Well Grounded
recruitment@well-grounded.org
www.well-grounded.org

Position Vacancy

Head of Finance & Compliance

November 2026

Location: United Kingdom – Fully Remote (the role can be performed from anywhere within the UK). Applicants must be based in the United Kingdom and have the legal right to work in the UK. Well Grounded is unable to provide visa sponsorship.

Closing date for applications: Open until filled. Applications will be reviewed on a rolling basis.

Target start date: To be agreed with the successful candidate.

Contract details: Part-time employment (0.6 FTE), with flexible working arrangements.

Remuneration: Starting annual gross salary of £38,542, based on a full-time equivalent salary of £64,236.

Benefits: Statutory pension, health insurance and 28 days of annual leave per annum (pro-rated to reflect 0.6 FTE), plus a pro-rated entitlement to UK public holidays.

About Well Grounded

Well Grounded's mission is to support civil society organisations in the Congo Basin to become stronger, in order to deliver lasting impact for forests and communities. Our vision is for a credible, collaborative, inclusive and effective African Civil Society capable of advocating for social and environmental justice while empowering communities to determine their own future.

Well Grounded, a registered non-profit in both the UK and Cameroon, was founded in 2010 in direct response to the challenges faced by local organisations and their leaders. Well Grounded provides organisations and leaders with the tools and support they need to realise their objectives and vision, and make a positive change for communities and forest ecosystems.

Over the last decade and a half, we have worked with more than 80 CSOs, many of which have emerged as leading national and regional environmental organisations, and attribute their clear sense of purpose, identity and confidence to the processes facilitated by Well Grounded.

Summary job description

Well Grounded is seeking an experienced Head of Finance & Compliance to join its Leadership Team and provide strategic financial leadership across the organisation.

The successful candidate will oversee Well Grounded's financial management functions, contribute to organisational strategic planning and decision-making, and ensure financial accountability, effective resource management and compliance with relevant regulatory and donor requirements.

The role combines strategic financial oversight with hands-on management of financial systems, budgeting, cashflow, financial reporting, internal controls and regulatory compliance.

Working closely with the Co-Directors, Leadership Team and Board of Trustees, the Head of Finance & Compliance will play a key role in strengthening financial governance and supporting the organisation's long-term sustainability.

The role also includes supervising and supporting the Finance & Administrative Coordinator based in Cameroon and ensuring effective financial coordination across Well Grounded's countries of operation.

The successful candidate will be a proactive and collaborative finance professional who combines strong technical expertise with strategic thinking, sound judgement and a commitment to Well Grounded's mission and values.

Position in organisation

The Head of Finance & Compliance will be a member of Well Grounded's Leadership Team and will report to a Co-Director.

The position is based in the United Kingdom, with fully remote working arrangements and close collaboration with colleagues across the Congo Basin.

The postholder will directly supervise the Finance & Administrative Coordinator based in Cameroon and work closely with programme teams, country offices, external auditors, payroll providers, consultants and other relevant stakeholders.

The role requires a collaborative management approach, strong communication skills and the ability to support effective financial decision-making across a geographically dispersed organisation.

Responsibilities

1. MANAGEMENT ACCOUNTING & FINANCIAL CONTROL

- Oversee financial transactions, accounting records and monthly account closures, ensuring compliance with applicable accounting standards, including FRS 102 and Charities SORP 2026.
- Prepare and present monthly management accounts to the Leadership Team and quarterly financial reports to the Board of Trustees.
- Ensure accurate reconciliation of accounts, payroll reporting and maintenance of the organisational asset register.
- Coordinate the annual external audit, addressing audit findings and strengthening financial systems, internal controls and reporting processes.

2. BUDGET MANAGEMENT & FINANCIAL PLANNING

- Maintain and update the organisational budget, ensuring accurate financial planning and forecasting.
- Monitor programme budgets, analyse expenditure against approved budgets and work with budget holders to address significant variances.
- Oversee the preparation of project proposal budgets and financial reports in accordance with donor requirements.
- Provide strategic financial analysis and advice to the Co-Directors and Leadership Team to support organisational decision-making and long-term sustainability.

3. CASHFLOW & FINANCIAL OPERATIONS

- Maintain a rolling cashflow forecast covering at least twelve months, identifying potential shortages and recommending corrective actions.
- Ensure timely and adequate financial transfers to country offices to support programme delivery and operational requirements.
- Oversee organisational bank accounts, online payments and appropriate dual-authorisation controls.
- Monitor international financial transactions and minimise unnecessary foreign exchange conversion costs.

