



DETAILS OF ROLE	
Role title	Systems Accountant
Reports to	Head of Finance
Directorate & Team	Finance & Resources
Contract type	6-9 months, 3-4 days per week
Location	Remote
Remuneration	Approx £400-£500 per day

Who we are and what we do

The Disasters Emergency Committee (DEC) is a unique and dynamic membership organisation which comprises 15 of the UK's leading humanitarian agencies: ActionAid, Action Against Hunger, Age International, British Red Cross, CAFOD, CARE International, Christian Aid, Concern Worldwide (UK), Islamic Relief Worldwide, International Rescue Committee UK, Oxfam GB, Plan International UK, Save the Children, Tearfund and World Vision.

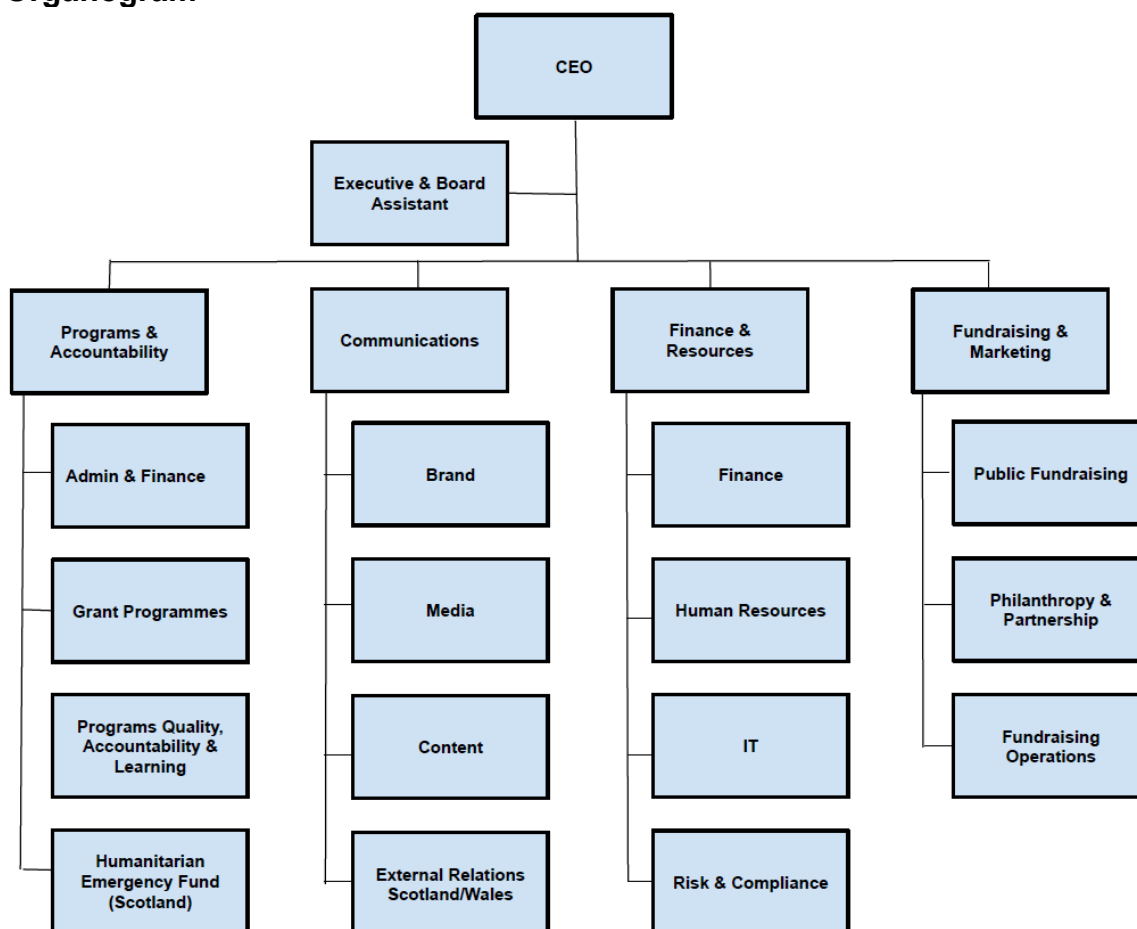
Since it was founded in 1963, the DEC has run over 79 fundraising appeals and raised more than £2.5 billion to help save lives and protect livelihoods in disaster-affected communities around the world.

