Job Title: Assistant Management Accountant
Reporting to: Management Accountant
Hours: Monday – Friday 09:00 until 17:30 (37.5hrs per week)
Salary: Competitive
Start Date: ASAP
Location: Cambridge, UK (home based while office is closed)

Overview
The Campaign for Female Education (CAMFED) is an international non-profit organisation tackling poverty and inequality by supporting marginalised girls to go to school and succeed, and empowering young women to step up as leaders of change. Since 1993, CAMFED’s innovative education programmes in Zimbabwe, Zambia, Ghana, Tanzania and Malawi have directly supported more than 4.1 million students to attend primary and secondary school, and more than 7 million children have benefited from an improved learning environment.

Job Purpose
As a key member of the UK finance team the Assistant Management Accountant is part of the global finance team working across 5 countries in Africa, the USA, Australia and Canada with responsibility for financial planning, management accounting, analysis and reporting.

Key Duties and Responsibilities

- Monitoring and review of donor financial reports against grant contracts and commitments.
- Assisting with budgeting, forecasting and proposal development.
- Processing of overseas currency transfers.
- Preparation, review and consolidation of balance sheet reconciliations for CAMFED’s group accounts.
- Submission of finance deliverables (KPIs) to internal audit function.
- Analysis of results through weekly, monthly and quarterly flash/ KPI reporting to inform decision making across CAMFED.
- Analysis of staff and overhead costs against available donor funding and approved budgets.
- Tracking foreign currency gains & losses.
- Reconciliation of micro-finance (KIVA) intercompany accounts and review of performance metrics.
- Preparation and review of audit and grant compliance documentation.
- Provide technical support, guidance and expertise to colleagues overseas.
- Any other duties as required.

Application Details
Please send your CV together with a covering letter and your salary expectations, and reference ‘Assistant Management Accountant’ to hr@camfed.org by 9am Monday 7th September 2020.

Please note due to the volume of responses only successful candidates will be contacted. No agencies or marketing sales please.