

act:onaid Job Description and Person Specification

Job Title:	Head of Finance		
Job Family:	Unit Head		
Directorate/Cluster:	People, Finance and Operations	Unit/Team:	Finance Team
Grade and Salary:	F	Contract Type:	Permanent
Location:	Global	Budget Holder:	Yes <input type="checkbox"/> <input checked="" type="checkbox"/> No <input type="checkbox"/>
Reports to: <i>(incl matrix reporting)</i>	Director of People, Finance & Operations		
Direct Reports :	Management Accountant, Accounts Manager, Federation Finance Manager, Restricted Projects Accountant Coordinator, Business Systems and Improvement Manager		
Matrix Reports:	None		
DBS (CRB) / Police Check:	Yes <input type="checkbox"/> <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Role Overview:	<p>The Head of Finance is accountable to the International Leadership Team (ILT) through the Director of People, Finance & Operations. S/he leads the finance team within the Global Secretariat and the finance community throughout the Federation</p> <p>The role is responsible for all finance activities within the Global Secretariat (GS) and Country Programmes and has oversight of all finance activities within the Federation.</p> <p>S/he has four primary areas of responsibility:</p> <ul style="list-style-type: none"> • Working with the Director, create, communicate and implement a clear vision for the finance team, recruiting and developing staff to deliver that vision • Support the Board to discharge all its constitutional and legal duties relating to financial affairs of the Federation, including the production and audit of multiple sets of annual accounts and donor reports • Support the International Leadership Team (ILT) and Federation management to make better decisions based on evidence and sound financial data, making the best use of available technology • Support the Federation to improve its finance capability and to make better and more consistent use of global systems, leading to more automated and better information delivery 		
Areas of Responsibilities	Key Activities		

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<p>Strategic Impact and contribution</p>	<ul style="list-style-type: none"> • Provide strategic financial leadership within the Global Secretariat and provide leadership to the Finance Community within the Federation. • Maintain the financial health of the Secretariat by ensuring strict adherence to the approved funding framework. This involves monitoring incomes, financial planning, cost control and reserves. • Contribute towards attaining the Secretariat's sustainability goals through collaboration with other functions, supporting resource mobilisation and cost recovery. • Support the Finance Advisors in providing strategic financial advice and financial risk management to member countries' finance teams. • Develop the finance department plans and oversee their implementation, ensuring that resources are in place to achieve budgeted performance targets and monitoring overall performance against the targets • Implement and communicate a vision of change for the team, supported by an overall project plan to deliver that vision
<p>System, Policies and Procedures and Product Management</p>	<ul style="list-style-type: none"> • Undertake any changes or projects relating to management information and decision making as required by the International Leadership Team or Board. • Oversee the finalisation of the global systems implementation (Global Finance System or GFS) • Plan resources and oversee a detailed analysis of the effectiveness of the systems implementation and its use • Support (and create peer-mechanisms to support) all countries in their use of the global systems • Instigate periodic review of the use of the system and implement corrective measures to improve this aspect • Ensure that all finance processes at the GS are Federation-leading in their use of GFS, and collates best practice case studies from the GS and other units • Identify (involving stakeholders as appropriate), and oversees project delivery of, critical change that will improve the efficiency of finance functions around the Federation • Undertake any changes or projects relating to Federation finance transformation as required by the International Leadership Team or Board • Update and roll out of all finance-related policies and standard operating procedures throughout the GS • Coordinate the documentation of all finance processes throughout the GS • Design and coordinate materials to train budget holders to ensure they each take on their own responsibilities, ensuring the finance team can support this relationship going forwards • Coordinate budget-holder training, using this as an opportunity to develop the finance team and help strengthen their relationships with budget-holders • Undertake any changes or projects relating to finance capacity and capability as required by the International Leadership Team or Board

