



Candidate Information Pack

# Director of Finance, Compliance and Governance

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●●●● Interim & Permanent Recruitment

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# Dear Candidate

**Founded in the aftermath of the Second World War, CARE International is a leading humanitarian and development organisation working in over 100 countries where we seek to save lives, defeat poverty, and achieve social justice,**

The proportion of people living in extreme poverty has reduced since the 1980s, but now that progress is in reverse with increasing conflict and climate-related crises. It is women and children who are most at risk. That is why CARE's work puts women at the centre. We ensure women take the lead in the decisions that will most affect them. We know this does the most towards changing people's lives for the better.

**CARE International UK** is one of 18 full members of the CARE International confederation. We work with CARE country offices and partners around the world to deliver programmes and advocacy that support CARE's Vision 2030, contributing to lasting large-scale impact in support of the Sustainable Development Goals. We raise funds from the public, institutional donors, corporates, trusts and foundations to deliver CARE's mission, with a focus on women's voice and leadership in climate action and humanitarian crises.

You will be joining the UK team at an exciting time as we accelerate delivery of our new strategy. After a period of challenge and transition we are in a stronger position. Your work reforming the risk and control environment, delivering the Financial Improvement Plan, and a financial strategy will create an enabling environment for the organisation to achieve its strategic goals. Your commercial acumen, financial analysis and planning ability will help us invest to diversify our income, and manage our resources to build a sustainable financial base.

We are looking for someone who is excited by the opportunity and challenge to deliver these improvements and can offer a clear vision, while driving the creation of an efficient, strategic, value-add, finance, compliance, and governance department. As a member of the Senior Leadership Team you will also be a clear communicator who will have a vital role in building a positive, enabling, anti-racist, inclusive culture alongside your leadership colleagues and the Board of Trustees.

A strong CARE International UK is needed now more than ever. If you think this role might be a good fit for you we look forward to receiving your application.

***Helen McEachern***  
***Chief Executive Officer***





# About us

## CARE International – a global organisation fighting global poverty

CARE International operates in more than 100 countries around the world. We run poverty-fighting programmes and deliver life-saving aid in 90 developing countries. This work is supported by global policy and advocacy work, fundraising and programme management provided by CARE members in countries like the USA and the UK.

CARE's Vision 2030 is the Confederation's 10-year strategy. Gender justice is central to our work and we recognise that poverty cannot be eradicated and social justice achieved while gender inequality persists. Discrimination against women has negative implications for global security and development, economic performance, food security, health, climate adaptation and the environment, governance, and stability. CARE's 2030 goal is that 50 million people of all genders experience greater gender equality (particularly eliminating gender-based violence, and increasing women and girls' voice, leadership and education).

CARE's Vision 2030 also commits to anti-racism. We know that to be anti-poverty it is necessary to be anti-racist. Critical listening and learning is integral to our approach and we are committed across the CARE Confederation to relinquishing power in the global north and strengthening the role of the global South. We place these principles at the heart of our work, from how we hire and promote, govern, lead, mobilise resources and partner.

CARE is non-religious and non-political, allowing us to deliver humanitarian and development assistance to anyone in need regardless of race, sex, gender identity or expression, ethnicity, age, disability, health condition or medical history, religion, political view or sexual orientation.

## CARE International UK

**CARE International UK (CIUK) was founded in 1985 and we are one of 18 full members of the global CARE International confederation. We employ over 100 staff and will generate over £40 million income this year (with over £170m under contract) for CARE's poverty-fighting work.**

In the year ending June 2022, CIUK's impact reached 1,281,615 people (61% women and girls) across 38 countries through 75 programmes through which we can track our contribution to the UN's Sustainable Development Goals (SDGs).

As well as supporting CARE's [humanitarian and development](#) work around the world, CIUK provides specific expertise in the areas of [women's economic empowerment](#), [inclusive governance](#), [crisis response](#) (particularly [shelter](#), and [supporting women](#) at the frontline of conflict), and [engaging with business partners](#). We also play a key role in CARE's work engaging with and influencing [policy-makers and decision-makers](#) to tackle the structural causes of poverty and social injustice.

You can find out more about our current strategy [here](#).



## Our Mission

CARE works around the globe to save lives, defeat poverty, and achieve social justice.

## Our Vision

We seek a world of hope, inclusion, and social justice, where poverty has been overcome and all people live with dignity and security.

