

Job Description

Job title:	Finance & Resources Manager
Reporting to:	Director of Finance & Resources
Location:	Central London (Holborn Office) / Hybrid Working
Contract type:	Permanent and Full time (part time considered)
Salary:	£39,000-£46,000pa dependent on experience (pro rata for part-time hours)

About IHP

Most of us can readily access the medicines we need. But around the world, many easily treatable diseases can mean chronic pain, poor quality of life or even a death sentence. International Health Partners (IHP) helps people in hard-to-reach, vulnerable and disaster-hit communities get better access to medicine. We coordinate the safe and responsible donation of medicines and health care supplies to where the needs are greatest, saving lives and preventing avoidable suffering.

In the last three years, IHP have supported over 54 million patients and vulnerable communities around the world – places such as Yemen, Ukraine and Gaza. We've sent medicine worth well over £56 million, changing lives and impacting futures. We run multiple partnerships to support this work – with pharmaceutical companies who donate medicines, our logistics partners who help us warehouse and ship the medicines overseas and finally our valued NGO partners and individual medics delivering healthcare to those who need it. Together these partnerships enable medicines to reach those in need.

Our Christian faith underpins all that we do. It motivates us to care for those in need, and give our best in all circumstances, as an expression of God's love. We believe that everyone, regardless of their age, gender, disability, religion or ethnicity, should be able to access the medicines they need.

Main purpose of the Role

The Finance Manager is responsible for the effective day-to-day financial management of IHP, ensuring accurate financial reporting, robust controls and high-quality budgeting and forecasting. The postholder will work closely with the Director of Finance & Resources (DFR), Senior Leadership Team (SLT) and managers to provide financial insight and support effective decision-making.

Specifically, this will include:

- Managing all financial operations of the organisation to ensure efficiency, accuracy and clarity.
- Leading the preparation of financial forecasts and cash-flow projections and maintaining effective financial controls.
- Providing the DFR and SLT with high-quality financial information, analysis and insight to support planning, decision-making and performance monitoring.
- Ensuring that all the financial and charity governance regulatory requirements of statutory bodies are met - for IHP UK and its sister organisations in the US and Netherlands

- Overseeing organisational office & asset management and procurement to ensure effective and efficient use of resources.

Key Responsibilities

1. Financial Operations and Reporting

- Oversee day-to-day financial processing of all income and expenditure, invoices, payments and bank reconciliations. (Day to day this work is the responsibility of the Administration & Finance Officer.)
- Ensure accurate coding of income and expenditure in line with budget structures and adherence to charity finance regulations including the treatment of restricted funding, and subsidiaries.
- Prepare monthly management accounts and financial reports for trustees and funders.
- Oversee cash flow monitoring, treasury management and banking relationships to support accurate forecasting and maintain robust financial controls.
- To manage and administer payroll, pensions and taxes, including VAT returns.

2. Budgeting and Strategic Planning

- Coordinate annual business planning and budgeting processes and align team objectives to strategic goals.
- Work with budget holders to monitor spend and provide timely updates on variances.
- Produce regular performance reports for internal use and external stakeholders including funders, donors and trustees.
- Assist with preparation for audits and year-end accounts.

3. Organisational Governance

- Ensure timely filing of regulatory returns and maintaining statutory records.
- Keep up-to-date with Charity Commission requirements, charity and data protection legislation and governance developments and disseminating updates internally.
- Support the DFR to ensure best practices in governance are communicated to the Board of Trustees - by keeping policies and procedures up to date, supporting board effectiveness reviews, and other duties as required.
- Coordinate Board and committee meetings, agendas, papers, and minutes as required.

4. Resource Management

- To procure appropriate insurance and ensure cost effective and compliant procurement for other services, eg office rental, equipment, organisational IT systems
- Develop and maintain resource plans to support budgeting, forecasting and organisational sustainability
- Monitor resource utilisation and performance, implementing improvements where required
- Manage external resources and service providers, ensuring value for money and adherence to contractual obligations.

Person Specification

Essentials Skills and Experience

- Professional accounting qualification (ACA, ACCA, CIMA) or qualified by experience.
- Experience in a financial management role within a small or medium-sized non-profit organisation.
- Experience in business planning, performance management, or impact reporting.
- Strong IT skills, particularly with accounting software and Excel.
- Knowledge of charity accounting requirements, including SORP.
- Experience of governance adherence and working with boards or trustees.
- Experience managing audits and statutory reporting (desirable)
- Experience developing and maintaining financial controls.
- Experience of working across multiple jurisdictions (desirable)
- Excellent written and verbal communication, minute-taking, and document management.
- Experience of resource/IT management and procurement including insurance
- Experience supporting charity fundraising and grant reporting (desirable)
- Knowledge of HR administration and payroll.
- Ability to manage multiple priorities and work collaboratively across teams.
- Ability to work independently, prioritise workload, and meet deadlines.

Personal Attributes

- Meticulous attention to detail and high standards of accuracy.
- Analytical and solution focused.
- A strong understanding of the importance of confidentiality and discretion.
- Approachable and supportive team member.
- Committed to IHP's Christian Ethos and values.

Our Christian Ethos

All our staff regularly spend time together praying for IHP's work. Our occupational requirement necessitates that the successful candidate will have a personal commitment to the Christian faith and actively support IHP's Faith Statement.

Our Policies and Procedures

You will need to understand and comply with our policies, including Safeguarding and Data Protection. You will be provided with appropriate training and resources to fulfil the tasks and responsibilities effectively. IHP is an Equal Opportunities Employer.