



## Introduction

### Background Information

**CARE International** is a global humanitarian organisation leading the fight to end poverty in the world's most challenging situations. Women and girls are at the centre of our work, because we cannot overcome poverty and inequality until all people have equal rights and opportunities. We know that when a crisis erupts, women are often the first to pick up the pieces, so we work alongside women, so they have the power to make change where it's needed most. Founded in 1945, CARE currently works in **over 100 countries** and last year alone **reached 53.4 million people** through nearly **1,500 projects**.

### CARE International UK

In the UK, CARE is supported by thousands of people across the country. A community who stands in solidarity with women and their communities - helping to transform lives across the world. **CARE International UK** is one of **20 members** of a global confederation. We employ **nearly 100 people** and generate around **£50 million a year**.

At CARE, we stand for equality. Women's leadership is at the heart of everything we do, as we know we cannot overcome poverty or inequality until everyone has equal rights and opportunities. We stand with women in all their diversity and work in solidarity with feminist movements and organisations. We are guided by our 5 key **Feminist Leadership Principles**:

- **We care:** We prioritise caring for the people we work with, for ourselves and each other. We value wellbeing and promote an equitable, social, and healthy workplace.
- **We work to be anti-racist, diverse and inclusive:** We build diverse and inclusive teams, creating ways for everyone to be heard, respected and to thrive. We take account of intersectionality. We will address racism, discrimination, and abuse of power.
- **We earn trust and are accountable to one another:** We acknowledge that trust is the foundation of accountability and respect. We hold each other to account at all levels to deliver on CARE's strategy, mission, and vision. We give and receive feedback respectfully and learn from our mistakes.
- **We create supportive spaces for collaboration:** We work to ensure everyone is empowered to share ideas, challenge accepted wisdom and collaborate creatively to achieve a better future.
- **We use and share power responsibly and transparently:** We make decisions in ways that are informed by the people they affect. We are transparent in explaining how we have reached decisions and where possible we create space for others to lead.

# Job Description

## 1. Overview

**Post Title:** Interim Financial Controller and Transformation Lead  
**Directorate:** Resources  
**Team:** Finance  
**Responsible to:** Director of Finance, Compliance and Technology  
**Accountable to:** Director of Finance, Compliance and Technology  
**Base Location:** 1 St John's Lane, London, EC1M 4AR

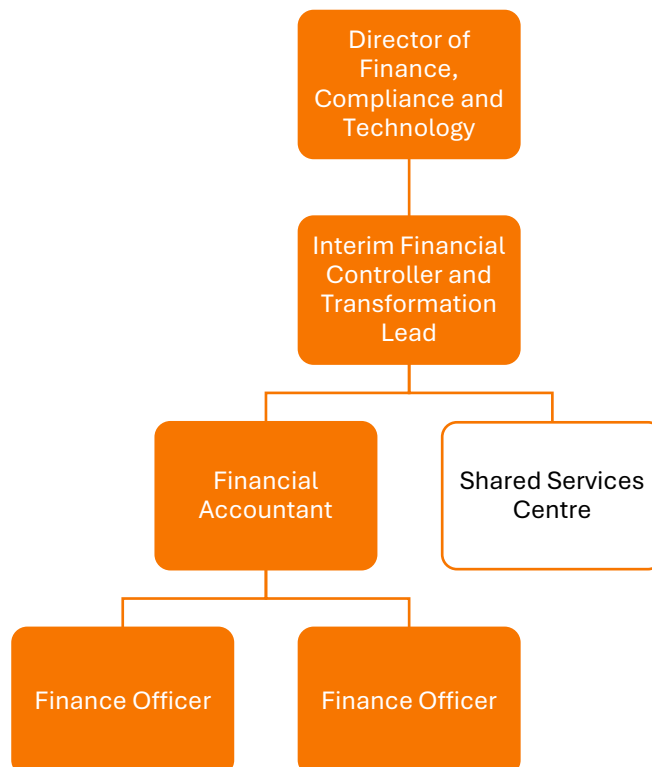
Hybrid working. There is an expectation that you will be in the office 1 day per week.

