



# HEAD OF FINANCE & OPERATIONS

## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title:</b>	Head of Finance & Operations
<b>Line-manager:</b>	Chief of Staff
<b>Responsible for:</b>	Finance team including volunteers
<b>Location:</b>	London
<b>Time commitment:</b>	Full time – minimum of 3 days in the London Office
<b>Salary:</b>	£40,698 to £51,408

Advocates for International Development (A4ID) is an international development organisation and registered charity which aims to further the UN Sustainable Development Goals using legal skills and expertise. A4ID is primarily a broker service facilitating free legal advice and assistance from leading law firms and lawyers to developing country NGOs and civil society organisations working in development. A4ID also promotes skills sharing and knowledge transfer between lawyers and development professionals.

### JOB DESCRIPTION

#### *OVERVIEW*

Responsible for A4ID's Finance, Operations and Systems. The role holder shall develop the Finance function in line with the Strategy and shall:

- Have responsibility for the Finance function and its development as A4ID continues to grow and develop;
- Have responsibility for day-to-day financial transactions, such as processing payments, payroll, data management, financial reporting;
- Participate in and contribute to strategic initiatives to grow A4ID and increase its resilience;
- Be responsible for financial reporting to the Board on a quarterly basis;
- Undertake any other reasonable tasks requested by the CEO and direct reports to CEO or as directed for the needs of the business or on own initiative.

#### *PEOPLE MANAGEMENT*

Responsible for line management of Finance, Operations and Systems ("FOS") roles in line with the Strategy of A4ID:

- Implement the people management strategy to create the best working environment for FOS staff;
- Eliminate siloed working and implement organisational strategies including succession planning, people management, development, recruitment, and retention strategies for the FOS function;
- Accountable for work allocation for the FOS function and managing the quality, delivery and timeliness of outputs
- Provide Finance staff with a strong day-to-day management presence such as chairing regular team meetings; reviews and training for staff and volunteers in the function.
- Responsible for input into the appraisal process for reportees and other staff;

#### *BOOK-KEEPING AND GENERAL DUTIES*

Responsible for management of and providing accurate bookkeeping for A4ID and A4ID Foundation:

- Responsibility for day-to-day financial transactions, such as processing payments, data input, management of accounting software (QuickBooks Online Plus and development of appropriate systems), bank reconciliations, invoicing and banking;



- Responsible for development of systems and financial projects to transition to new systems and associated transformation of function;
- Working to ensure that the accounts fulfil general auditing requirements and liaising with Treasurer, accountants, Auditor and Company Secretary in that regard;
- Undertaking any other reasonable tasks requested by the CEO or Chief of Staff ("CoS").

#### ***FUNDER AND PROJECT ADMINISTRATION***

- Overseeing the preparation of funder related financial claims and reporting;
- Assisting with project finance reports for project team leaders;
- Overseeing payment of suppliers;
- Responsible for developing the use of IT in the function and continuous improvement of ways of working.

#### ***BANKING AND PAYMENTS***

- Accountable for the accuracy of transactions and documentation;
- Overseeing and executing foreign currency payments; opening up bank accounts; cash flow forecasting; overdraft facilities; taxation; open banking links, systems and general financial assistance.

#### ***REPORTING REQUIREMENTS***

- Creating appropriate, tailored financial forecasting charts for management and Board on a monthly and quarterly basis;
- Creating, monitoring and reviewing the budgets and actuals of A4ID and ROLE UK (alongside the CEO and CoS) and producing monthly financial reports with details of performance against budget;
- Working to ensure that A4ID and ROLE UK is complying with Companies House and Charity Commission accounting reporting requirements.

#### ***OTHER***

- Responsible for general premises and operational management of London office and providing help to in-country offices as A4ID grows (currently India and Kenya);
- Responsible for IT for A4ID and liaison with IT providers to develop systems, digital projects and data management.

#### ***ANNUAL ACCOUNTS***

- Performing all year end functions on the accounts.
- Working alongside A4ID's Board, Treasurer, accountants, Company Secretary and auditors to prepare the end of year accounts for A4ID and ROLE UK (the financial year runs from 1<sup>st</sup> Sept – 31<sup>st</sup> Aug).

#### ***PROJECT FINANCE REPORTS***

- Oversee the recording, updating and issuing of regular and timely finance reports on a per project basis;
- Ensure appropriate recording of bespoke financial information on a per project basis – develop Salesforce to take financial feeds;
- Produce bespoke finance reports are appropriate for team members as required.

#### ***ACCOUNTS RECEIVABLE***

- Oversee the production, recording, issuing, and credit control of invoices for all A4ID paid-for work streams to appropriate third parties;



- Ensure regular outstanding debtor reports to A4ID management and team leaders;
- Ensure optimal use of Quickbooks;
- Address proactively any bad debtors or outstanding debts.

## PERSON SPECIFICATION

### *QUALIFICATIONS:*

<b><u>Experience &amp; Competencies</u></b>	Essential	Desirable
High degree of proficiency with QuickBooks Online Plus, electronic payroll and systems integration within company systems such as Salesforce.	<b>X</b>	
Experience of not-for profit and charity accounts	<b>X</b>	
Broad experience of general management with the full range of business functions and systems, including strategic development and planning, business analysis, information systems, human resources.	<b>X</b>	
The ability to organise and produce accurate reports to deadlines	<b>X</b>	
Sense of humour and a team player	<b>X</b>	
Enthusiasm and commitment to the aims and priorities of A4ID and ROLE UK		<b>X</b>
Comfortable with ambiguity		<b>X</b>
Coach to junior members of staff		<b>X</b>
<b><u>Skills &amp; Qualifications</u></b>		
Qualified accountant	<b>X</b>	
Degree in finance or business preferably 2:1 from Russell Group University	<b>X</b>	<b>X</b>
Valid UK working visa	<b>X</b>	
Strong interpersonal skills	<b>X</b>	
Financial management and bookkeeping skills (at least 5+ years' experience), more than two roles expected.	<b>X</b>	
Excellent communication skills both written and verbal	<b>X</b>	
Excellent PC skills in word processing, spreadsheet and accounting packages	<b>X</b>	
Well organised, with the ability to work independently and collaboratively to deadlines, prioritising and managing workload	<b>X</b>	
<b><u>Values</u></b>		
Commitment to international development and/or the Sustainable Development Goals.		
Commitment to equal opportunities in all aspects of work.		
Commitment to A4ID values around passion, humility, integrity, positive attitude and being mission-driven.		



### **To Apply**

Interested candidates are requested to send a CV and Cover Letter to [hr@a4id.org](mailto:hr@a4id.org). The Cover Letter must include why you are interested in this job and how you match the person specification. We encourage you to draw on specific examples from your professional life in the Cover Letter.

A4ID will be reviewing applications on a rolling basis, and encourages all applicants to submit applications as soon as possible. Interviews will take place via Microsoft Teams on a rolling basis.

If you have any queries about the role itself, please contact the CEO at [Yasmin.Batliwala@a4id.org](mailto:Yasmin.Batliwala@a4id.org).