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# Head of Finance and Resources

<b>Title:</b>	Head of Finance and Resources
<b>Reporting to:</b>	Chief Executive
<b>Responsible for:</b>	UK Finance and Resources Team: Management Accountant, Financial Controller, HR and Office Manager and provide functional support to teams in overseas country programmes
<b>Hours:</b>	Full time, permanent
<b>Location:</b>	London Waterloo, with occasional visits to other BA locations overseas (up to four trips per year)
<b>Salary:</b>	£48,000-£55,000 per annum dependent on experience

This role may include some out-of-hours work, with time off in lieu awarded. Build Africa has a flexible working policy with working partly from home actively supported.

Appointment is conditional on an Enhanced DBS check to conform to Build Africa's Child Protection Policy and two satisfactory references.

## PURPOSE

The Head of Finance and 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.

## CEO'S COMMENT

This role has three main functions. You will be a member of my Senior Management Team, where we decide and coordinate the activities for the entire charity. This will widen your knowledge and involvement in every aspect of running and delivering a charity. You will be principally responsible for all financial aspects of the charity, in the UK and Africa; and you will coordinate office management: HR, IT and all the

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little nuances that fit into 'other'. I need someone that can manage the finances as second nature (well supported by two exceptional staff), confidently and proactively contribute to all senior management work whilst ensuring the office ticks nicely. If this is you, please apply and I look forward to discussing your future role in the team at interview.

## 1. Finance

- Responsible for all financial management of the organisation, including budgeting, forecasting and cash flow projections.
- Manage finance teams in Uganda and Kenya, providing training and support in country where necessary.
- Work with finance team to develop, manage and ensure compliance with all internal financial systems, processes and controls.
- With Management Accountant, produce monthly management reports and appropriately designed reports for Trustees, Chief Executive and SMT.
- Prepare and plan for the annual audit, liaise with auditors and produce the consolidated annual accounts, SORP Compliant.
- Work closely with colleagues to assess financial capacities of partners, ensuring due diligence is undertaken.
- Work with advisors to ensure that Build Africa is tax efficient and compliant in all aspects of tax.

## 2. HR

- Oversee HR and Office Manager to ensure organisational HR is appropriately managed and supported.
- Support in creating an HR strategy to embody Build Africa's values and to ensure we attract, retain and develop talented people.
- With HR and Office Manager and SMT, carry out salary reviews for Build Africa as and when required.
- Maintain monthly payroll (SAGE), including payments to HMRC and pensions provider (NEST).

## 3. IT

- With Head of Fundraising and Communications, ensure data protection confidentiality agreements and data processing in place with suppliers.
- With the SMT, develop ICT to improve operational efficiency and address business problems within all areas of Build Africa.

## 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

## 5. Governance

- Act as Company Secretary and ensure that appropriate procedures are followed by the Board and its Committees.
- Ensure key organisational policies are updated and disseminated.

# Head of Finance and Resources

## EXPERIENCE

The successful candidate is likely to have the following experience:

- Be a professionally qualified Accountant ACA, ACCA, CIMA 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.
- Have a good understanding of HR strategy and administration.
- 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 desirable.
- Have had responsibility for, or have knowledge of, other central corporate services such as HR and IT.
- An understanding of organisation accounting, including donor reporting.

## 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.
- An analytical ability to quickly understand new or evolving situations, and to develop strategies to deal with such situations / solutions focussed.
- 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.
- You will need mental agility to manage a diverse workload and the ability to prioritise tasks at times of high pressure.

## How to apply

To apply for this role, please send your CV to [recruitment@build-africa.org.uk](mailto:recruitment@build-africa.org.uk) stating the job title in the subject along with a short covering letter outlining your suitability for the role.

## Closing Date

The deadline for applications is Monday 16<sup>th</sup> April 2018 5:00pm BST.

## Interviews

We will be inviting interviews as applications are received so please don't wait to the closing date to apply. We will offer immediately if a candidate is successful. If you have not heard back from us by the closing date then on this occasion you have not been shortlisted for an interview.

## Equal Opportunities

Build Africa recruits staff on the basis of their skills, experience and ability without regard to race, nationality, gender, age, sexuality, disability or religion.

## Right to Work

All candidates must be able to prove their eligibility to work in the UK.