*CARE International UK (CIUK) reserves the right in consultation with employees to change base location according to organisational and departmental requirements.*

**Line Management Responsibility:** 2 Direct and 2 Indirect

**Budgetary Responsibility:** Yes

### Organogram



## 2. Role Purpose

The Interim Financial Controller and Transformation Lead will lead financial control, statutory reporting and process improvement for CARE International UK, ensuring strong governance, accurate reporting, efficiency and effective stewardship. Working closely with the Director of Finance, Compliance and Technology, the role supports strategic decision making, leads change and improvement projects, and ensures the Financial Accounts Team is well positioned to deliver effectively as the organisation implements its new strategy.

## 3. Specific Areas of Responsibility

The key responsibilities include, but are not limited to:

- Lead statutory accounts, audit and month-end/year-end processes, ensuring accurate, timely and compliant financial reporting.
- Maintain a strong financial control environment across balance sheet and funds management, P&L, reconciliations, treasury, tax and fund accounting.
- Manage and develop the Financial Accounts Team, promoting high performance, accountability and continuous improvement.
- Provide clear financial advice and insight to colleagues and committees to support sound decision making and strategic planning.
- Lead and deliver finance improvement projects, including oversight for Finance Transformation, including a programme of projects which include systems, process and service enhancements, using effective project management to achieve outcomes.
- Work strategically across the organisation to strengthen financial capability, improve efficiency and support organisational priorities.
- Working closely with Programme Finance Team (Programmes and Policy Department), Financial Accounts Team, Senior Leadership Team and providing cover for Director of Finance, Compliance and Governance as required

### **Team Management**

Lead and manage the Financial Accounts Team to achieve desired outcomes:

- Cultivate a positive and collaborative team culture, ensuring team members are motivated and aligned with CIUK's objectives.
- Set, monitor, and evaluate performance through team plans and objectives that are aligned with the organisational strategy and drive results.
- Lead the finance team through periods of change, ensuring mandatory and developmental training for all finance staff supports organizational growth.
- Supervise the team to ensure delivery against targets and deadlines.
- Promote and adhere to CARE International's Protection from Sexual Exploitation and Abuse (PSEA) and Child Protection policy within the team.

#### 4. Person Specification

The below competencies will be assessed at the indicated stage of the recruitment process:

Application = A, Interview = I, Test = T, Presentation = P.

When completing your personal statement please demonstrate how you meet the competencies assessed at application stage (A).

<p><b>Skills / Abilities</b></p>	<ul style="list-style-type: none"> <li>○ Graduate level qualified accountant: ACA, ACCA, CIMA or ACMA equivalent</li> <li>○ Strong understanding of the requirements of a robust financial control environment</li> <li>○ Strong understanding of Charity SORP accounting</li> <li>○ Strong team management skills: able to manage a team to deliver to good standard</li> <li>○ Strong financial accounting skills with a demonstrable understanding of UK GAAP</li> <li>○ Ability to understand the wider picture and to advise and influence colleagues outside of direct line management</li> <li>○ Ability to lead a complex programme of change to systems, processes and ways of working</li> <li>○ Self-motivated, with the ability to work with a high degree of autonomy</li> <li>○ Strong interpersonal skills, with the ability to build strong relationships across teams and to influence change</li> <li>○ Ability to manage a busy workload, including flexibility to respond to changing priorities and work to deadlines</li> <li>○ Commercial awareness and experience</li> <li>○ Experience of engaging staff through a transition, including coaching/training on new systems</li> </ul>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I, P</p> <p>A, I</p> <p>A, I, P</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>○ Substantial leadership experience in financial management - PQE</li> <li>○ Worked in or audited a financial control function of a registered charity or similarly complex organisation</li> <li>○ Experience of managing a Finance team in a busy environment</li> <li>○ Experience of the not-for-profit sector, including fund accounting</li> <li>○ Strong financial accounting skills: ability to plan and manage all aspects of month end and year end</li> </ul>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p>

