
Interim Director of Finance & Resources

Reporting to:	Chief Executive
Responsible for:	UK Finance and Resources Team: Management Accountant, Financial Controller, HR and Office Manager and provide functional support to teams in overseas country programmes
Location:	Tunbridge Wells with occasional visits to other Build Africa locations overseas. Build Africa anticipates moving to London offices late 2017/early 2018, where after the role will likely become permanent
Contract:	Part-time: 3.5/4 days per week Build Africa has a flexible working policy with working partly from home actively supported
Salary:	£52,000 - £57,000 pro rata
Child Protection Level:	Enhanced

This role may include some out-of-hours work, with time off in lieu awarded.
Appointment is conditional on a DBS check to conform to Build Africa's Child Protection Policy

Purpose:

The Interim Director of Finance & Resources plays a vital role in the Senior Management Team (SMT) of Build Africa. The post holder will:

- Support the Trustees, Chief Executive and SMT members with organisational strategy, financial information and interpretation to assist decision making across the organisation.
- Provide strong financial stewardship, leading on all financial aspects of the organisation including budgets and controls, internal financial procedures and processes, management and statutory accounting and audit, procedures/internal controls on finance / HR / IT etc both at organisational and programme level.
- Develop annual and medium term plans for specific areas of responsibility; managing the performance and support of all direct reports, ensuring effective delivery of Finance/HR/IT etc;
- The post holder will also act as Company Secretary to the UK Board.

The role extends beyond Finance to encompass responsibility for IT and premises/office services as well as HR and Governance. Key within this role is ensuring that effective financial, legal, tax, treasury, human resources, administration and health and safety policies and systems are in place, documented, understood and adhered to by staff both in the UK and in the country programmes.

1. Finance

- Leads budgeting and forecasting processes to determine the resources available to the organisation, ensure they are allocated to organisational priorities and ensures an appropriate level of reserves are maintained

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- Developing, managing and ensuring compliance with all internal financial systems, processes and controls
- Provide financial stewardship to the organisation, identify deviations from plans and budgets at an early stage and contribute to planning appropriate organisational responses
- Maintains appropriate accounting records and processes to meet all statutory and funder requirements and ensure that financial information is timely, accurate and complete
- Planning and co-ordinating the preparation of the organisation's budgets, cash flow and forecasts and monitoring performance against these
- Producing monthly management reports and appropriately designed reports for Trustees, the Chief Executive and SMT
- Preparing and planning for the annual audit, liaising with auditors and producing the consolidated annual accounts
- Identify and quantify financial risks faced by BA and lead conversations at SMT and Board to develop mitigation strategies. Ensure that business planning takes proper account of significant risks and ensure that BA's governance structure is given the information necessary for discussions on risk
- Effectively manage treasury for country programmes, UK & US
- Forecast and manage cash flow and reserve movements across the organisation
- Ensuring that BA is using the most appropriate systems to record, monitor and report on its financial activities
- Works closely with colleagues to assess financial capacities of partners, ensuring due diligence is undertaken, develop appropriate sub granting agreements and where appropriate review subsequent financial reports
- Work with advisors to ensure that Build Africa is tax efficient and compliant in all aspects of tax. Ensures that Build Africa meets all its tax reporting obligations. Actively promotes cost effective strategies to ensure the best use of Build Africa's resources
- Liaise with external stakeholders including banks, auditors, lawyers, regulatory authorities and 3rd party service providers

2. HR

- Oversee HR/Admin Manager to ensure organisational HR is appropriately managed and supported
- In line with organisational needs, assess staff skills and development needs and develop objectives and development plans
- Develop an HR strategy to embody Build Africa's values and to ensure we attract, retain and develop talented people

3. IT

- Ensuring data protection confidentiality agreements in place with suppliers
- Develop ICT to improve operational efficiency and address business problems within all areas of BA, including connectivity and knowledge sharing between geographical locations
- Taking responsibility for the IT facilities of the organisation in conjunction with third party suppliers
- Analyse existing software and ensure the system is integrated where feasible/practical – make recommendations for changes

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4. Premises/Office Services

- Acting as liaison point with the Landlord with regard to premises
- Ensuring the smooth running and high quality of office services
- Ensuring that office services reflect value for money and procurement policies are followed

5. Governance

- Acting as Company Secretary and ensuring that appropriate procedures are followed by the Board and its Committees
- Attending all Board and relevant Finance & Audit Committee meetings
- Ensuring BA meets all statutory and regulatory compliance duties
- Ensuring key organisational policies are updated and disseminated

Experience:

The successful candidate is likely to have the following experience:

- Be a professionally qualified Accountant preferably with international development experience at senior level contributing to an organisation's strategic direction
- Been responsible for financial reporting and be used to explaining and interpreting financial information for non-specialists in an international organisation
- Reviewing, setting and managing budgets, producing management accounts and forecasts
- Experience of developing financial strategy/ business planning and effective treasury management.
- You will be passionate about new technologies and have an up to date understanding of what is possible
- Ideally, you will have managed a multi-location project to install a new accounting system and common chart of accounts
- You will have a good understanding of HR strategy and administration
- Strong understanding of good governance across multiple countries, ideally also having acted as Company Secretary in a previous role
- Been used to interacting with senior decision makers and Board members on strategy and organisational development and contributing clear financial messages
- Experience of working with USAID, DFID, EU and UN funds highly desirable
- Experience of working with international partners, supporting budget planning and financial management
- Have had responsibility for, or have detailed knowledge of, other central corporate services such as HR and IT
- An understanding of organisation accounting, including donor reporting
- Worked for an international NGO, ideally with Africa experience

Personal qualities:

Build Africa is looking for an individual with a range of leadership, technical and communication skills. The successful candidate is likely to have demonstrable skills in the following areas:

- Strong communication skills both written and verbal, blended with a confident and personable manner

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- An analytical ability to quickly understand new or evolving situations and to develop strategies to deal with such situations / solutions focused
- Able to work flexibly, under pressure and to meet demanding deadlines, with the ability to prioritise and manage conflicting demands
- Ability to think strategically yet still be prepared to be hands-on
- High energy levels, resilience and tenacity
- You will have a high level analytical and interpretative problem solving ability.
- You will need mental agility to manage a diverse workload and the ability to prioritise tasks at times of high pressure

Application procedure

- To apply, please submit a copy of your current CV and an application letter of no more than one page explaining how you fit the skills and attributes required. Email these two items to recruitment@build-africa.org.uk with "Interim Director of Finance & Resources-YOUR NAME" in the subject.

Deadline

Monday 25 September 2017, 23:59 BST