The DEC launches appeals when there is a humanitarian emergency of such magnitude to warrant a national UK response. DEC fundraising appeals benefit from unique corporate partnerships through our Rapid Response Network and the combined expertise of our member agencies, resulting in wide reaching appeals across high profile TV, radio, and an increasing number of digital channels.

Most DEC funds are raised over an intensive two-week period following a disaster. Appeal funds are specifically for overseas humanitarian work and are normally spent over a two or three-year response period. An important part of the DEC's remit is in learning, accountability and sharing information.

The DEC Secretariat is funded by contributions from its member agencies and a range of core cost funders, and is responsible for the day-to-day running of the DEC. There are currently 41 staff members and a small number of dedicated volunteers, working together to promote the strategic values of collaboration, accountability & transparency, learning, humanitarian, and impartiality.

DEC Organogram



Purpose of the project

The Disasters Emergency Committee (DEC) has used Infor SunSystems as its financial management system since 2019 and recently upgraded to SunCloud in February 2025. We are seeking a qualified consultant with specialised expertise to ensure Infor SunCloud is being utilised effectively and to maximise the use of the finance system.

This consultancy is part of the wider organisational strategic project to:

- Invest in financial budgeting, monitoring, and reporting,
- Review current financial processes and systems,
- Identify and implement improvements to ensure timely, accurate and relevant reporting, including in accounting to support developments in DEC activity (e.g. core fundraising).

Project Deliverables

- Identifying and implementing automation opportunities and process enhancements to streamline financial operations; specific initial areas including supplier management within Sun Systems, Finance bank payment systems and document management.
- Technical support, providing expert support to the finance team, resolving system-related issues.
- Working with third party provider (currently FinanSys) - supporting with retender of the third-party support, plus any onboarding if applicable.
- Improvement of controls within the finance system – i.e. journal approval, systems administration, and controls around bank details.
- Revised suite of financial reporting: including, improved Journal templates; Management account templates for expenditure reporting and key reports for executive team; Strategic fund accounting & reporting and identify other efficiencies in key month-end processes:
 - Bank Reconciliations process, including Transfer Desk
 - Income reporting updates, including Appeal reporting
 - Cashflow & Reserves management.
- Dashboard for All staff to access financial data (Power BI); partnering with IT to implement new financial technologies and integrations to other DEC systems.
- Define a road map for financial systems for 3-5 years of the strategy.

PERSON SPECIFICATION			
Criterion and descriptors		Essential	Desirable
Qualifications	Qualified/Part-Qualified CCAB accountant (e.g. ACA, ACCA, CIMA)	E	
Knowledge / Experience	SunSystems and SunCloud	E	
	Power BI and dashboard		D
	Financial reporting and template design.		D
Skills	Strong analytical & critical thinking skills, with the ability to resolve complex technical and financial issues.	E	
	Effective in identifying and implementing process improvements and automation solutions like lean finance.	E	
	Strong problem-solving acumen, with demonstrable leadership, trust and credibility.	E	
	Strong communication and interpersonal skills, with the ability to engage with different stakeholders and audiences, mainly DEC's finance team and 3 rd party support.	E	
	Excellent time management, with the ability to reprioritise and reengage, without deferring key project deliverables.	E	
Secretariat culture and mind set	<p>Ensure DEC's values are integral to and are upheld, throughout your DEC journey.</p> <p>Open to effective, personalised support for managing a healthy work-life balance.</p> <p>Acute self-awareness, maintaining behaviour and conduct of the highest standards of professionalism and respect as an ambassador for the DEC.</p> <p>Actively contribute to make the DEC a diverse and equitable workplace through inclusive practice and openness to different perspectives, cultures, and ideas.</p> <p>Embrace the working culture of a progressive learning and demanding humanitarian secretariat, seeking insight and using problems as opportunities to learn.</p>		