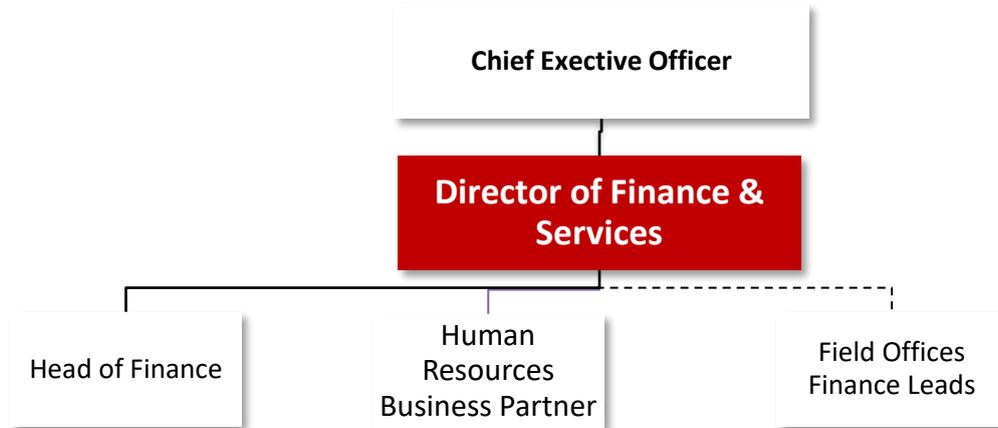


Director of Finance & Services

**Reporting Lines**



<b>Department</b>	Finance & Services	<b>Reporting to</b>	CEO
<b>Salary Range</b>	£65,000 to £75,000 per year	<b>Version</b>	DFS-JD-V1-10-24
<b>Subordinates</b>	Numerous	<b>Working hours</b>	37.5 per week

**Main Job Purpose**

The Director of Finance & Services will be responsible to prepare, manage and implement the financial strategy, policies, procedures, and financial controls framework at AFH, as well as inputting strategically and operationally on services including HR, Procurement and Facilities. Reporting to the CEO and sitting on the Executive Leadership Team, the Director of Finance & Services will work closely with the charity’s leaders to deliver the charity’s objectives. H/she will ensure controls are effectively in place and functional, and h/she will ensure compliance with the rules and regulations AFH is bound by as a charity. H/she will lead the Finance team and be ultimately responsible for all Finance objectives..

In particular, the Director of Finance & Services will:

- Ensure that the finance & services functions are run effectively and efficiently, managing the team members;
- Provide the necessary high-level partnering and support to the rest of the organisation both in the UK and worldwide;
- Ensure full compliance with all relevant regulations and ensure AFH’s financial procedures, record keeping, auditing, reporting are of highest standards;

- Have regular contact with the Board of Trustees, CEO, and leadership teams, as well as various departments' and units' heads;
- Report to the Audit, Finance and Risk (AFR) committee all financial matters;
- Oversee the operations of the internal audit function
- Liaise with external auditors
- Communicate effectively and systematically across the organisation;
- Engage with the wider external stakeholders by meaningfully interacting with governmental agencies, non-governmental organisations as well as other key stakeholders.

## Key Accountabilities

The Director of Finance & Services is accountable to fulfil his/ her roles and responsibilities in line with AFH code of conduct, values, and principles, and to report to his/her line-manager regularly on the basis of annually defined key performance indicators (KPIs). The post holder will have full responsibility of line management for the relevant departments including its recruitment, inductions, training, learning & development, retention, and day to day management.

### 1. **Strategic leadership**

- As an Executive Leadership Team member, the Director of Finance & Services shall assist the CEO, the AFR and Board of Trustees (BoT) in:
  - developing and implementing the financial strategy, policy and manual;
  - Ensure that investments are meeting their intended objectives, and revise the investment policy as needed to maintain alignment with goalsproviding strategic direction to the organisation through executive decision making, forecasting/budgeting and its implementation;
  - establishing and implementing internal controls and ensuring efficient and effective financial operations as per industry and sector benchmarks.
- Attend Executive Leadership, Senior Leadership, AFR, and Board meetings, contributing and if necessary, leading them.

Work with the CEO to develop, co-ordinate and monitor all costings for bids, projects, and core budget.