## Pledge for Change

CARE International is a member of Pledge for Change, a group of International NGOs which recognises a changing world, and particularly one where INGOs are increasingly working with national and local organisations worldwide to respond to crises and improve their communities.

The Pledge reflects an acknowledgement of the unequal power dynamics in the development and aid sectors and the need to ensure a fairer future, and particularly the role INGOs must play in ensuring global South civil society and communities continues to grow and flourish. All signatories commit to implement the pledges and metrics, transparently report, and participate in the accountability and learning process.

**Care International UK is committed to a policy of equal opportunity for all employees and job applicants. This includes access to employment, training, pay and benefits, development and all policies related to terms and conditions regardless of age, race, sex, sexual orientation, gender reassignment, marital or civil partner status, physical or mental disability, religion or belief, pregnancy or maternity.**

# Job description

## Director of Finance, Compliance and Governance

**Salary:** Circa £90,000

**Department:** Finance, Compliance and Governance

**Reports to:** Chief Executive Officer

**Accountable to:** Chief Executive and Finance & Audit Committee Chair

**Based:** London/Hybrid (min 2 days per week)

## Role Purpose

This is a senior and strategic role with overall responsibility for Finance, Risk & Compliance, Company Secretarial and Legal and for leading and managing a team of professional staff. As a member of the Senior Leadership Team (SLT), you will provide expert, robust and consistent advice and challenge to the CEO, the Board, and the Finance and Audit Committee (FAC), and contribute to the development and implementation of our organisational strategy and business plans. You will represent CIUK within the global CARE confederation and externally in your

areas of responsibility. You will be a key leader in building a positive, enabling, anti-racist, inclusive culture at CIUK alongside your SLT colleagues and the Board of Trustees.

CIUK has embarked on a comprehensive Financial Improvement Plan. As Director, you will lead on all aspects of delivering this plan. We are looking for someone who is excited by this opportunity, can offer a clear vision of what an efficient finance function will look like, is good at setting priorities, and can work collaboratively and communicate effectively across the organisation.

We are keen to strengthen the organisation's compliance, legal, risk and governance functions. We are looking for a Director who can bring experience of charity governance, risk management and in general create a strong enabling control environment for CIUK.

You will lead organisational financial planning and insight, ensuring resource allocation to deliver CIUK's strategic objectives; ensure robust risk management, audit, compliance, and internal control procedures to minimise the risk of loss of, or damage to, the organisation's assets and activities.

More detail on your responsibilities is set out below.

## Key Responsibilities

### Finance Transformation

- Implement a finance improvement plan to ensure that CARE's financial function, policies and procedures reflect best practice in the sector
- Enhance compliance and controls to ensure that financial processes are operating effectively
- Proactively train and develop finance and non-finance staff to ensure a culture of financial compliance and understanding within the organisation

### Organisational and financial planning and analysis

- Develop and oversee delivery of a funding and finance strategy with SLT and Trustees that supports allocation of resources to deliver our strategy, drives sustainability and supports investment in growth and innovation to ensure we are fit for the future
- Lead financial planning and insight, and annual budgeting across the organisation; Report to and advise the CEO, the SLT and the FAC on long-term financial forecasting and business planning
- Set clear timetables and decision-making points, and develop tools to enable budget holders to formulate budgets and forecasts
- Provide management information and KPIs to monitor financial and organisational performance

- Proactively monitor and report on all relevant financial matters to the Board of Trustees, FAC, SLT, and to the wider organisation
- Support effective decision-making and cost recovery by developing and maintaining pricing policies for institutional and corporate donors, and nurture a strong understanding of costs and cost drivers
- Convene the FAC in co-operation with the FAC Chair

### Financial Accounting (with Financial Controller)

- Ensure that financial policies, procedures, and controls are effective throughout the organisation
- Ensure full statutory compliance including financial and statutory accounts, record management for legal and tax requirements
- Plan and manage cash flow, including institutional donor cashflow for projects
- Ensure the provision of robust accounting practices for use by senior managers in planning and controlling income and expenditure
- Lead the relationship with statutory auditors and oversee effective Year End and audit planning
- Lead the Annual Report process and Accounts sign off
- Build and manage relationships with partners such as Shared Service Centre, our bank, insurance broker, pension advisers and auditors

