



TURQUOISE MOUNTAIN

# Job Description and Person Profile

## Background

Turquoise Mountain is a British charity that was founded in 2006. We believe artisanal heritage matters and has the power to transform lives. We support artisans to thrive and to revitalise traditions in regions of the world where artisanal heritage is endangered, and to connect people through heritage.

Turquoise Mountain is a fast-growing organisation with offices in Afghanistan, Myanmar, Saudi Arabia, and the Levant, and with over 400 international and local staff members worldwide. We combine a cultural heritage focus with a wide scope of activities; we support artisans to thrive and to revitalize their traditions by any means necessary, and to connect people across the world through heritage. The places where we work are complex and sometimes affected by conflict.

Sound financial records and prudent management of our finances is core to everything we undertake. We have a small central Finance team that closely works with in-country Finance Teams. Because we, as part of our charitable mission, promote the sale of artisan goods to international markets, Turquoise Mountain has a trading subsidiary and also engages independent trading entities in the countries in which it is active. This means our Finance focus covers both charity and commercial, across different jurisdictions, and with culturally diverse teams. This makes the Head of Global Finance role a diverse one, that requires the ability to switch quickly, to build strong relationships, to lead and guide, whilst maintaining spotless financial records and financial compliance and providing senior management with the information and transparency it needs to make strategic decisions.

This is an exciting time to join TM, as we expand our operations and implement best-practices, the opportunity is there for someone who is committed to capacity building and leading a team through positive change.



## TURQUOISE MOUNTAIN

### Person Profile

#### Job Title

Head of Global Finance

#### Professional approach:

A genuine business partner in approach, with natural leadership qualities and an ability to build teams, whether directly under their management or within the wider organisation. Experience of managing risk in a frequently-changing landscape, bringing a flexible approach.

#### Personal attributes:

Must be willing to travel to all areas in which we operate – Afghanistan, Myanmar, Saudi Arabia and the Levant. Although this is a home-based role, frequent travel will be required to work with our in-country teams.

The majority of TM's central (Global) team work in the UK or Western Europe (GMT/ CET time zones), therefore it would be beneficial for the post-holder to live/ work within or close to these time zones

Must be willing and able to work from home in a remote role.

Must have the ability, experience, and judgement to work autonomously where required.

#### Qualifications:

Qualified CCAB or CIMA accountant, with extensive post-qualification experience.

#### Specific job skills and experience:

##### Essential

- Extensive experience in finance leadership role within a complex charitable organisation, working internationally.
- Experience in a finance leadership role within the INGO community.
- Experience of leading and mentoring a diverse and dispersed team working remotely and in project countries.
- Experience of UK charity finance practice and governance - UK Charities SORP FRS 102.
- Excellent technical knowledge and skills in accountancy principles, governance and standards, including preparation of statutory accounts.
- Successful track record of managing budget process, management reporting, financial systems, and cashflow.
- Experience of working with donor reporting requirements and programme budgets.
- Demonstrable experience of delivering high-quality and timely financial reporting within a complex multi-entity organisation.
- Significant experience of working in a multi-currency organisation.
- Strong interpersonal and communication skills with the ability to build relationships at all levels with colleagues across international departments and with external stakeholders.
- Experience of working in a matrix-management or delegated responsibility environment.



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- Ability to contribute to the management of dispersed, in-country, finance colleagues, while not taking direct line-management responsibility for them.

### **Desirable**

- Experience of working with or in any of our countries/ areas of operation – Afghanistan, Myanmar, Saudia Arabia, the Levant.
- Experience of leading a remote team.

### **Skills and abilities:**

- Outstanding IT and accountancy skills including experience of Advance Excel Capabilities, QuickBooks and MS Office suite.
- Excellent organisational skills and attention to detail.
- Capable of working under pressure to meet deadlines and dealing with multiple priorities.
- Excellent written and spoken English.
- Ability to communicate effectively and build trust with all internal and external stakeholders is essential.
- Must have exceptional numeracy skills and financial acumen.



