annual Leave:	35 days (pro rata) including statutory bank holidays.
Notice Period:	The appointment is subject to a six-month probationary period - thereafter a 3-month written notice period.

Main Purpose of Job:

To help support the work of Abaana, through finance and management.

General Purpose of the Role:

- To take a lead role within the Abaana office and team and help ensure smooth operations.
- To help create, communicate, and implement the organisation's vision, mission, and overall direction. Lead, develop and implement the overall organisation's strategy.
- To help formulate and implement the strategic plan that guides the direction of the organisation.
- To complete finance duties – including production of budgets, management and annual accounts, income and expenditure monitoring.
- To manage office staff and to ensure productivity.
- To help manage the U.K. fundraising strategy and calendar.

Participation in the Spiritual Life of Abaana

- To attend weekly Staff Prayers and to lead and participate in staff devotionals.
- To be committed to Abaana's Missions, Values and Beliefs statement.
- To be committed to actively working and living in accordance with Abaana's evangelical Christian beliefs.



Duties & Responsibilities

FINANCE (Revenue, Funding and Admin)

MANAGEMENT ACCOUNTS	Prepare monthly Management Accounts and finalise for CEO and Board
AUDIT PREP	Prepare audit file for external auditors
WORK WITH FINANCE COMMITTEE	Prepare reports for finance meetings (and participate when required)
BUDGET PREP	Preparation of Abaana U.K. annual budget
CHILD SPONSORSHIP MONITORING	Tracking Progress and KPI's for Child Sponsorship and forecasting income and expense
FULL CHOIR BUDGET	Prepare budget for Uganda and U.K.
NI BUDGET MONITORING	Monthly budget report
NI BUDGET MONITORING	Overseeing monthly reconciliations

FUNDING (Beneficiaries)

NI AND UGANDA AGREEMENTS	Preparation and review of grant agreements
UGANDA FINANCE SUPPORT	Travel to Uganda periodically to help with finance admin between orgs
REMIT OF MONEY TO UGANDA	Preparation of transfer requests and booking transfer rates
UGANDA BUDGET	Review of Abaana Uganda budget submitted by Uganda
UGANDA ACCOUNTS	Review project spending in line with grants

FUNDRAISING

FUNDRAISING	Help develop corporate fundraising, including employee giving and matched giving from employers and donations-in-kind
FUNDRAISING	Helping as part of a team to create and organise a fundraising strategy and take part in fundraising initiatives as well as helping to organise exciting events and promotions
FUNDRAISING	Attend major events and take ownership of some 'key' events
PARTNERSHIPS	Actively pursue opportunities as delegated by CEO
FUNDRAISING	Overseeing preparation of grant proposals/ liaising with grant proposal writing consultant



COMMUNICATION & MARKETING (Donor, Board, Volunteers)

BOARD MEETINGS	Prepare board papers in advance, attend and minute board meetings
DATABASE MANAGEMENT	Work with the CEO to ensure the database is properly and appropriately used as a tool for engaging with Abaana supporters
DATABASE & DONORS	Work with the CEO to ensure that the database is maintained properly and do periodic checks on accuracy of data input
MANAGING TALK OPPORTUNITIES	Work with the CEO to develop strategy and ensure staff spend time acquiring new opportunities
TALK PERFORMANCE	Work with the CEO to develop resources and help train staff so communication is effective
NEWSLETTER AND PRINTING PUBLICATIONS	Work with the CEO to help plan the mailing strategy, help design and produce literature and brochures

PEOPLE (Internal)

LINE MANAGEMENT	Managing staff (monthly meetings)
QUARTERLY REVIEW	Preparation for and attendance at monthly staff meetings
STAFF MEETINGS	Organise (agenda, time etc.)
STAFF MANAGEMENT	Manage leave, discipline, or general staff issues
HEALTH AND SAFETY	Oversee work on Health and Safety & Pat testing
STAFF TRAINING	Consulting staff for areas of training required, look for opportunities internally and externally and liaise with CEO
ORGANISATIONAL PLANNING	Managing organisational resources through Gantt Charts
PLANNING	Weekly update/planning meeting with the CEO
RECRUITMENT	Managing any staff recruitment & induction needs
PERFORMANCE MANAGEMENT	Preparation and review of staff KPIs

WAYS OF WORKING (Operations)

POLICIES AND PROCEDURES NI	Preparation of policies and procedures with CEO
OFFICE ENVIRONMENT	Ensure office is running well and all equipment and resources are working and managed properly
STRATEGIC	Help formulate strategic and long-term business plans
OFFICE ENVIRONMENT	Develop and implement new administrative systems
OFFICE ENVIRONMENT	Maintain supplies of stationery and equipment
OFFICE ENVIRONMENT	Oversee / Management of Talks and Fundraising

Any other reasonable and related tasks as directed by the CEO.



Essential & Desirable Criteria

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Qualified Accounting Technician or part-qualified accountant (at qualified accounting technician level or higher) • Driving licence and access to a car for business purposes 	<ul style="list-style-type: none"> • Education: Degree Hons. or Third Level Equivalent
Experience	<ul style="list-style-type: none"> • Experience in preparing and analysis of financial reports • Experience in managing budgets • Experience in using computers and software packages including MS Excel, and knowledge of current leading finance packages 	<ul style="list-style-type: none"> • Proven track record of working with a charity or similar organisation • Fundraising • Running events • Working in an office environment • Working or volunteering with a charitable organisation • Delivering customer service • Experience of third world (in particular Africa) • Experience of managing a team • Knowledge of Omega/Salesforce CRM



Essential & Desirable Criteria

	ESSENTIAL (CONT..)	DESIRABLE (CONT..)
Skills/ Abilities	<ul style="list-style-type: none"> • Excellent administrative skills and the ability to work to deadlines • Ability to lead a team • Excellent or superior communication skills (both oral and written) • Competent in the use of Microsoft Word, Outlook, Excel, and PowerPoint <p>Demonstrate an understanding of, and commitment to, the charity's aims</p>	<ul style="list-style-type: none"> • Creativity for planning events • Multimedia skills and the ability to create presentations and graphical reports • Advanced IT skills/ICT qualification • Familiarity with social media platforms
Personal Qualities	<ul style="list-style-type: none"> • Ability to work on own initiative and have flexibility with regards to the role • Ability to work as an enthusiastic team member and gain the confidence of colleagues, donors and the general public • Committed Christian with a personal relationship with God and in regular church fellowship 	

The above criteria may be enhanced to assist with shortlisting.

For an application form please phone 02891 451918 or email neville@abaana.org.

Applications close on **Friday 25th November** at 5pm.



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