	<p>processes; detailed knowledge of Charity SORP and FRS102</p> <ul style="list-style-type: none"> <li>○ Experience of managing a programme of change including automation of financial processes, change of systems and ways of working</li> <li>○ Understanding of regulatory framework including tax compliance</li> <li>○ Experience of using complex financial systems (preferably ERP system)</li> <li>○ Experience of presenting financial information and guidance to senior leaders and trustees</li> <li>○ Experience of using Oracle PeopleSoft (GL, AP, AR and Project Accounting)</li> <li>○ International development experience</li> </ul>	<p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I, P</p> <p>A, I</p> <p>A, I</p>
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- *In addition to the specification above the additional duties may be reasonably required by a senior manager within the scope of the above.*
- *This document forms part of the post holder’s contractual terms and conditions of employment.*
- *The document is not an exhaustive list of core elements of the role. This job description is a working document and may be amended from time to time by mutual agreement.*

## 5. The Application and Recruitment Process

### 1. Guidance on completing the application form

Please complete the online application form clearly and in full, demonstrating how your skills, knowledge and experience relate to the Job Description and Competencies required for the role. When completing the personal statement, please address the relevant criteria in the Person Specification and provide evidence to support your answers. We are interested in what you did and the outcome. You may wish to include experience, skills, and knowledge you acquired inside and outside of formal employment including through education, volunteering, and life experience.

We can only shortlist candidates based on information provided in the application form. A personal statement tailored to the specific requirements of the role is an integral part of this information.

### 2. Guaranteed Interview Scheme and Reasonable Adjustments

As part of CARE International UK’s commitment to being a disability confident employer (level 2) we use the Guaranteed Interview Scheme. The Scheme guarantees that all disabled applicants who meet the essential criteria for the role are invited to interview. If you wish to be considered

under the Guaranteed Interview Scheme, please complete the relevant section in the online application form.

To ensure our recruitment processes are fair and inclusive reasonable adjustments can be accessed at any stage. If you require adjustments at the application stage, including a copy of the recruitment pack in large print or an alternative format please contact [hrteam@careinternational.org](mailto:hrteam@careinternational.org). We proactively ask all applicants invited to interview if any adjustments are needed to facilitate their participation.

### **3. Referees**

Please provide details of at least two referees, covering a minimum of 5 years. Voluntary placement or educational referees are suitable in the absence of employment references or gaps in employment history. References will only be taken up as part of pre-employment checks if you are offered the role.

### **4. Equalities Monitoring**

CARE International UK is committed to building and valuing diverse teams and aims to provide an inclusive working environment that is free from unfair and unlawful discrimination. As part of this process, we monitor recruitment to help us understand who we are reaching, reduce inequalities and continually inform our policies and practices. Providing your equalities monitoring information is voluntary but we do encourage you to do it. The information you provide will be used for statistical purposes only, it is confidential and will not be shared with the selection panel.

### **5. Shortlisting**

After the closing date, all applications will be reviewed by a shortlisting panel to determine how each candidate's skills, knowledge and experience relates to the Competencies required for the post (as outlined in the Job Description and Person Specification). Candidates who demonstrate in their application that they meet the job criteria will be invited for interview. Only information included in the application form will be considered when shortlisting.

### **6. Interviews**

As part of the selection process, you may be asked to complete an exercise before/during/after the interview. You will meet with a panel who will ask you questions relevant to the role. This is your opportunity to expand on your application and demonstrate how you have the skills, knowledge and experience required for the role. At the end of the interview, you will have the opportunity to ask the panel any questions you have about CARE International UK, the role and/or the terms and conditions of service.

