



DIRECTOR OF FINANCE, IT & ADMINISTRATION

Appointment Brief
May 2022

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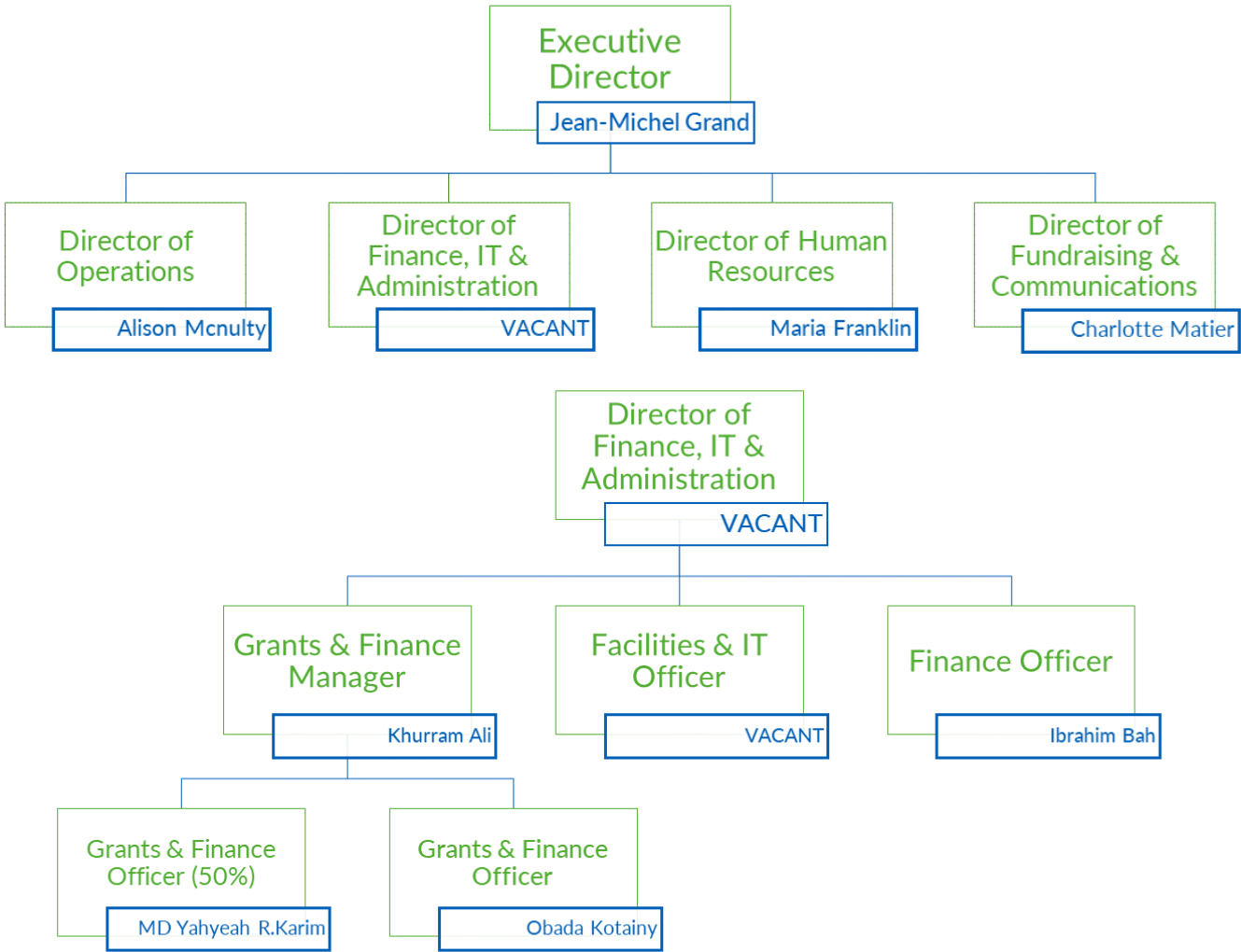
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ABOUT US

For 40 years, across nearly 50 countries, we have led the global fight against hunger. Our mission is to save, improve and protect lives by eliminating child hunger through the prevention, detection and treatment of undernutrition, especially during and after emergency crises caused by situations of conflict, displacement, poverty, discrimination, inequalities or natural disasters. From crisis to sustainability, we tackle the immediate, underlying and root causes of undernutrition and its effects through a multi-sectoral approach. By designing our programmes with local communities, integrating them into national systems, and working with partners, we further ensure that short-term interventions become long-term solutions.

