

# Lively Minds Job Description – Global Finance & Administrative Officer

**Reports to:** Director of Finance

**Location:** Flexible. The postholder can decide where they work from provided they work to Ghana, Uganda or UK working hours. They will also need to travel to Ghana, Uganda and elsewhere.

**Salary:** Starting salary £32,000

**Hours:** Full time

**Contract:** Permanent

## About us

Our mission is to get preschool children in rural Africa school-ready. At present over 250 million children worldwide fail to receive the education and care they need in their early years which means they are less likely to do well in school, find gainful employment, and are at greater risk of early marriage, early parenthood and even criminality. Current approaches to solving this crisis are not proving effective or scalable in lower and middle-income countries.

That's where Lively Minds comes in. We have developed an award-winning Early Childhood Development programme that has been proven to get pre-schoolers in hard-to-reach communities school-ready, so they have a greater chance of succeeding in school and life. The programme provides marginalised Mothers with a parenting course that empowers them to run educational Play Schemes for pre-schoolers and to provide better home-based care, using cheap local resources. The programme is delivered through government partners, is cheap and highly scalable.

Over the past few years, the Lively Minds programme has been delivered in over 350 communities in rural Ghana and Uganda reaching over 50,000 children. During COVID we launched a radio programme for parents and this is now reaching over 2 million households each week. We are extremely proud that the Government of Ghana have now adopted the programme and we have a ground-breaking partnership with them to support them to institutionalise it, fund it and scale it to 60 education districts, reaching over 4000 communities and 1 million children. We see this partnership as the test case that will provide the blueprint to take the programme to scale in Uganda and elsewhere within the next 5 years so that we can have a transformative role in tackling the global ECD crisis.

We're an ambitious organisation, determined to have a major positive impact on the world. We work hard, at a fast pace, in a challenging environment. We expect everyone to give their best to achieve the best possible results. Our work is demanding but provides plenty of opportunity for innovation, responsibility, growth, collaboration, creativity and fun. We want all staff to feel happy, fulfilled, appreciated and valued in their work.

We offer a benefits package that includes pension and opportunities for internal learning and career growth.

To find out more about our programme, please visit [www.livelyminds.org](http://www.livelyminds.org).

## About the role

The post holder will be part of our global finance team and will support the processing and production of reliable financial information, both internally and to our stakeholders, working across different countries in a multi-currency organisation. You will need to be organised and adaptable to work in a fast-paced environment, and be pro-active in identifying ways to improve efficiencies and strengthen financial rigour. This is a unique opportunity to be involved in supporting a high-impact, mission driven organisation, ensuring value for money to enable the charity to prioritise spending towards the most impactful projects during a period of scale.

### Main duties and responsibilities

#### *Transactional Recording & Reporting*

- Responsible for accurate financial transaction entry and record keeping, including balance sheet reconciliations;
- Support the Director of Finance in preparing consolidated monthly, quarterly and annual reports to the Management Team and Board of Trustees to agreed deadlines;
- Perform variance analysis against budgeted costs and communicate implications on forecasts and cash flow;
- Provide information for annual audits, interacting and liaising with auditors;
- Assist with processing payments within the organisation's banking system;
- Assist in the preparation of annual budgets and project reconciliations;
- Support the Director of Finance to create budgets and develop tools to track and control expenditure;
- Support the Director of Finance to coordinate the provision of information for feeding into financial proposals and reports for funders, ensuring mechanisms to track and report against restricted income are robust;
- Support with other administrative duties as required such as data entry.

#### *Financial Management*

- Ensure that Lively Minds financial systems, policies, procedures and internal controls and audits are robust, compliant and support current activities and future growth;
- Ensure strict financial control policies are followed and conduct internal audit work to review adherence;
- Work with the Director of Finance to ensure processes and controls are in place to oversee the day-to-day operation of financial systems and resources, including cash flow monitoring, bank reconciliations, invoicing, banking, payroll;
- Support purchasing and procurement activities and ensure value for money.

## Experience and skills

### To succeed in this role you will need:

- **to be innovative and results driven.** You will need to develop high-quality financial information based on a sound understanding of different stakeholders and their priorities and requirements. Though we have clear goals, we are constantly problem solving and coming up with new approaches and solutions.
- **to be a team player and a good communicator.** You will need to work closely with our SMT, global team, in-country teams, and other stakeholders.

- **to be able to work to a high standard at pace.** We have a very busy workload and tight deadlines. You need to be organised, proactive and have excellent attention to detail.
- **to be resilient, persistent and proactive.** You must be comfortable working with limited supervision and managing a complex, varied and potentially challenging workload.

## Technical abilities

### Essential

- Minimum AAT Level 4 Qualification or Part-qualified ACA, ACCA, CIMA
- Experienced user of Excel and comfortable with other Microsoft Office applications to communicate complex information to both finance and non-finance audiences
- Experience delivering a range of financial and accounting services required by a charity or small business
- Knowledge of accounting principles and maintaining strong financial controls
- Ability to manage a complex and varied workload and to work under pressure

### Desirable

- Experience working with remote teams

## How to apply

If this sounds like you, please complete an application form and send it together with your CV to [jobs@livelyminds.org](mailto:jobs@livelyminds.org) by **11:59pm EAT on Saturday 14<sup>th</sup> January 2022**.

Due to resource constraints, we apologise, but we will only respond to shortlisted candidates. Lively Minds operates a strict Child & Vulnerable Adult Protection Policy, and we therefore check suitability of successful candidates through background checks consisting of references and police checks.