## 7. Feedback

Unfortunately, resource constraints mean we cannot contact all candidates at the application stage. If you do not hear from us within two weeks of the closing date of the role, please assume on this occasion you have not been successful. We cannot provide feedback either on your application at this stage. Thank you for your interest in working with CARE International UK, we encourage you to keep an eye on our website for future vacancies.

Candidates who are shortlisted for interview but not appointed will be informed of the outcome of their interview in writing. If requested, feedback will be provided.

## 6. Special features

### Data Protection

The post holder hereby agrees not to disclose any confidential or sensitive information to a third party or outside organisation except where required to do so by law.

### Health and Safety

The post holder agrees to abide by CARE International UK's Health and Safety principles and code of conduct and to take all reasonable steps to ensure both their own safety in the workplace or/and at home (when home based); as well as that of their colleagues.

### Diversity and Inclusion Statement

CARE is committed to creating a diverse, inclusive, respectful, and safe work environment where all persons are treated fairly, with dignity and respect. We are committed to dismantling harmful and oppressive structures of power and accordingly centre gender equity in our work to save lives, fight poverty and achieve social justice. The post holder agrees to promote and uphold these principles.

CARE International UK operates fair, transparent and non-discriminatory recruitment practices and actively encourages applications from candidates from a variety of backgrounds, and with a range of skills and experiences. We are particularly interested to hear from candidates from Black and minoritised communities, LGBT+ candidates and disabled candidates.

CARE International UK is a disability confident employer. As part of our commitment to disability inclusion we guarantee interviews to disabled candidates who meet the essential criteria for the role. To be considered under the Guaranteed Interview Scheme please complete the relevant section in the online application form. If at any stage of the recruitment process you require reasonable adjustments, including a copy of the recruitment pack in large print or an alternative format, please contact [hrteam@careinternational.org](mailto:hrteam@careinternational.org).

## Safeguarding

CARE International UK has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or a child by any of our staff, representatives, or partners. Recruitment to all jobs in CARE International UK includes, in particular, criminal record checks and the collection of relevant references. Safeguarding our beneficiaries is our top priority in everything we do.

## 7. Terms and Conditions

<b>Salary:</b>	£63,300 - £67,976 per annum
<b>Working hours:</b>	35 hours per week
<b>Location:</b>	Hybrid working. There is an expectation that you will be in the office 1 day per week.
<b>Contract:</b>	12-Month Fixed Term Contract
<b>Annual leave:</b>	25 days per annum
<b>Pension scheme:</b>	3% employee contributions and 6% employer contributions via salary sacrifice

To see the full range of benefits offered upon joining CARE International UK, please click [here](#).

## Other Information

In line with legal requirements and the nature of CARE International UK's work, this post is subject to:

- i. **Receipt of satisfactory written references**, covering a minimum of 5 years employment (without gaps), one of which must be from the current or most recent employer. Voluntary placement or educational referees are suitable in the absence of employment references or gaps in employment history. The reference request will specifically ask the referee about any safeguarding, performance, or misconduct concerns. Note that CARE International UK participates in the Inter Agency Misconduct Disclosure Scheme (**\*\* more details below**). References will be requested in accordance with that scheme.
- i. **DBS check (Basic)**
- ii. **Bridger check (\*\* more details below)**
- iii. **Evidence of the eligibility to work in the UK.**

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\*\* In line with the Inter Agency Misconduct Disclosure Scheme, we will request information from your previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when you left employment. Full details of the scheme on <https://www.schr.info/the-misconduct-disclosure-scheme-old>

\*\*\* A Bridger Check gives access to global sanctions and enforcement lists, Politically Exposed Persons coverage, profiled adverse media, and financial intelligence around Money Laundering/ Fraud Prevention. For more information on this check please review <https://risk.lexisnexis.com/products/bridger-insight-xg>

For further information please visit [careinternational.org.uk](https://careinternational.org.uk)  
CARE International UK is a registered charity in England and Wales (292506)