



JOB DESCRIPTION

Job Title	Deputy Finance Director
Location	London
MAP's Mission	Medical Aid for Palestinians (MAP) works for the health and dignity of Palestinians living under occupation and as refugees. MAP is the leading UK charity delivering health and medical care to those worst affected by conflict, occupation, and displacement in the occupied Palestinian territory (oPt) and Palestinian refugee camps in Lebanon.
Job Purpose	The Deputy Finance Director is responsible for the operational financial management of MAP, and to provide support to the Director of Finance and Operations, deputising where necessary.
Hours	35 hours per week
Reporting to	Director of Finance and Operations
Responsible for	Senior Reporting Accountant, UK Finance Manager and Legacy Advisor (external)
Key Internal relationships	Programme Accountant, Head of Internal Audit & Compliance, Senior/Finance Managers in overseas offices.
Key External relationships	Auditors, Banks, Xledger (accounting software provider)

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

This is a new role, and a review of the job description will be undertaken in early 2025 or earlier if required.



Duties and key responsibilities

Leadership, Collaboration & Line Management

- Support the Director of Finance and Operations through preparation for and reporting to governance meetings.
- Participate actively as a member of the Leadership Team.
- Provide leadership, direction, training, and motivation as appropriate to the Senior Reporting Accountant and the UK Finance Manager, and the overseas Finance Managers in conjunction with overseas Directors.

Finance Policy & Process Management

- Be responsible for monitoring compliance with MAP's financial and procurement policies and review and update these policies on a regular basis.
- Develop and implement strong cash and treasury management policies and procedures.
- Manage and develop all financial accounting systems to ensure they are fit for purpose.
- Help to ensure value for money and the effective use of funds across the organisation.

Compliance & Regulatory Reporting

- Manage the ongoing relationships with the external auditors.
- Ensure the timely and accurate preparation of the annual statutory accounts for the annual audit and implement recommendations from the auditors and/or Board.
- Monitor institutional income and related contracts and ensure that all restricted income, including Zakat, is properly accounted for.
- Ensure the financial management of MAP is compliant with relevant accounting, legal, HMRC and tax requirements, including VAT and corporation tax, and that the correct returns are made.
- Submit the necessary returns and maintain our records with the Charity Commission and Companies House on a timely basis.

Cashflow & Bank Account Management

- Manage the ongoing relationships with MAP's banks in the UK.
- Maintain UK bank accounts and ensure financial governance is in place for overseas bank accounts.
- Ensure bank mandates and online banking operations are reviewed and updated on time.
- Monitor and manage the organisation's cash flow to ensure there are sufficient currency funds to meet operational needs.
- Review fund and payment requests from overseas offices and that planned activities are within budget.
- Release all payments from UK bank accounts, including UK payroll.



Financial Controls

- Implement appropriate internal controls, policies, and procedures to protect against fraud and misappropriation.
- Oversee and manage all payroll budgets and forecasts.
- Oversee the payroll functions, ensuring adequate internal controls and approvals are in place and adhered to, and all statutory requirements are met.
- Ensure regular reconciliations are made between the accounting system and the CRM.
- Oversee legacy administration liaising with the Legacy Advisor.

Risk Management

- Risk management – manage strategic and operational financial risks working with the Head of Internal Audit & Compliance.
- Maintain insurance policies across all MAP offices to ensure appropriate and adequate risk mitigation and meet statutory requirements.

Person Specification

Experience

- Extensive experience in a finance leadership role within a complex charitable organisation, working internationally.
- 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 financial systems, and cashflow.
- Experience of working in a multi-currency organisation.
- Ability to contribute to the management of in-country finance colleagues, while not taking direct line-management responsibility for them.

Skills and abilities

- Leadership skills to undertake a complex management role in an international organisation.
- Excellent staff management, communication, and inter-personal skills.
- Clear written /verbal communication skills, with the ability to present.
- Strong decision-making skills and ability to translate priorities into operational goals and plans.
- Excellent IT skills, including experience of using Office 365 software.
- Solution-focused approach, ability to work under pressure.
- Fluent written and spoken English.



Knowledge

- Thorough understanding of financial accounting principles and techniques, particularly those relating to charities including charity regulations and the SORP.
- Knowledge of the taxation regime for UK charities.
- An appreciation of the political complexities in the Middle East region, of the Israeli-Palestinian conflict and of the position of the Palestinian refugee population in regions where MAP operates.

Education

- A recognised professional Accounting Qualification, for example ACA, ACCA, CIMA, CIPFA.
- A commitment to continuing professional development.

Personal attributes and other requirements

- Commitment to MAP's mission, services, and the right to health.
- Prepared and able to travel occasionally to all MAP offices.
- Support and promote diversity and equality of opportunity in the workplace.
- Work collaboratively with others in all aspects of our work.
- Willingness to work flexibility during busy periods and in emergencies.
- Be flexible and perform other associated duties as may arise, develop, or be assigned in line with the broad remit of the position.
- Abide by organisational policies, codes of conduct and practices.
- Treat with confidentiality any personal, private, or sensitive information about individual organisations and or clients or staff and MAP data.