<p>Issue Resolutions, Crisis/Risk Management</p>	<ul style="list-style-type: none"> • Ensure the GS is compliant with all its legal duties, across multiple entities, to submit financial records and audited accounts to the relevant authorities • Ensure the GS is audited properly and thoroughly each year, including all Country Programmes for which it is responsible • Ensure the GS delivers on all aspects of the constitution relating to finance, including the production of a Federation-wide set of accounts annually • Ensure that the process for collecting Federation-wide data undergoes continuous review and improvement, with the aim of reducing time commitments and increasing automation • Replicate Federation-wide consolidation or other data-collection activities at such times as required, ensuring all data is free from material misstatement (where this can be controlled) • Instigate a system of constant improvement and automation of Federation-wide data collection, aligning to changing global standards as appropriate and maximising the use of the available technology • Ensure the relevant team is structured, staffed and trained to deliver against all donor requirements for restricted projects and monitors that delivery • Undertake any changes or projects relating to finance delivery and output as required by the International Leadership Team or Board • Present directly to the Board or its Committees as required any areas where specific technical expertise is required • Ensure mechanisms are in place and functioning for the identification of finance risk in countries, and designs protocol to move this through GS decision making processes and escalation as appropriate (in some cases it may be appropriate for the Head of Finance to be the ultimate owner of plans to mitigate or eliminate such risks)
<p>Communications , Influencing and Coordination</p>	<ul style="list-style-type: none"> • Complete, maintain and communicate a complete stakeholder mapping of all financial information produced or controlled by the GS • Produce regular and reliable information for the International Leadership Team (ILT) and the International Board and its Committees, supported by analysis, insights and recommendations to support decisions • Undertake any changes or projects relating to management information and decision making as required by the International Leadership Team or Board • Bring together the finance community on a regular basis to share best practice and ensure minimum standards are being met in every location, without exception
<p>People Management</p>	<ul style="list-style-type: none"> • Ensure adherence and delivery of AAI Talent Management for respective Directorate/ Unit/ Team including recruitment, selection, retention, development and succession planning • Conduct probation, performance management according to HR timelines ensuring high performing staff • Functional and general management contribution to the senior leadership team taking a whole GS and Federation perspective • Develop a team culture that values collaboration internally, cross functionally and in partnership with countries

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	<ul style="list-style-type: none"> • Work closely with Human Resources (HR) to realise the structure as set out in this job description • Ensure job descriptions and objectives of direct reports are aligned to the vision and project plan • Create contingency and succession plans for all direct reports • Ensure that team structures and skillsets required of roles matches the stakeholder requirements identified, preparing contingency and succession plans where risks have been identified • Conflict resolution and building team cohesion within the Finance Team.
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PERSON SPECIFICATIONS	
Education and Qualifications	<ul style="list-style-type: none"> • Relevant Finance or Accounting qualification • A qualified accountant such as ACCA or CA with significant experience in relevant roles.
Essential Experience	<ul style="list-style-type: none"> • A qualified accountant with at least 10 years' post-qualification experience in relevant roles • Significant and demonstrable experience of tackling highly complex accounting entry and reporting, preferably in relation to historical errors or audit qualifications • Demonstrable excellent relationships and collaboration with both internal and external stakeholders. • Ability to create a strong vision for the team and inspire others to greater performance, professional standards, and results • Previous experience in a similar organisation within the INGO sector would be advantageous • Experience with automated general ledger systems and integrated accounting system implementation experience a plus. • Experience in a management position with a proven ability to lead a department of significant scale and complexity, and experience of managing organisational development and change
Essential Knowledge	<ul style="list-style-type: none"> • Ability to analyse, evaluate and summarize financial records for accuracy and conformance to procedures, rules and regulations. • Ability to effectively communicate financial information to non-financial managers. • Highly skilled in using MS Excel and demonstrated the ability to accurately work with large amounts of financial and accounting data in Excel. • Knowledge of Global Finance systems. Sun 6 will be advantageous • Knowledge of the regulatory environment for INGOs
Essential skills	<ul style="list-style-type: none"> • Proven ability to build high performing and multi-located teams through a commitment to delegation and empowerment, clarity of individual responsibilities and their related areas of personal or collective accountability • The ability to understand and navigate the particular complexities that arise as a result of ActionAid's unique structure and governance, and the ability to deal with stakeholders in a transparent and accountable way, inspired by our Feminist Leadership Approach