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Job Description	
Job Title	Head of Global Finance
Department	Global (central) team
Team	Global Operations - Finance
Reports to (Line Manager)	COO
Job Purpose Summary	The Head of Global Finance is pivotal in ensuring sound financial systems and processes are in place, that controls are effective, and that we maintain a risk-based approach to financial accounting across all entities within the group, both those in direct control, and those controlled by in-country teams.
Key Responsibilities and Accountabilities	
<b>Core Responsibilities</b> <ul style="list-style-type: none"> <li>- Work as part of the finance team to ensure the integrity of all financial records are maintained at all times and highlight any policy violations or risks to the COO.</li> <li>- Support the COO and CEO in group financial reporting across the charity.</li> <li>- Develop financial strategy aligned with Organisational strategy to ensure long-term success and sustainability of the organisation.</li> <li>- Oversee the use of financial systems to achieve best practice across all countries of operation.</li> <li>- Oversee audit preparation.</li> <li>- Lead on intra-group accounting, ensuring the correct use of entities.</li> <li>- Oversee payroll and banking services including Money Corp and Western Union.</li> <li>- Assure financial accounting and reporting processes and outputs.</li> <li>- Support a community of finance leads in country, championing high standards for the charity across financial and trading matters.</li> <li>- Help to ensure value for money and effective use of funds across the Organisation.</li> <li>- Provide advice for improvements to systems and processes &amp; support changes to take place.</li> </ul>	
<b>Leadership, Collaboration &amp; Line Management</b> <ul style="list-style-type: none"> <li>- Leadership of all Financial Management within TM to ensure sound management of TM's resources.</li> <li>- Line management of the central Finance team.</li> <li>- Collaborate with country CD's and other departments and stakeholders to ensure financial information supports TM goals.</li> </ul>	
<b>Finance Policy &amp; Process Management</b> <ul style="list-style-type: none"> <li>- Working with international colleagues, create, communicate, enforce and monitor standardised finance policies within organization.</li> <li>- Ensure guidelines or rules are in line with the Charity commission and Companies House regulations and reporting requirements.</li> <li>- Create and maintain finance process SOPs for all functions within finance.</li> </ul>	



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### **Financial Planning & Budgeting**

- Develop and oversee the annual budget process and mid-year forecasts, ensuring alignment with the organization's strategic goals and available resources.
- Prepare consolidated budget/forecasts for Board with commentaries on movement, highlighting restricted and unrestricted fund use.
- Identify and highlight funding gaps where relevant, and agree actions to close gap.

### **Compliance & Regulatory Reporting**

- Ensure compliance with relevant financial regulations, tax laws, and reporting requirements including continued assessment of tax thresholds in UK and countries of operation.
- Plan and oversee the preparation of the statutory accounts for the charity and its subsidiaries, managing the audit process.

### **Financial Reporting**

- Prepare Group consolidated reports, including balance sheet and donor spend tracker for SMT and the board of directors/Trustees including dashboard & KPI.
- Deliver Monthly Financial reporting to UK senior Management.
- Report to Audit & Risk Committee and Board of Trustees at Board meetings.

### **Cashflow & Bank Account Management**

- Monitor and manage the organisation's cash flow to ensure there are sufficient funds to meet operational needs.
- Implement strategies to optimize cash management, including safeguarding of project specific restricted funds.
- Review funds request from countries, ensuring funds have been received from donor, planned activities are within budget, funds held in country is taken into account and due diligence completed for Hawala transfers.
- Processing of all payments from UK bank accounts, including UK payroll.
- Maintain UK bank accounts and ensure financial governance is in place for overseas bank accounts, including MoneyCorp and Western Union.
- Ensure mandate and users are reviewed and updated on time.
- Assure accurate processing of all payments from UK bank accounts.

### **Grants & Funding Management**

- Review and support major grant agreements, ensuring compliance with donor requirements.
- Ensure timely donor reporting and support countries in preparation of donor financial reports and documentation for grant applications and reporting.

### **Financial Controls & Internal Audit**

- Establish and maintain internal controls to safeguard the organization's assets and prevent fraud, accounting records are complete, and TM meets its statutory obligations.
- Conduct internal audits to ensure compliance with financial policies and procedures.

### **Payroll**



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- Ensure compliance with labour laws and regulations related to employee compensation.
- Ensure TM is fully compliant with UK pension regulations.

### **Risk Management**

- Identify and assess financial risks and develop strategies to mitigate them.
- Work with the board and executive team to establish risk management policies.

### **Group Accounting**

- Oversight of group trading entities including GiftAid payment from TMTL to TMT, Service charge and annual staff cost recharge.
- Ensure intra entity agreements are in place to cover transfers of funds for donor awards received in the UK.
- Engagement with country finance leads to ensure appropriate financial and audit standards are followed.
- Support country teams on all finance related matters in relation to local registration and donor requests.
- Ensure service charge / loan agreements are in place for related companies and relevant invoices are raised on time for any service charges and loan repayment monitored.

### **Cross-working**

- Country Finance Leads: lead, drive global continuous improvement, support, and ensure high levels of compliance with finance policy.
- Central Team Budget Holders: build and maintain solid working relationships to ensure budgetary competence and compliance.
- Country Directors: build and maintain effective working relationships to ensure ability to influence at a country level where required.

**This list is not exhaustive, and other duties may be required as determined by the needs of the organisation.**

This is a permanent, full-time (37.5hrs per week) position, offered at a salary of circa £70,000.

To apply for this role, please submit a covering letter and C.V. to: [vacancy@turquoisemountain.org](mailto:vacancy@turquoisemountain.org). In the subject line of the e-mail, please include – Head of Global Finance.

Kindly combine covering letter and C.V. as one pdf document and avoid sending us certificates and other large sized documents.

Please note for applicants based in the UK, you will be asked to provide evidence of your right to work in the UK.

Applications will close at 5pm on Friday 4<sup>th</sup> April, applications received after this date may not be considered.