WSUP | Water & Sanitation for Urban Populations

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# HEAD OF FINANCE

**Department:** International Finance
**Place of work:** UK – Hybrid working between the City of London office and home.
**Contract:** Permanent
**Grade:** 11
**Salary:** £63,035per annum (WSUP operates a salary banding framework to maintain a fair and equitable pay structure for all staff)
**Benefits:**

- Pension: up to 5% matched pension contribution
- Flexible working arrangements welcome
- Life assurance
- Access to Employee Assistance Programme
- GP Service: 24-hour telephone support
- Enhanced maternity leave: 12 weeks at 90% pay, followed by 12 weeks 50% pay
- Paternity leave: up to 4 weeks' paid leave
- Study Leave after 12 months of service

**Reports to:** Chief Operating Officer
**Direct Reports:** Financial Controller, Senior Management Accountant
**Closing date:** Monday 31 August 2026, 6pm

## ABOUT WSUP

Water and Sanitation for Urban Populations (WSUP) is a not-for-profit company that drives inclusive and resilient urban water and sanitation systems through pioneering practices, partnerships, and policies. Established in 2005 in response to the rapid expansion of cities unable to meet the demand for clean water and sanitation, WSUP works to ensure that low-income communities have access to these essential services.

We collaborate with local service providers to strengthen their capacity, develop infrastructure, and attract investment, ensuring that water and sanitation services are financially viable and reach the most vulnerable urban residents. Beyond direct service delivery, we work with governments and regulators to create an enabling environment for sustainable solutions.

As a global leader in urban water and sanitation, we are committed to sharing evidence-based insights and scalable innovations to drive systemic change. WSUP operates in seven countries across sub-Saharan Africa and Asia, supported by a UK-based office. Since our inception, we have helped over 42 million people gain access to improved water, sanitation, and hygiene services. For more information about WSUP's vision and approach, see **www.wsup.com.**

WSUP's innovative approach to creating impact is guided by our values, which are the common fundamental beliefs and principles that inform our approach and work. All our staff are expected to embody these values in their day-to-day work and interactions. To learn more about our values, please see **Work with us - WSUP**

## ABOUT THE ROLE

The Head of Finance role will lead and develop the finance function, ensuring strong financial management, governance, controls, reporting and operational efficiencies across the organisation. The role will provide expert financial advice, challenge and insight to the Executive Committee and wider leadership team, enabling informed decision-making and organisational sustainability. You will lead a team of 5-10 core finance staff and indirectly support Country Finance Managers in 4 - 6 programme countries.

## JOB DESCRIPTION

### 1. Line Management

- Lead by example, modelling WSUP's values and behaviours, including a passion for continuous learning and collaboration.
- Line manage the Financial Controller and the Senior Management Accountant: managing workloads, task allocations and regularly providing constructive feedback in a structured manner.
- Coach and guide Country Finance Managers, provide support and advice to ensure consistent implementation of best practice across the organisation and the highest standards of financial management
- Promote and instil operational excellence in the team.
- Support the personal and professional development of the Finance team through objective setting, conducting employee regular one-to-ones and regular feedback for line reports and ensuring that finance line managers do likewise.

### 2. Finance Function

- Reporting on the finance function budget to the COO and advise how the finance function is adequately resourced and delivered.
- Strictly adhere to WSUP's ethics policy and pro-actively encourage transparency and openness in all activities.

- Maintain and regularly review policies and procedures including the Financial Management Policy, Finance Handbook and Procurement Policy, advising the COO when amendments are required and how they could be implemented.
- Oversee and manage key external relationships including bankers, auditors, HMRC, legal advisors and tax authorities.
- Oversee the organisational annual budgeting process, with leadership from the COO and coordination with the finance team.

### 3. Finance Systems

- Encourage and work with the Finance team to establish processes and ensure they are up to date, aligned with WSUP's global standards, and fit for purpose.
- Liaise with WSUP's bank representatives to ensure that banking systems are effective and dependable.
- Work closely and where needed, collaborate with WSUP's support teams and external service providers to ensure all aspects of finance systems and processes are running efficiently.

### 4. Managing treasury and cash flow

- Maintain institutional cash flow at an adequate level to allow the organisation to operate effectively.
- Advise the EC where possible to mitigate foreign exchange risks arising from income and expenditure movements and pragmatically manage WSUP's financial reserves, cash and investments.
- Maintain and develop relationships with WSUP's banking providers and other financial institutions, ensuring banking arrangements, mandates, signatories and payment facilities remain effective, secure and compliant.

### 5. External Audit and compliance

- Oversee preparation and the consolidation of annual group financial statements in compliance with the Charity Statement of Recommended Practice (SORP) for audit, liaising with WSUP subsidiary companies to ensure their accounts are completed for audit, and with the group auditors to ensure the audit process is efficiently managed.
- Work with the CEO and COO as they liaise with the Finance and Audit Committee to ensure the audit addresses required issues.
- Work with the Senior Management Accountant and the Financial Controller so that support can be provided to other audit processes, including verification of assets and project audits.
- Ensure compliance with financial regulatory requirements, including VAT, pensions and other taxes, and other required submissions in the UK and WSUP's other countries of operation
- Prepare other regular or ad hoc compliance reports as required.