### 2. **Stakeholder Management**

- Maintain effective relationship and coordination with key stakeholders, including local, national, and global organisations, government bodies, banks, donor institutions, etc.
- Ensure independence of the Internal Audit function, the AFR and the Board from the financial operating matters.
- Liaise with partner organisations and provide the necessary leadership and technical support.

### 3. **Compliance**

- Ensure Financial and Accounting policies, procedures, and systems are in accordance with statutory regulations, industry benchmarks, and global standards, and in compliance with risk management and internal controls.
- Ensure that all accounting records are properly and timely maintained, reporting cycles and other associated engagements are successfully performed in an effective and timely manner in accordance with the regulatory and organisational requirements.
- Ensure compliance with agreements and contracts in relation to banks and external service providers.

### 4. **Team Leadership**

- Assume overall responsibility for UK & International Finance teams, and assume overall responsibility for

services including Procurement and Facilities, including necessary resourcing/recruitment, inductions, training, retention, and day to day management.

- Focusing on team members’ knowledge, skills, and attitudes for building capacities to deliver on present positions and build long term capability to shoulder additional responsibilities.
- Ensure performance management is utilised effectively for all direct reports, to reward good performance and promote a culture of accountability and merit.

Provide support, guidance, and development to international finance staff.

**5. Planning, Reporting and managing resources**

- Develop, maintain and monitor the financial systems of the organisation to ensure the production of accurate & timely reports.
- Create business value through technology, ensuring tech systems and procedures lead to outcomes in line with organisational goals, and support with developing the IT and software systems used within finance and services, particularly an ERP system.
- Negotiate contracts and agreements with third parties for commercial aspects of the running AFH.
- Finalise the annual financial statements and periodic financial reports (as applicable), obtain external audit approval, and present them to the CEO, AFR Committee, and Board of Trustees for consideration and approval. Monitor and report on the overall funding status, and coordinate with stakeholders for arrangement and management of funds and grants.
- Ensure funding applications are properly prepared and AFH costs fully covered through a robust cost recovery and cross charging methodology, working with the leadership teams to interact with relevant stakeholders for these purposes.
- Conduct financial analysis and review of existing and proposed programmes, projects, and campaigns, contributing to decision making in this area. Oversee staff payroll, handling of petty cash and banking of donations, management of activity fees and credit control process

**6. Other**

- Perform any other task assigned by the CEO/AFR or the Board.

**Our Values**

***Believe in the cause***

We believe in changing a situation from negative to lasting positive; helping those in need; saving and transforming lives for the better is what drives us.

***Work together***

Teamwork is the backbone of our work’s success.

***Give with grit***

Being a “gritty” person means perseverance and passion for long-term goals; hence, freely giving with courage, conscientiousness, and resilience; acting with optimism, confidence, and creativity as you strive for excellence.

***Make life better***

Ultimately, our work is to make life, in its holistic sense, better for everyone, and everything, including the environment.

**Work Environment**

- 90% indoors / office based
- 10% outdoors / travel / events / work trips etc.

## Job Requirements

<b>Education</b>	<ul style="list-style-type: none"> <li>• Qualified Accountant (ICAEW, ACCA, CIMA, CIPFA).</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant experience of a senior leadership team role is essential, as well as having managed a direct team and promoting high performance</li> <li>• Experience in dealing with external audit and internal audit functions</li> <li>• Experience of managing change and growth</li> <li>• Knowledge and experience of Charity finance would be an advantage</li> <li>• A proven track record of successfully managing all aspects of an operation and delivering successful outcomes</li> <li>• Experience of preparing financial statements, consolidated accounts and seeing through the audit process from start to finish</li> <li>• Experience of leading services functions including HR, Procurement and Facilities</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent attention to detail</li> <li>• Excellent interpersonal skills and the ability to build great relationships with a range of external and internal stakeholders, including trustees, partners, and members</li> <li>• Excellent communication skills, recognising the need to raise awareness and grow our brand and offerings through presentations to a variety of stakeholders</li> <li>• Advanced ICT skills in MS Office programs, particularly Excel, and Finance/Accounting software</li> <li>• Flexibility and the ability to manage time effectively whilst juggling multiple tasks</li> <li>• Understanding of political, business and investment climate in UK, Canada and USA</li> <li>• Understanding of humanitarian and international development sector globally, particularly in relation to the Middle East, Africa and South Asia</li> </ul>
<b>Languages</b>	<ul style="list-style-type: none"> <li>• Strong written and spoken English essential</li> <li>• Other languages bonus</li> </ul>