- Download our current strategy [here](#).
- Download our most recent annual accounts [here](#).

ORGANOGRAMS



JOB DESCRIPTION

Job title:	Director of Finance, IT & Administration
Department:	Finance, IT & Administration
Reporting to:	Executive Director
Salary:	Circa £75,000
Location:	North Greenwich, London, UK
Contract:	Permanent
Working hours:	37.5 per week, full-time

Job purpose

We are looking for a Director of Finance, IT & Administration to join a talented team, passionate about working towards Action Against Hunger’s vision of a world free from hunger.

The Director of Finance, IT and Administration has overall control and responsibility for all financial aspects of the charity’s strategy and is expected to analyse financials and to provide financial advice and support to colleagues to enable them to make sound business decisions as well as ensuring that all financial Compliance requirements that impact the Charity are dealt with effectively



KEY DUTIES & RESPONSIBILITIES

Responsibilities as a member of Action Against Hunger UK's Executive Committee (ExCo)

As a member of the organisational Executive Committee (ExCo) the Director of Finance, IT & Administration is responsible for contributing to the following roles and responsibilities:

- Owning and leading the delivery of Action Against Hunger UK's financial strategy, and its continuing development and measurement
- Leading by example and clear management, Action Against Hunger UK's values, living out a commitment to a positive and collaborative culture
- Investing in external relationships with existing and potential stakeholders
- Ensuring and upholding obligations under all legal, statutory and contractual undertakings

Functional leadership

- Develop, lead and direct Action Against Hunger UK's financial strategy, ensuring corporate and financial risk is managed through implementation of policies, good practice and appropriate financial controls
- Be the reference point for Action Against Hunger International network finance, IT and administration counterparts, attending international Finance meetings ('IMG's')
- Lead the development of efficient business models for Action Against Hunger UK's operations, including use of the trading company, or other entities, if required.
- Provide regular critical oversight of Action Against Hunger UK's financial performance and position, in relation to priorities affecting current and future opportunities and requirements
- Lead and direct Action Against Hunger UK's financial management across all business areas, including the development, delivery and support functions, and ensure the maintenance of appropriate personnel, structures and ways of working to assure effective financial management
- Provide strategic leadership on Action Against Hunger UK's commercial and not for profit contracting methods and approaches, including the development and management of effective pricing strategies to deliver the requisite levels of cost recovery, and to protect and build reserves
- Engage the Board and the Audit & Risk Sub-Committee on any matters related to finance and risk, specific challenges and issues, trend analysis and developments regarding the management and stewardship of Action Against Hunger UK's financial and other resources

Planning, monitoring and audit

- Manage the production of annual organisational budgets and financial management of information and regular reports for budget variance analysis
- Work with the Directors of Operations and Fundraising & Comms to develop and implement strong processes for business planning and budgeting in line with Action Against Hunger UK's strategy.
- Ensure Action Against Hunger UK has clear and robust processes in place for reporting on financial performance, and that this information is used as part of an effective business partnership to inform effective decision making
- Oversight of Action Against Hunger UK's compliance framework for financial management and clear systems for reporting and following up failures of control or compliance

Statutory, regulatory and contractual compliance

- Ensure all activities are carried out in line with all relevant statutory, regulatory and contractual requirements in the UK
- Oversee Action Against Hunger UK's relationship with financial, regulatory and fiscal institutions (banks, HMRC, Charity commissions, etc)
- Ensure Action Against Hunger UK operates compliant, tax efficient arrangements for the payment of employee and for various fundraising mechanisms
- Ensure Action Against Hunger UK's compliance with legislation regarding fraud, bribery and corruption, money laundering
- Provide corporate oversight of the financial affairs of Action Against Hunger UK, identifying and contracting appropriate financial advisors as appropriate, and providing senior level, external financial representation.

Treasury management

- Ensure that the organisation's funds are securely banked and the organisation maximises its treasury position
- Prepare regular cash-flow forecasts in order to ensure the organisation has sufficient funds to maintain its activities and investments
- Regularly review opportunities offered by financial products

Financial systems, controls and reporting

- Oversee the development, design, consolidation and reporting of financial business planning and budgets for Action Against Hunger UK
- Ensure delivery of high-quality financial information, insight and analysis across Action Against Hunger UK through the optimization of existing systems and development of new systems, processes, reporting mechanisms where necessary
- Ensure the production of accurate and timely monthly management accounts
- Ensure that there are strong financial controls in place in the UK office and develop financial management mechanisms that minimise financial risk
- Oversee development of Action Against Hunger UK's finance systems and improvement of business processes to drive efficiencies; liaising with key stakeholders and supporting delivery of strategic aims