## 6. Balance sheet, control accounts reconciliations and payroll

- Provide effective and rigorous management of WSUP's budget, supporting a delegated system of budget management at Cost Centre level.
- Produce monthly management accounts for review and discussion by the Executive Committee
- Oversee the monthly reconciliation of bank accounts, balance sheet accounts, supplier accounts, debtors and creditors and ensure that they are completed accurately and submitted before the deadlines.
- Ensure reconciliations of Petty cash; Cash advance, Staff expense claims and Credit Card balances are completed accurately by the Finance team and the country Finance Managers on a monthly basis before the deadlines.
- Oversee the payroll process to ensure accuracy and timeliness and approve the monthly payroll submissions as required.
- Ensure tax reports submitted as required.

## 7. Compliance and Financial Control

- Ensure compliance with financial regulatory requirements, including VAT and other taxes, and other required submissions in the UK and WSUP's other countries of operation.
- Work with the Country Finance Managers to ensure that WSUP's financial and tax compliances within programme countries are up to date.
- Maintain strong financial record-keeping ensuring secure storage and retention of financial information in accordance with organisational policies, legal requirements and audit standards.
- Oversee and where necessary provide input and advice to Country Finance Managers to ensure their accounting is in accordance with national legal regulations; they have prepared and submitted all the financial reports and statements required by law and national organisations; and, they have prepared and submitted all national tax requirements in a timely manner.
- Maintain a good relationship with the banks and ensure that all relevant documentation is received by WSUP, and all personnel changes are reflected in bank mandates.

## 8. Other duties

- Undertake any other duties as commensurate with the role and agreed with the COO

# JOB SPECIFICATION

Evidence that applicants meet the essential criteria will be assessed by the following methods: Application (A), Interview (I), Test (T), as indicated below.

## Experience and knowledge

- Significant charity or not-for-profit accounting experience (A)
- A recognised professional accounting qualification (ACA, ACCA, CIMA or equivalent) or equivalent significant professional experience (A)
- Proficiency in financial accounting and reporting, including external statutory reporting and audit (A, I)
- Extensive experience of managing, setting and monitoring budgets and creating and analysing financial management information (A, I)
- Experience of leading, developing and motivating finance teams, including line management, coaching and performance management in a multi-country or multi-location environment. (A, I)
- Significant experience of managing finance operations across multiple currencies within an international organisation. (A, I)
- Experience of preparing, reviewing and consolidating group accounts for complex organisational structures, including subsidiaries and affiliated entities. (A, I)
- Experience of managing VAT compliance and reporting, including oversight of group VAT arrangements. (A, I)
- Proven experience of managing banking relationships, including treasury management, banking mandates, authorised signatories and corporate payment card facilities. (A, I)
- Experience of implementing and improving effective and efficient finance systems, processes and controls (A,T)
- An in-depth understanding of charity finance, SORP requirements, and the concomitant regulatory environment (A, I)
- A thorough understanding of commercial finance, and the concomitant regulatory environment (A, I)
- Understanding of data protection requirements and how these apply to financial operations (I)

## Skills

- Proven ability to implement and monitor financial controls, including overseeing an internal audit (A)
- Ability to influence and work effectively with senior colleagues, providing clear direction and supporting change where necessary (I)

- Excellent planning, organisational and time management skills, able to work well under pressure, both proactively and reactively, and prioritise a challenging workload (A)
- Able to communicate complex concepts in a clear and concise way to non-financial managers both in writing and verbally and to provide professional advice confidently and tactfully (I)
- Strong verbal and written communication skills, including clear analytical presentation for internal and external stakeholders (I, T)
- Excellent IT skills including knowledge and expertise in Excel and administrative and financial software (T)
- Attention to detail and commitment to accuracy (T)
- Ability to prioritise and manage time in a busy environment (I,T)
- High proficiency in MS Office (Word, Excel, PowerPoint, Teams) (T)

**Attributes**

- Collaborative and flexible, with strong relationship-building skills (I)
- Self-motivated and able to work well independently and within a team (I)
- Adaptable and flexible to accommodate varying time zone collaboration (I)
- Aligned with WSUP's mission, vision, and values (I)

## HOW TO APPLY

To apply for this position, go to https://www.wsup.com/vacancies/ **by Monday 31 August 2026, 6pm.**

**Please note: Applicants must have the right to work in the country they are apply for at the time of application.** We do not sponsor individuals via Skilled Worker Sponsorship / Tier 2 (General) work visas. If you are invited to an interview, you will be required to bring documentation for the purposes of establishing your identity.

**While we value innovation and emerging technologies, however, we kindly ask that applicants refrain from using AI tools to write their applications. We are seeking authentic, personal responses that reflect your own experiences in your own voice.**

## EMPLOYMENT ELIGIBILITY AND SAFEGUARDING DISCLOSURE

All offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks. WSUP also participates in the Inter-Agency Misconduct Disclosure Scheme.

The core of the scheme is that participating organisations will share information in the recruitment process about safeguarding-related misconduct (i.e. sexual exploitation, sexual abuse or sexual harassment) that a candidate has been found to have committed. This information will be shared in the form of a “Statement of Conduct”. For more information on the Scheme, please click on the following link: **www.misconduct-disclosure-scheme.org.**

In line with this Scheme, we will request information from job applicants’ previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment. We will request information from all of your employers from the last five years. By applying, the job applicant confirms their understanding of these recruitment procedures.