



# Head of Finance - UK



# JOIN THE TEAM!

Action Against Hunger is building a world where no one dies from hunger. Life-threatening hunger is predictable, preventable and treatable, so a world without it is possible.

We tackle it where it hits and lead research to stop it. We work relentlessly to save lives and to create a world free from hunger.

We stop life-threatening hunger in its tracks. By training parents and healthcare workers to spot the signs, we get life-saving care to people who need it. Our research drives forward understanding of how to predict, prevent and treat life-threatening hunger. With unbeatable knowledge and unstoppable determination, we're taking action against hunger

## WE HAVE THREE ORGANISATIONAL VALUES:

1. We work in partnership
2. We are trusted experts
3. We are unstoppable changemakers

If you want to be part of this mission and if you share our values, come and join us.

We welcome applications from all sections of the community and we encourage as broad a range of candidates as possible. If you need any additional support to help you through this process, please let us know by sending an email to [jobs@actionagainsthunger.org.uk](mailto:jobs@actionagainsthunger.org.uk)

## CHECK OUT OUR SOCIAL CHANNELS:



AAH\_UK



Action Against Hunger UK



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Action Against Hunger UK



[actionagainsthunger.org.uk](http://actionagainsthunger.org.uk)



## ROLE DETAILS

Job title:	Head of Finance - UK
Grade:	PO7
Department:	Finance, IT & Administration
Reports to:	Director of Finance, IT and Admin
Job location:	Hybrid: 2 days (currently Tues and Wed) in the office (London SE10), remaining 3 days can be worked at home
Duration:	Permanent
Hours:	37.5 per week
Salary band:	Starting at £58,494 - £63,149

## JOB PURPOSE

The Head of Finance UK will lead the UK Finance team and work closely with the Head of Finance International to produce monthly management accounts, statutory year-end accounts, budgets and forecast ensuring accuracy and completeness of these and provide an effective business partnering service to the UK directorates. Responsible for interpreting financial performance, internal and external financial reporting, and provide overall financial management service to the organisation. Implement and management development of the new finance system. The role will also take an active role and lead of work planning and delivery of key work and processes of the finance department.

This is a great time to join our team as we embark on a journey to implement up to date technology tools and focus on processes to become more efficient and effective in delivering our ambitious strategy. You will work with a friendly and focused team and will have the opportunity to shape the work and tools of the team and the organisation.

# KEY DUTIES AND RESPONSIBILITIES

- Lead and manage the Financial Accountant and the Finance Business partner for the UK function.
- Lead, manage and develop the business partnering service to provide a high-quality service to colleagues and the organisation delivering a culture of customer focused continuous improvement.
- Lead and manage monthly management accounts production with accuracy ensuring all relevant stakeholders are provided with the accounts and other relevant information in a timely manner and financial insight they need to use it effectively.
- Lead the reconciliation of all balance sheet accounts as part of the monthly management accounts production.
- Provide robust interpretation of financial performance against budgets and forecast with meaningful financial insight required to manage individual and the organisation's budgets effectively. Ensure all stakeholders are supported with relevant data and explanations.
- Produce external financial reports in a timely manner and ensure that the organisation's financial reporting obligations are met in a timely manner.
- Produce annual budgets and quarterly forecast in collaboration with budget holders and senior management with necessary analysis and insight and implement agreed budgets / plans.
- Produce statutory annual accounts in a timely manner, provide necessary reconciliations and analysis, liaise with the auditor and ensure smooth completion of the audit process and relevant reporting.
- Develop and maintain robust financial controls, ensure compliance and embed a culture of continuous improvement. This will include developing and embedding new financial processes and improving existing ones.
- Manage the financial accounting and treasury service to the organisation including the processing of income and expenses accurately on time, maintain adequate cash flow and ensure reconciliation of records between finance and other CRM systems including the Fundraising CRM.
- Implement and develop the new Finance system and incorporate robust financial controls and processes into the system and embed relevant processes within the organisation.
- Support the Head of Finance International in managing financial aspects of grant funded projects and service contracts including review of financial budgets at the proposal stage and ensure full cost recovery.
- Support monthly / quarterly reconciliations of intercompany balances with other HQs in collaboration.
- Ensure the financial management of the Charity is compliant with relevant accounting, legal, HMRC and tax requirements including VAT and corporation tax.
- Prepare and submit quarterly VAT returns and support the submission of corporation tax returns.
- Assist with the development and operations of other systems including Fundraising and CRM and HR system / payroll process development and implementation.
- Ensure bank and other balance sheet reconciliations are done monthly on time and

any outstanding actions are performed as expected and prompt resolution of issues.