IT Support/information management

- Oversee the definition and implementation of a sound IT and information management system strategy
- Work with team members and/or outsourced IT providers to ensure an efficient and well controlled IT operation

Facilities management

- Supervision of office management function
- Oversee all office and premises related contracts, including the office lease

Team management

- Provide leadership, direction, management support and development to line reports and take responsibility for a robust and healthy management culture in the reporting line consistent with organisational values
- Manage and motivate the team to perform to a high standard, conducting performance appraisal meetings in line with organisational policy and agree and review progress towards individual targets regularly
- Develop and implement the departmental annual business plan ensuring that objectives are achieved and reporting quarterly on progress
- Maintain good communication with other Action Against Hunger HQs, ensuring consistency in finance and administration practice and procedure within the international network, ensuring that the UK activities are fully understood, integrated, accepted and valued at international level

DIMENSIONS

- Department leadership - Currently a department of 6 staff including this post.
- Attend a bi-monthly ExCo meeting of the leadership team. Also work closely and collaboratively with individual Directors, including the Directors of Fundraising & Comms, Operations and Human Resources.
- The post holder will refer to the Executive Director for support, decision making and reporting
- Attend quarterly Board of Trustee meetings to report to the trustees about the organisation's financial situation. Also to attend quarterly ARC meetings
- Occasional international travel will form part of this role. There could be up to 3 trips annually to international meetings to meet peers from the seven Action Against Hunger entities and other directors/leaders of the organisation.
- You may be expected to undertake other duties that are commensurate with this role/grade.

DECISIONS AND JUDGEMENT

- The job involves working within the overall policy of the organisation.
- The work involves using very wide discretion and initiative over a very broad area of activity, without recourse to others, and is subject to minimal managerial direction.
- Responsible for decision-making, budgeting, strategy creation and implementation as approved by the Executive Director.
- Recruitment and management decisions related to the department. Performance management to the necessary and appropriate level.
- Within Action Against Hungers procurement guidelines, negotiate terms with suppliers and partners.
- The postholder will be expected to adhere to the terms of the Action Against Hunger International Code of Conduct and associated policies, as a condition of their employment. All employees have particular responsibility for understanding and following protocols in relation to safeguarding (children and vulnerable adults), and the protection from sexual exploitation and abuse (PSEA). Those in management positions are also responsible for ensuring that staff, volunteers, consultants and other key stakeholders are made aware of and supported in implementing these measures.

PERSON SPECIFICATION

Qualifications/education required

Essential

- Fully-qualified accountant (CA, ACA, ACCA, CIMA, CIPFA or equivalent)

Desirable

- Experience of working with an NGO, preferably working in an international context
- Experience of overseeing the development of organisational information management systems

Experience required

Essential

- Substantial and demonstrable post-qualification experience in a Finance department, working at Senior Management Team level
- Provision of high quality strategic financial leadership
- Operated at senior level in a regulated environment and ensured compliance within this
- Treasury management and risk management
- Multi-project/contract funding environments within an international context
- Financial statement preparation and audit process management
- Achieving successful change as part of a high performing management team
- Successful management of complex strategic projects with multiple stakeholders
- Working with multiple currencies, in particular the risk management and oversight of foreign exchange rate fluctuations
- A demonstrable personal and professional commitment to uphold the principles and practices in relation to equality, diversity and inclusion

Desirable

- Experience in bookkeeping and cash handling
- Sage and Sun experience
- Raiser's Edge experience

Competencies required

- Ability to lead, manage, motivate and develop teams
- Excellent communication, influencing, negotiating and facilitation skills, both written and verbal, with a high level of tact and diplomacy
- Excellent interpersonal skills, with the ability to build effective and positive relationships, both internally and externally
- Ability to analyse complex situations and make appropriate strategic decisions in a fast paced environment
- A robust natural leader who is inspiring, empowering and has the vision to lead change
- Ability to work diplomatically and sensitively in political environments.
- Demonstrable commitment to the Action Against Hunger UK vision.
- High levels of integrity and openness with commitment to good governance.
- Strong resilience, keeping a level head, and taking a pragmatic view when faced with challenging events.
- High level of motivation and commitment to Action Against Hunger UK's values.
- Committed to Action Against Hunger's goals, values, mission and code of ethics



TERMS OF APPOINTMENT

Salary:	circa £75,000
Contract:	Permanent
Hours:	37.5 per week, full-time
Location:	Action Against Hunger UK, 6 Mitre Passage, London, SE10 0ER
Annual leave:	25 days annual leave plus eight bank holidays, increasing to 30 days after four years' service.
Pension:	Automatic enrolment into our workplace pension scheme, matching your contribution of 4% each month (based on qualifying pensionable or gross pay), plus non-contributory group life policy for all pension scheme members.

