



Candidate Brief

Financial Controller (November 2024)



Background Information

CARE International – a global organisation fighting global poverty

CARE International operates in more than 104 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 offices in countries like the USA and the UK.

CARE International UK

CARE International UK was founded in 1985 and we are one of 14 full members of the global CARE International federation. We employ 120 staff and generate around £70 million a year for CARE's poverty-fighting work.

As well as supporting CARE's [humanitarian](#) and [development work](#) around the world, CARE International UK provides specific expertise in the areas of [women's economic empowerment](#), inclusive [governance](#), humanitarian response (particularly [shelter](#), and gender in emergencies), and [engaging with the private sector](#). 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.

CARE's programmes are implemented through [CARE country offices](#) which are supported with technical assistance and programme management by CARE members (including CARE International UK). We work in partnership with local organisations to deliver many of our programmes.

CARE is non-religious and non-political, allowing us to deliver humanitarian and development assistance to anyone in need regardless of race, gender, ethnicity, age, religion, political view or sexual orientation.

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



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 statement. Remember we're 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. Please do not attach a CV as this will not be considered.

2. Guaranteed Interview Scheme and Reasonable Adjustments

As part of CARE International UK's commitment to being a disability confident employer (level 2), all disabled applicants who meet the essential criteria for the role will be invited to interview. If you wish to be considered under the Guaranteed Interview Scheme, please complete the relevant section on the online application form.

To ensure our recruitment processes are fair and inclusive we will contact by phone all the applicants invited to interview who disclose a disability, to explore what reasonable adjustments are required at each stage of the recruitment process.

If you have any questions, or if you'd like to access reasonable adjustments at application stage, including a copy of the recruitment pack in large print or an alternative format please contact hrteam@careinternational.org.

3. Referees

Please provide details of at least two referees, covering a minimum of 5 years; one must be your current or most recent employer. 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 recruitment 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 relate to the competencies required for the post (as outlined in the Job Description and Person Specification). Candidates who demonstrate in their application 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 interview process you may be asked to complete an exercise after the interview. You will meet with a panel of three people 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 post. 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.

CARE International UK (CIUK) **Job Description**

1. Overview

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|--|---|
| Post Title: | Financial Controller |
| Responsible to: | Director of Finance, Compliance and Governance |
| Directorate / Department: | Resources |
| Base Location | Vauxhall, London. We offer a hybrid working model and there will be an expectation to attend the office 2 days per week or as required. 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 3 Indirect |
| External Contacts: | Fundraising Consultants, Fundraising platform and software providers |
| Internal contacts: | All CARE International UK (CIUK) fundraising and Programs teams, CI UK Financial Accounting Team CI UK Financial Planning and Analysis Team |

The above list is provided for guidance only and is not an exhaustive list of all the contacts with whom the post holder may be required to liaise.

2. Role Summary

The Financial Controller will be a key architect in crafting the strategic financial vision for CARE International UK. Working in close partnership with the Director of Finance, Compliance and Governance, this vital role will ensure the meticulous stewardship of the Charity's and its subsidiary's statutory accounts and reinforce our financial control framework. The Financial Controller will spearhead transformative initiatives that elevate our financial culture and propel strategic development.

This position is dedicated to fostering an environment of continuous financial innovation, providing visionary leadership to the Financial Accounts Team, and empowering the broader organisation to reach new pinnacles of excellence. Your strategic insights and dynamic leadership will be instrumental in steering CIUK towards a future defined by unparalleled financial stability, growth, and success. Together, we will achieve remarkable milestones and set new standards of excellence in the industry.

