

HEAD OF FINANCE

Location	UK, Remote
Department	Business Support Team
Reports to (Line Manager)	Director of Finance and Operations
Grade	UK Grade F
Contract Type	Open-Ended

About HelpAge

HelpAge International works with partners and a diverse global network of more than 170 organisations over 90 countries, supporting millions of older people to live safe, dignified, and healthy lives. Through our partnership and collaborations, we work to ensure the inclusion of older people across society and strive to deliver a just and fair world for everyone, whatever their age.

Our work is driven by our desire to deliver real impact for older people, to be inclusive, to work in partnership and to learn from our shared experience. Our 2030 strategy Ageing in a Just World sets out how we will work together to shape the future we all share. By ensuring that all our work promotes wellbeing, dignity and voice, we can be a positive influence in the lives of current and future older people.

HelpAge International is entering into an exciting phase of its evolution as we fundamentally transform what we do, how we do it and how we are organised. Driven by our commitment to the localization agenda, we are evolving the way we partner and deliver value at the country and local level. In the coming 3 years, we will localize our country offices and programmes, and develop new and diverse forms of partnerships globally. We seek to give primacy to local agents for change. To this end, we will replace all programmes delivered by HelpAge staff and resources on the ground with implementation by partners. This will apply across all our work -humanitarian and long-term development. Going forward, our value is framed around supporting, convening and thought leadership. A key way of creating value and bringing impact is collaborating across boundaries and by bringing different perspectives, skills and talent together. We will deliver our work through agile teams and a global operating model, with regional roots, to focus on impact and maintain the relationships at the national level to help build collaborations and support others to set their own agendas.

About the Portfolio / Department

Department info

The role of the Business Support Team is to –

- Establish and provide an efficient (internal) client-focused service that allows HelpAge’s teams and partners to deliver on the 2030 strategy.
- Provide professional business support services to portfolios, projects, and teams across the organisation. The Department includes finance, human resources, operations and internal audit functions. Team info The Finance team has the following remit: -
- Develop and continuously improve on providing a secure and compliant financial service that can respond to both traditional and non-traditional programmatic opportunities.
- Support the Business Development & Transformation team with the development of income-generating models and initiatives. In addition, continuously ensure the financial safety and security of HelpAge’s assets.
- Support the partner-led programming approach through continued development of systems with the Global Impact and Business Development and Transformation teams to operationalise an effective partnership approach.
- Provide the oversight of risk management and audit of HelpAge and partners work to the Directors and the board to meet legal and best practice requirements.
- In collaboration with other departments, the development of global operations protocols, facilitating the rollout, implementation and monitoring of these at the various levels that we would be engaging in at any given time.

About the Job

The Head of Finance will provide strategic leadership and oversight of HelpAge International's financial operations. This role is essential in ensuring the financial health and sustainability of HelpAge and will supervise over six Finance Business Partners dispersed in different countries globally. The position holder will be

expected to have a good understanding of, and working experience with UK financial laws and policies as well managing various donors rules and regulations.

Key areas for impact/influence and responsibilities

These outline the broad areas of responsibility in the role, but in collaboration with your colleagues, you will be able to shape and design specific activities that are relevant at any point in time. We want you to work creatively to deliver impact and respond to relevant opportunities. With your colleagues, you will develop your teamwork plan to drive initiatives, develop ideas, as well ensure there is space for cross-organisational working and short-term tasks. From this, you will devise your individual work plan that will form the basis of your day to day activities and your performance reviews.

As Head of Finance, you will –

- Manage the Global Finance function (2 Senior Finance Business Partners, Senior Finance Officer, Systems & Management Accountant), to ensure a professional finance service that delivers on organisational strategy.
- Lead in the preparation of the annual income and expenditure budget, UK statutory accounts, proper accounting for VAT, annual audit. Provide advice and guidance on donor financial reporting
- Lead on the preparation of financial management information, ensure the financial accounting system is developed and maintained to meet organisational accounting needs.
- Produce monthly management accounts for Directors
- Ensure adequate financial support to the localisation of countries , including overseeing the relevant financial processes and reporting.

Skills and experience required

You will be someone with:

- A fully qualified and recognised accountancy qualification e.g., ICAEW, ACCA, CIMA or equivalent.

- Strong hands-on accountancy experience with relevant experience working in a complex international NGO
- Experience of the production and interpretation of management accounts.
- Ability to design and implement new financial procedures.
- Proven ability to lead a diverse team of finance professionals and ability to work with senior managers on financial issues and with non finance staff.
- Knowledge and experience of the production donor reports including EC, UN, ECHO, USAID, DEC, GFFO and understanding of their compliance requirements.

Key Behavioural Competencies

At HelpAge International, we believe in the importance of empowering our people to be change makers and leaders at all levels. We expect our people to embrace and live our values, challenging themselves every day to identify issues that are most important to older persons and their communities, and to make an impact that matters.

In addition, as an HelpAge employee you are expected to:

Competencies	Description
Working Collaboratively with Others	Work collaboratively, building mutual trust and respect, with external organisations and partners to achieve our strategic aims and objectives; being accountable for the work we do together.
Adaptability and Flexibility	Adapt to new directions or opportunities arising within the organisation and in our work area; being flexible in our role, constantly using the feedback to learn more and evolve further.
Supporting and Facilitating Change	Lead behavioural and cultural change through embracing a supportive, collaborative and highly inclusive environment where everybody feels supported, respected and engaged.
Extend HelpAge's Reach and Impact	Extend HelpAge's reach and impact by creating and identifying new business development opportunities and building relationships with new partners.
Diversity and Inclusion	Lead and promote a culture of including the voices of older people across our support, convening and thought leadership roles, in a way that is transformative, empowering and highly inclusive of

	those marginalised by gender, economic status, disability and other factors of discrimination.
Leading Others (for managers)	Demonstrate strong leadership to own unit/department and manage people in a well and reputable manner. Create an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.

Safeguarding

HelpAge International is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with. The post holder will also be responsible for:

- Preventing harm and abuse from our people, operations and programmes to anyone that encounters our work.
- Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism.
- Complying with all safeguarding framework policies and practices.
- Completing mandatory training courses relating to our safeguarding policy framework and complying with HR vetting procedures.

SAFER RECRUITMENT

All employments at HelpAge International will be subject to satisfactory references and appropriate screening checks, which can include misconduct disclosure schemes and terrorism finance checks.