Other benefits:

- Highly flexible working policies to empower you to manage your work-life balance (No core hours and hybrid working)
- Interest-free season ticket and personal loans (subject to eligibility)
- Payroll giving scheme
- Ride to work cycle scheme
- Private medical insurance
- Free health cashback scheme, including towards dental and optical costs
- Discounted gym and health club membership
- Online shopping discount schemes
- Employee advice line – free confidential access to financial and legal advisors
- Counselling services – telephone and online counselling sessions
- Organisational sick pay – starting at four weeks full pay and two weeks half pay, increasing with service
- Enhanced maternity and paternity pay
- Up to 5 days paid carers' leave
- Up to 24 hours paid leave per year for employer-supported volunteering

HOW TO APPLY

If you would like to apply for this position, please send the following:

- An up to date CV outlining your employment history, academic and professional qualifications, and contact details
- A completed Registration Form
- A Supporting Statement (no more than 2 x A4 pages)
 - Demonstrating how you meet the criteria outlined in the Person Specification
 - Outlining why you are interested in working for the Action Against Hunger UK

Please submit your completed application to executive@harrishill.co.uk to arrive by 9am, Monday 6th June 2022.

Next steps

Closing date for applications	9am, Monday 6th June 2022
Shortlisting meeting between Harris Hill and Action Against Hunger	Monday 13th June 2022
Interview with Action Against Hunger	Thursday 16th June 2022
Additional interview if needed	Tuesday 28 th June 2022

Please state in your application if you have any commitments during the interview period that may coincide with these dates, and if you need any reasonable adjustments at any point in the recruitment process.

If you require any further information, please contact Jenny Hills at Harris Hill Chief Executive & Director recruitment practice at executive@harrishill.co.uk with your availability to arrange a confidential conversation.

ADVERTISEMENT

Action Against Hunger UK is looking for a Director of Finance, IT & Administration to join a talented team, passionate about working towards Action Against Hunger's vision of a world free from hunger.

Playing a key role on our executive committee, and working particularly closely with the Directors of Operations and Fundraising as we work to achieve our exciting growth plans, you would lead the development of our finance, IT and administration function to allow the charity to achieve our strategic goals. You'll be an experienced leader of teams, with the ability to identify and put in place systems and procedures that give the whole organisation the information they need to deliver to our funders and project partners around the world.

For 40 years, across nearly 50 countries, Action Against Hunger has led the global fight against hunger. Our mission is to save, improve and protect lives by eliminating child hunger through the prevention, detection and treatment of undernutrition, especially during and after emergency crises caused by situations of conflict, displacement, poverty, discrimination, inequalities or natural disasters. From crisis to sustainability, we tackle the immediate, underlying and root causes of undernutrition and its effects through a multi-sectoral approach. By designing our programmes with local communities, integrating them into national systems, and working with partners, we further ensure that short-term interventions become long-term solutions.

Key details:

Role: Director of Finance, IT & Administration at Action Against Hunger UK

Salary: circa £75,000

Contract: Permanent, full time

Location: Greenwich, London

Amongst other criteria, the successful candidate will be a fully-qualified accountant (CA, ACA, ACCA, CIMA, CIPFA or equivalent) with the following experience:

- Working with an NGO, preferably working in an international context
- Overseeing the development of organisational information management systems
- Substantial and demonstrable post-qualification experience in a Finance department, working at Senior Management Team level
- Provision of high quality strategic financial leadership
- Operating at senior level in a regulated environment and ensured compliance within this
- Treasury management and risk management

- Multi-project/contract funding environments within an international context
- Financial statement preparation and audit process management
- Achieving successful change as part of a high performing management team
- Successful management of complex strategic projects with multiple stakeholders
- Working with multiple currencies, in particular the risk management and oversight of foreign exchange rate fluctuations
- A demonstrable personal and professional commitment to uphold the principles and practices in relation to equality, diversity and inclusion

For an information pack with full details of how to apply, or to arrange an informal and confidential conversation about this position, please contact Jenny Hills at Harris Hill, executive@harrishill.co.uk.

Closing date for applications: 9am Monday 6th June

Harris Hill Charities Recruitment Specialists operates an equal opportunity policy and commits to treating all of our candidates and jobseekers fairly. We welcome and encourage applications from everyone regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