- Develop and provide finance training and coaching to budget holders and colleagues to develop financial management capability within the organisation.
- Assist the Director of Finance, IT and Admin to deliver an effective financial management service to the organisation. Deputise the Director of Finance when required.
- To undertake other duties that may from time to time be necessary, that are compatible with the nature and grade of this post.

# PERSON SPECIFICATION

## EXPERIENCE REQUIRED ESSENTIAL

- Fully qualified accountant with a recognised accounting body (ACA, ACCA CIMA, CIPFA) or qualified by experience.
- Demonstrable experience of managing a team to provide accounting services to the organisation and developing staff.
- Demonstrable experience of producing monthly management accounts including Profit and Loss accounts and Balance Sheet in a similar size and complexity organisation.
- Demonstrable experience of producing Year End statutory accounts within the requirements of Charity's Statement of Recommended Practice (SORP).
- Experience of interpreting financial information and providing insightful reports to budget holder, senior management and external recipients.
- Experience of developing annual organisational and departmental budgets and forecast in collaboration with budget holders and managing the budget process
- Experience of overhead cost recovery from appeals and grant funding.
- Experience of developing and embedding financial policies and processes across multiple teams.
- Highly experienced in Microsoft Excel with the ability to produce budgets and forecast, reports and manipulate large volume of data.
- Knowledge and experience of use and development of financial systems.
- Some experience of embedding financial strategies and plans.
- Experience of working independently and managing different tasks simultaneously and prioritising these as necessary.
- Building and maintaining relationships across a broad spectrum of stakeholders.
- Excellent verbal and written communication skill and experience of communication with senior management.
- Knowledge of charity VAT.
- Provide cover for the Head of Finance International.
- Demonstrable experience or personal commitment to promoting Fairness, Respect, Equality, Diversity, Inclusion and Engagement in the workplace.

## DESIRABLE

- Experience of INGO sector.
- Experience of working with fundraising departments.
- Experience of integrating finance system with fundraising or operational CRMs.

# THE BENEFITS

You're likely to be joining us because you're as passionate about the cause as we are. But since you're here, here are some more great reasons to work with us:

- we're all about work-life balance and are flexible so you can manage work around your needs
- we'll enrol you in our pension scheme, contribute 5% to it every month and give you free Group Life Cover, if you put in at least 4%
- interest-free season ticket and personal loans (subject to eligibility)
- payroll giving scheme
- ride-to-work scheme
- private medical insurance
- free health cashback scheme, including dentist and optician appointments
- discounted gym and health club membership
- online shopping discount scheme
- annual staff recognition awards with gift voucher prizes
- employee advice line – free confidential access to financial and legal advisors
- telephone and online counselling sessions
- organisational sick pay – starting at four weeks full pay plus two weeks half pay, increasing with service
- 25 days holiday plus eight bank holidays, increasing with service after two years. You can also buy up to five extra days of annual leave each year
- enhanced maternity and paternity pay
- up to five days paid carers' leave
- up to 24 hours paid leave per year for employer-supported volunteering
- we operate an incremental pay structure. It's our policy to offer successful candidates the bottom of the advertised range. But if a candidate can demonstrate their current or most recent salary is higher, we'll increase our offer within the advertised range.

**“MUNIRA WAS VERY SICK. BUT NOW, I AM SO HAPPY, SHE RUNS AROUND AND PLAYS.**

**“ACTION AGAINST HUNGER HAS HELPED US A LOT.”**

- Medina, Somalia

