



Operations and Finance Manager

Role summary

Start date: ASAP

Salary: £25,000 -£40,000 (per annum pro-rata)

Hours: 18-24 hours per week

Contract: Permanent

Location: Central London – hybrid (Monday and Wednesday in the office in London)

Reports to: Chief Executive Officer

Direct reports: Chartered Manager Degree Apprentice

We are looking for a highly motivated proven team player to join our ambitious and fast-growing international charity with a mission to build a better world for babies where governments prioritise the 1,001 critical days as the foundation for a healthy society. The 1,001 critical days – from pregnancy to age two – is the time when the building blocks for lifelong emotional and physical wellbeing are laid down. We deliver our mission by funding what works, acting on evidence, and driving change through advocacy.

Role purpose

This is an exciting opportunity for an experienced charity operations and finance professional to join as our inaugural Operations and Finance Manager. As we continue to grow our impact, we are seeking an exceptional Operations and Finance Manager to work closely with the Chief Executive and Executive Chair to help strengthen our operations and oversee our finances.

This is a role combining strategic thinking with hands-on operational delivery. You will, support our Chief Executive and Executive Chair to develop and implement organisational strategy while ensuring our people, systems, governance and finances support the effective delivery of our mission.

You will join a close-knit team that punches above its weight, with real influence on policy affecting millions of babies worldwide.

If you're an experienced charity operations and finance professional looking for your next challenge, we'd love to hear from you.

Job specification

Operations

- Support the CEO with the smooth day-to-day running of the organisation.
- Identify opportunities to improve organisational effectiveness and maximise impact.
- Lead organisational planning and business continuity.
- Oversee HR processes and payroll including organisational policies, performance management and staff development and workforce planning.
- Drive a culture of continuous improvement across the organisation.
- Manage relationships with external suppliers and service providers (IT, insurance, legal, etc.)
- Partner with the Chief Executive and Executive Chair to develop and implement the organisation's strategic priorities.
- Lead organisational development and performance monitoring.
- Line manage, develop and support the Chartered Manager Degree Apprentice, setting clear objectives and creating a high-performing, collaborative team.

Finance

- Lead the organisation's financial planning and management, working with our accountants and auditors.
- Develop annual budgets, forecasts and financial plans.
- Manage banking relationships, investments and reserves.
- Oversee timely management accounts and financial reports for the Chief Executive, Executive Chair and Board.
- Oversee year-end accounts and coordinate the annual audit.
- Monitor income, expenditure and cash flow to support sound financial decision-making.
- Support the Chief Executive and Executive Chair in managing donor relationships.
- Ensure robust financial controls, policies and compliance with charity regulations.
- Support grant budgeting, financial reporting and financial due diligence.
- Advise the Chief Executive, Executive Chair and Board on financial strategy and risk.

Leadership & Governance

- Work collaboratively across the organisation to build strong relationships and support delivery against our mission.
- Lead and develop colleagues, fostering a positive and inclusive culture.
- Act as a trusted adviser to the Chief Executive and Chair on organisational performance and priorities.
- Oversee the Board and its committees and manage trustee administration.
- Ensure effective governance, risk management and compliance.
- Ensure compliance with Charity Commission and Companies House requirements, GDPR, and other relevant regulation.

Person specification

We're looking for someone who combines strategic insight with excellent operational and financial management skills. You will be a confident leader who enjoys solving problems, improving systems and helping organisations thrive.

- Possession of a degree or equivalent qualification - accountancy (ACA, ACCA, CIMA)
- Experience in strategy, operations or organisational leadership.
- Strong financial management and budgeting experience.
- Excellent planning, analytical and project management skills.
- Experience developing organisational processes and improving efficiency.
- Excellent attention to detail and a practical, problem-solving mindset.
- The ability to balance strategic thinking with practical delivery.
- Experience working within the charity, public or purpose-driven sector.
- To be able to manage multiple competing demands with speed and accuracy according to the needs of the Foundation.
- Demonstrable line management experience
- Excellent communication, presentation and stakeholder management skills.
- Confidence engaging with senior stakeholders.
- Commitment to embedding equality, diversity, and inclusion into all aspects of your work.
- Compassionate and able to work with cultural sensitivity and discretion.
- Able to work well as part of a small and dynamic team.

How to apply

Please submit your CV and a covering letter by clicking [here](#).