3. Key Responsibilities:

1. Financial Management

The key responsibilities include, but are not limited to:

- Develop and implement robust financial policies and procedures to ensure effective operation and compliance.
- Actively contribute to the Finance and Audit Committee, providing insightful analysis and recommendations to guide decision-making.
- Lead and inspire a high-performing team of 5 staff with 2 direct reports, fostering a culture of excellence and continuous improvement.
- Direct the production of statutory accounts and lead a seamless statutory audit process for the CIUK Group, ensuring rigorous financial integrity.
- Implement effective treasury management strategies, including accurate and timely cash flow forecasting to optimize financial stability.
- Supervise and enhance controls and processes for balance sheet management, ensuring robust reconciliations and financial health.
- Oversee and improve AP/AR functions to ensure timely and accurate financial transactions.
- Lead the delivery of a comprehensive and timely month-end process, driving financial accuracy and reliability.
- Manage tax compliance and planning for the charity and its trading subsidiary, including VAT returns and Gift Aid optimization.
- Maintain the Chart of Accounts to ensure consistency and compliance with accounting standards.
- Ensure proper income recognition and fund accounting in line with Charity SORP requirements.
- Provide financial accounting advice to colleagues, enhancing organizational financial acumen.
- Manage relationships and outputs from the Shared Service Centre in Manila to drive efficiency and effectiveness.
- Lead finance transformation initiatives, including process improvements and training programs.
- Ensure timely and accurate financial reporting to the CARE International Secretariat.
- Address any additional finance-related requirements as needed, contributing to the goals of CIUK.

2. 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 annual plans and objectives that drive results.
- Develop and deliver a comprehensive Finance Training Plan, 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.

Any additional duties as may be reasonably required by a senior manager within the scope of the above and commensurate with the level of the post. 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; it is a dynamic working document that may be amended by mutual agreement to reflect the needs of the organisation.

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 CIUK's Health and Safety principles and code of conduct and to take all reasonable steps to ensure both their own safety in the workplace as well as that of their colleagues.

Diversity and Inclusion Statement

CARE International 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 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 and disabled candidates.

CARE is a **disability confident employer (level 2)**, 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.

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.

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).

| | | ** A, I, P, T |
|---|--|--|
| Skills/Abilities | <ul style="list-style-type: none"> • Strong understanding of the requirements of a robust financial control environment, gained through working as an auditor or leading a finance team • Strong understanding of Charity SORP accounting • Strong team management skills: able to manage a team to deliver to good standard • Strong financial accounting skills with a demonstrable understanding of UK GAAP • Ability to understand the wider picture and to advise and influence colleagues outside of direct line management, • Good attention to detail and a logical approach • Self-motivated, with the ability to work with a high degree of autonomy • Strong interpersonal skills, with the ability to build strong relationships across teams and to influence change • Ability to manage a busy workload, including flexibility to respond to changing priorities and work to deadlines <p>Desirable</p> <ul style="list-style-type: none"> • Commercial awareness and experience • Experience of engaging staff through a transition, including coaching/training on new systems | <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>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> |
| Experience/ Knowledge/ Understanding | <ul style="list-style-type: none"> • Graduate level qualified accountant: ACA, ACCA, CIMA or ACMA equivalent • 3+ years PQE • Worked in or audited a financial control function of a registered charity or similarly complex organisation • Experience of managing a Finance team in a busy environment • Experience of the not-for-profit sector, including fund accounting • Strong financial accounting skills: ability to plan and manage all aspects of month end and year end processes; detailed knowledge of Charity SORP and FRS102 • Experience of managing change through automation of financial processes • Understanding of regulatory framework including tax compliance • Experience of using complex financial systems (preferably ERP system). | <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>A, I</p> <p>A, I</p> |

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| | Desirable <ul style="list-style-type: none"> • Experience of using Oracle PeopleSoft (GL, AP, AR and Project Accounting). • International development experience | A, I A, I |
|--|---|--------------|

We expect all employees at CARE International UK to live and demonstrate our [Values](#).

Terms and Conditions

Salary: £69,265 per annum

Working hours: 35 hours per week

Location: Vauxhall, London. Flexible working options will be available. We offer a hybrid working model and there will be an expectation to attend the office 2 days per week or as required.

Contract: Permanent

Annual leave: 25 days per annum

Pension scheme: 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.

** 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 the 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

www.careinternational.org.uk

Twitter: @careintuk

