

# **RIPPLE EFFECT** **Job specification**

## **Job description**

Job title	Head of Finance		
Department/Team	Finance & Resources		
Job Family	FMS – Financial Management Services	Job Code	FMS001
Reporting to	Director of Finance & Resources		
No. of direct reports	3	Budget holder responsibility	Yes
Location	UK		
Grade	9		

Contract type	Permanent	Hours	22.5-30 hours per week
---------------	-----------	-------	------------------------

## **Role purpose**

---

Ripple Effect is an international development organization, relying on a diverse range of income sources to fund its operations and initiatives. These income sources of around £10m per year include grants from governmental bodies, donations from private individuals and corporations, and funding from international aid organisations and foundations.

The Head of Finance plays a pivotal role in ensuring the financial stability and sustainability of Ripple Effect by effectively managing and optimizing these varied revenue streams.

In this capacity, the Head of Finance is responsible for monitoring and analysing multi-year income and cost commitments. This involves a detailed assessment of both short-term and long-term financial obligations and resources. The role requires a comprehensive understanding of the financial landscape to predict and prepare for future financial needs and opportunities.

By effectively managing these areas and supporting the Director of Finance & Resources, the Head of Finance ensures that Ripple Effect can sustainably achieve its mission to improve the lives of individuals and communities in need. The role requires a strategic mindset, strong analytical skills, and the ability to collaborate with various stakeholders to ensure the organization's financial health and integrity.

# Key responsibilities

<p><b>Financial Reporting and Analysis</b></p>	<ul style="list-style-type: none"> <li>• Produce comprehensive financial reports for the Senior Leadership Team (SLT) and trustees to facilitate effective decision-making. This includes detailed cost and income analysis on future commitments, analysis of unrestricted and restricted income.             <ul style="list-style-type: none"> <li>▪ Ensure consolidated monthly management accounts are produced in a timely and accurate manner.</li> </ul> </li> <li>• Identifying Funding Gaps, analysing financial needs versus available funds and developing strategies to secure additional capital if necessary.</li> <li>• Conduct regular financial performance reviews and provide insights for improvement.             <ul style="list-style-type: none"> <li>▪ Co-ordinate the production quarterly finance narrative reports to support review by the Director of Finance &amp; Operations.</li> <li>▪ Supporting the fundraising teams in financial aspects of funding our work and meeting reporting requirements.</li> </ul> </li> </ul>
<p><b>Annual financial statements</b></p>	<ul style="list-style-type: none"> <li>▪ Produce annual consolidated financial statements in compliance with UK SORP</li> <li>▪ Ensure country teams complete their year-end process in compliance with local laws and regulations.</li> <li>▪ Coordinating with external auditors to facilitate a smooth audit process.</li> </ul>
<p><b>Budgeting and Forecasting</b></p>	<ul style="list-style-type: none"> <li>▪ Oversee financial planning process. Including budget setting and regular forecasts.</li> <li>▪ Updating financial forecasts to reflect changes in the external environment and ensuring alignment with strategic goals.</li> <li>▪ Oversight of multi country cash and treasury management including Forex analysis.</li> </ul>
<p><b>Risk Management</b></p>	<ul style="list-style-type: none"> <li>▪ Identify and mitigate financial risks associated with income sources and cost commitments. This includes developing strategies to manage financial uncertainties and ensuring that the organization has sufficient reserves and contingency plans in place.</li> </ul>
<p><b>Operational Finance</b></p>	<ul style="list-style-type: none"> <li>▪ Responsible for the Finance budget</li> <li>▪ Oversee financial compliance and standards, including maintaining a robust financial control framework.</li> <li>▪ Oversee the UK finance function including payroll and Line management of the finance team, including team members based in other countries.</li> <li>▪ Provide financial oversight of donor applications and reporting.</li> </ul>

<b>Other duties</b>	<ul style="list-style-type: none"> <li>▪ Ensure compliance with Ripple Effect policies and all relevant legislation.</li> <li>▪ Act at all times according to Ripple Effect’s values and in support of its Africa Forward Together approach.</li> <li>▪ To undertake other duties of a similar nature as reasonably required by the line manager.</li> </ul>
---------------------	--

## Safeguarding

---

At Ripple Effect, we are committed to creating a safe and rewarding environment for all of our people, including staff, participants, partners, volunteers, children, and vulnerable adults. It is a shared responsibility to ensure that everyone is treated properly and protected from harm, exploitation, and abuse. To fulfil this commitment, we have established a robust Safeguarding Policy that everyone working with us is expected to follow, along with a confidential whistle-blowing procedure that allows individuals to raise any concerns they may have.

## Person specification

### Qualifications

---

**Essential:**

- ACA, ACCA, CIMA or equivalent qualification.

### Experience and knowledge

---

**Essential:**

- Experience in a previous finance role.
- Experience of managing a team.
- Proficiency in Microsoft Office, including an advanced knowledge of Excel, with an understanding of functions such as Pivot Tables and Formulas.
- Experience in using a finance system to extract information or reports and to post journals.
- Experience in identifying and resolving errors in financial information.
- Excellent attention to detail, accuracy, and numeracy skills.
- Strong organisational and time management skills, with the ability to manage workload effectively and work proactively.

**Desirable:**

- Experience in financial management, preferably within the charity or non-profit sector.
- Experience with charity governance, best practices, and compliance with HMRC, Companies House, and Charity Commission regulations.

- Familiarity with funder requirements and reporting.

## **Skills and attributes**

---

### **Essential:**

- Excellent strategic thinking and analytical skills, including the preparation and analysis of financial reports.
- Commitment to Ripple Effect's mission.
- Commitment to uphold our values of integrity, accountability and compassion.
- Respect for Ripple Effect's Christian background and ethos.

### **Desirable:**

- Strong leadership and team management abilities to lead and motivate the finance team.

## **Equal opportunities**

---

Ripple Effect is dedicated to fostering an inclusive environment, and we welcome applications from all individuals, embracing diversity in all its forms.

Updated: [Jul 24](#)  
Evaluated: [26 Jul 24](#)