4. COMPLIANCE, GOVERNANCE & RISK MANAGEMENT

- Maintain and strengthen organisational financial management and procurement procedures, ensuring appropriate implementation across country operations.
- Ensure compliance with UK charity accounting and regulatory requirements, including statutory filings with the Charity Commission and Companies House.

- Coordinate compliance with UK payroll, HMRC and pension obligations, as well as applicable tax and social security requirements in country offices.
- Oversee donor financial compliance, identify financial risks and support the implementation of effective mitigation measures and internal controls.

5. FINANCE TEAM LEADERSHIP & SYSTEMS DEVELOPMENT

- Provide direct line management, technical guidance and professional development support to the Finance & Administrative Coordinator based in Cameroon.
- Establish clear objectives, conduct regular check-ins and undertake annual performance reviews to strengthen individual and team performance.
- Promote efficient financial management systems, including AccountsIQ, digital reporting tools and appropriate automation of financial processes.
- Ensure accurate, secure and accessible digital financial records, with appropriate access controls and compliance with organisational policies.

Skills and experiences

REQUIRED

- Professional accounting qualification: A recognised professional accounting qualification, such as ACCA, CIMA, CPA or equivalent.
- Senior financial management experience: Proven experience in a senior finance role within a UK charity operating internationally, including financial oversight of international programmes and country offices.
- UK charity accounting and compliance: Strong knowledge of FRS 102, Charities SORP 2026, UK charity accounting requirements and relevant Charity Commission and Companies House obligations.
- Financial planning and reporting: Demonstrated experience in organisational budgeting, management accounts, cashflow forecasting and financial reporting to senior leadership teams or Boards of Trustees.
- Grant management: Experience managing donor-funded projects, including grant budgets, financial reporting and compliance with institutional donor or foundation requirements.
- Leadership and collaboration: Ability to supervise and develop finance staff and work effectively with colleagues across different countries and cultural contexts.
- Financial systems: Proficiency in accounting software and Microsoft Office applications, with the ability to maintain accurate financial records and strengthen financial management processes.

- Strategic thinking and integrity: Strong analytical and organisational skills, sound professional judgement, attention to detail and commitment to financial accountability and good governance.
- Organisational values: Commitment to Well Grounded's mission and values of Respect, Inclusion, Sovereignty and Adaptation.

DESIRED

- Working knowledge of French.
- Experience supporting financial management during organisational growth or restructuring.
- Familiarity with international financial operations and compliance requirements across multiple jurisdictions.
- Experience using AccountsIQ or comparable accounting systems.
- Experience improving financial processes through digital tools, automation or approved AI applications.
- Experience strengthening the capacity of finance staff in multicultural and remote-working environments.

Our commitment to equality

Well Grounded is committed to equality and diversity, and we welcome applications from people of all nationalities and backgrounds who meet the eligibility requirements of the role.

We treat all applications for employment on their merits and do not take into consideration any factors that are not relevant to the job such as disability, race, age, religion, gender, gender reassignment, or sexual orientation.

We are committed to safeguarding, and candidates will undergo a mandatory DBS check (or equivalent depending on jurisdiction) and a thorough reference check, with safeguarding induction and training provided during onboarding.

Why work with us

Our approach is underpinned by core values that determine what it's like to work with us - values that champion inclusivity, caring, proactivity and learning. Well Grounded promotes a culture of personal growth and professional development, encouraging collaboration, responsibility, and innovation.

Well Grounded is a hybrid and flexible organisation, offering remote working, regular in-person contact, competitive salary and benefits, generous leave, and a genuinely positive work-life balance.

WELL GROUNDED

You will be joining Well Grounded at a time of significant organisational growth, with opportunities to play a valuable role in protecting the natural resources of the Congo Basin, by working with others to protect the environment and to promote climate justice.

Application process

To apply, please complete our online form HERE.

Closing date for applications: Open until filled. Applications will be reviewed on a rolling basis, and suitable candidates may be invited for interviews as applications are received. We encourage interested candidates to apply as early as possible. If you have any questions, please contact recruitment@well-grounded.org.

Well Grounded is a registered charity, number 1176051, and a registered company limited by guarantee, number 7269647, in England & Wales, with a registered address at 483 Green Lanes, London, England, N13 4BS. Well Grounded is also formally authorised within Cameroon, in line with Order n°00000109/A/MINATD/SG/DAP/SDLP/SAC dated 09 May 2017.

WELL GROUNDED