- Oversee the completion of annual returns – insurance renewals, bank KYC and Enhanced Due Diligence
- Re-tender for key services periodically

### **Risk Management, Compliance and Legal**

- Establish and manage a robust risk management and compliance environment
- Provide oversight for risk management processes, quarterly review and reporting with leadership, presented to the FAC and Board
- Assess the adequacy of risk assurance and ensure reflects changing external environments and new risks
- Ensure that policies are in place to comply with regulatory requirements of the charity and associated limited company
- Oversee a central function for effective reporting and record keeping against all compliance responsibilities, with all regulators – including ICO, CC, Companies house, HMRC, etc.
- Provide support and assistance on legal matters relating to grants and contracts, and be a key point of contact with legal advisers
- Ensure that the organisation meets its requirements under GDPR

### **Governance & Company Secretary**

- Ensure that the organisation fully discharges its legal responsibilities as a charity and company limited by guarantee (including with the Charity Commission and Companies House)
- Act effectively as Company Secretary and guide the Trustees in this respect
- Represent the organisation / Chief Executive as required

### **Line management and networks**

- Directly lead and manage the Finance and Risk and Compliance teams, including all aspects of performance management, and staff development
- Matrix manage the Internal Audit function and governance functions with the CEO and key trustees
- Build and maintain links and networks with relevant external organisations and within the CARE International global confederation, acting as a senior representative of CIUK
- Undertake any other duties as reasonably required by the CEO

## Person specification

### Essential

- Commitment to CARE's mission and values
- Fully qualified Accountant (FCA, ACA, CIMA, and CACCA)
- Experience in a similar role at a senior level within an INGO, ideally international humanitarian, or development organisation
- Strong planning, budgeting, and cash management skills.
- Provision of financial analysis and insight to guide executive and board decision-making
- Experience of leading the financial and risk element of large, complex bids (multi-million) and setting cost recovery and pricing policy for a range of contractual modalities
- Excellent communication skills with exceptional interpersonal and leadership skills; and effective report writing and presentation skills
- Ability to balance priorities, and work well under pressure to achieve deadlines
- Ability to lead cross-organisational change projects as senior sponsor
- Ability to demonstrate leadership and vision in managing staff groups, and able to manage specialist and professional staff effectively
- A collaborative, supportive and inclusive management style
- Experience of complex grants and reviewing legal contracts
- Charity law and company secretary experience
- Experience of working in an international environment with people from many cultures and backgrounds

### Desirable

- Experience of developing long-term financial and funding plans
- Demonstrable commercial acumen
- Experience of dealing with unrestricted/private fundraising income



# Benefits

CARE International are committed to supporting their staff to achieve their full potential, and to make working for us a fulfilling and empowering experience.

## Employee benefits include:

- 25 days annual leave, in addition to bank holidays, PLUS all staff receive 3 days discretionary leave between Boxing Day and New Year's Day. The annual leave allowance increases by one day for each year worked up to a maximum of 30 days
- 5% employer pension contribution
- Life Assurance (3 x basic salary)
- Health Cash Plan — offering money back on many everyday health care bills, such as visits to an optician, dentist or physiotherapist, up to annual limits. Includes access to a 24/7 free and confidential employee assistance helpline (counselling and legal)
- Cycle to work scheme
- Interest-free loans (up to L500)
- Professional membership fee reimbursement
- Family friendly policies

# How to apply

## To apply

Please send your CV and cover letter to [care@allenlane.co.uk](mailto:care@allenlane.co.uk)

## Timeline

<b>Application deadline:</b>	Sunday 26 May
<b>Shortlisting:</b>	approx. 10 June
<b>1st stage interviews:</b>	w/c 17 June
<b>2nd stage interviews &amp; offer:</b>	w/c 24 June

Please note that these dates are only indicative at this stage and could be subject to change. We will try and offer as much flexibility as we can, but it may not be possible. Therefore you are asked to note the above timetable, exercising flexibility through the recruitment and selection process.

## Contact

We encourage all candidates to discuss the role further before submitting an application. If you would like to discuss the role in more detail, please contact:

<b>Bryony Thomas</b> Business Manager 07921 334 625   <a href="mailto:bryonythomas@allenlane.co.uk">bryonythomas@allenlane.co.uk</a>	<b>Allen Lane Recruitment</b> 33 King Street, London, SW1Y 6RJ
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