



JOB DESCRIPTION			
Job title	Contracts and Finance Manager	Department	Finance and Information Systems
Job holder	Vacant	Reports to	Director, Finance & IS
Job type	Permanent, Part-Time (c. 3 days per week)	Date created	June 2021
Job aim	To manage and support the financial aspects of the Nuffield Foundation-sponsored entities (Ada Lovelace Institute, Nuffield Family Justice Observatory, Nuffield Council on Bioethics, NELI / Nuffield Education Ltd); and be lead role for contractual and legal advice and support to all parts of the Foundation.		
Resources:	No formal line management or budgetary responsibility, but will be expected to partner closely with the Directors of each sponsored entity.		
1. Responsibilities, including but not limited to:			
	<p><u>Contractual and legal support</u></p> <ul style="list-style-type: none"> • Manage the legal and contractual framework of Foundation's grants and contracts (with a specific focus on those that are larger, more complex or otherwise unusual, and/or those with co-funding arrangements), including liaising with grantee contract teams and external lawyers where appropriate. • To act as the lead contact across the foundation for all legal and contractual frameworks, templates and best practice guidance. <p><u>Business Support</u></p> <ul style="list-style-type: none"> • Provide proactive business partnering support to the directors, management teams and budget holders within the Nuffield-sponsored entities (eg Nuffield Council on Bioethics, Ada Lovelace Institute, Nuffield Family Justice Observatory), in particular supporting the financial reporting to the Governing Boards. • Manage third party income streams and related financial reporting requirements for compliance with funding agreements. • Develop financial analysis to facilitate assessment of impact and value for money by working closely with the Directors and management teams. <p><u>Foundation financial management and reporting</u></p> <ul style="list-style-type: none"> • Lead the budgeting process for the sponsored entities on behalf of the Directors and in liaison with the Foundation's wider Finance team. • Produce, analyse and report on regular financial information for Leadership Team members and budget holders. Work with the Head of Finance to create monthly and annual reports to identify results, trends, and financial forecasts • Liaise closely with the Head of Finance to support the accurate production and successful audit of the Foundation's consolidated accounts, including the reporting on any restricted funds for the Nuffield-sponsored entities. <p>The above list of key responsibilities (and associated activities) is not exhaustive. It may be necessary to carry out other work within the scope of the role, as reasonably requested.</p>		

Person specification	Essential (E), Highly Desirable (HD) or Desirable (D)
Experience	
Extensive experience in a similar role within a business partnering environment.	E
Solid experience of managing project delivery with a range of internal and external stakeholders, particularly within contractual boundaries.	E
Experience of simultaneously managing multiple projects.	E
Experience of start-up and/or rapid growth environments.	HD
Experience of working in a grant-making organisation.	HD
Experience of Key Performance Indicators, monitoring, evaluation and learning in a grant management environment.	HD
Qualifications	
Recognised Legal, Contracts and Procurement or accountancy qualification.	HD
Knowledge and Skills	
Able to manage multiple competing deadlines and objectives calmly and confidently.	E
Ability to accommodate various demands and point of views.	E
Critical thinking and good problem solving skills.	E
Strong influencing and networking skills.	E
Able to work independently.	E
Good negotiation skills.	D
Personal Qualities	
Enthusiastic about new opportunities; embraces change	E
Ability to collaborate with others (internal colleagues at all levels of organisation as well as external partners).	E
Naturally inquisitive and proactive.	E
Ability to take innovative approaches.	E
Discretion and ability to deal with matters in a confidential manner.	E
An interest in the work the Foundation funds and its impact.	HD