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Language requirements	Proficiency in written and spoken English and other language commonly spoken in the federation will be an added advantage

People Management Responsibility		
Approximate number of people managed in total		5 direct reports
Team managers:	Directs more than one team	Yes

This Job Description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

It is part of every staff member's responsibility to contribute to ActionAid International culture and comply with organisation's values and practice, which are:

- **Leading Innovation and Change** Establish a culture of excellence in respective team that values experimentation and continuous improvement
- **Feminist Leadership:** Championing feminist leadership principles and values including commitment to diversity and inclusion (race, gender, power)
- **AAI Values Practice:** Ensure personal and team culture that demonstrates all of AAI values including: Mutual Respect, Equity and Justice, Integrity, Solidarity with People Living in Poverty and Exclusion, Courage of Conviction, Independence and Humility

Prepared by: _____ Signature _____ Date: _____

Reviewed by: _____ Signature _____ Date: _____

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Received by:

Signature

Date:

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VACANCY ANNOUNCEMENT:

Position: Head of Finance

Location: Global

Contract duration: Permanent

Entry Salary: Grade F with a starting salary of £62,384 per annum plus benefits

If you have the expertise to take on this exciting opportunity, please visit our website: <https://actionaid.org/jobs/2022> for further details.

The Role:

This is a great opportunity for a Finance professional and senior manager who wants to help people harness their own power to achieve a feminist, just, green transition in the 45 countries where ActionAid works.

You will be responsible for leading the finance team within the Global Secretariat and the finance community throughout the Federation. You will be responsible for all finance activities within the Global Secretariat (GS) and Country Programmes and have oversight of all finance activities within the Federation.

Who we're looking for:

With substantial experience in a similar role preferably in a multi-country setting, you should also have demonstrable experience in the areas of tackling highly complex accounting entry and reporting, preferably in relation to historical errors or audit qualifications; excellent relationships and collaboration with both internal and external stakeholders; the ability to create a strong vision for the team and inspire others to greater performance, professional standards, and results; experience with automated general ledger systems and integrated accounting system implementation experience a plus and experience in a management position with a proven ability to lead a department of significant scale and complexity, and experience of managing organisational development and change. You're a collaborative and courageous leader who exemplifies our feminist leadership and safeguarding approach, including self-awareness, self-care and caring for others, dismantling bias, responsible & transparent use of power, respectful feedback, and zero tolerance for discrimination or abuse.

You're used to working magic with a limited set of resources through your creative ideas, drive for results and ability to galvanise commitment from both internal and external stakeholders. You should have a highly developed capacity to achieve organisational alignment through enabling systems and communication, prioritisation and problem solving. You should have proven ability to build high performing and multi-located teams through a commitment to delegation and empowerment, clarity of individual responsibilities and their related areas of personal or collective accountability.

What we offer:

ActionAid is committed to providing a welcoming, supportive workplace where we recognise a job well done, encourage close collaboration and sharing power, and where safeguarding standards and feminist leadership are exemplified everywhere. At ActionAid, you can look forward to a fair compensation package and a flexible working environment, including

- A workplace that embraces intersectional feminist principles
- Generous maternity, paternity and adoption pay

How to apply:

Please click on the "apply" button to start the application process. Applications close on 14 November 2022. Please upload an up-to-date curriculum vitae and a covering letter, clearly explaining your suitability against the essential criteria in the job profile.

Please check your application and make sure you meet all the essential criteria listed in the person specification. In addition, your application will be stronger if you meet at least some of the desirable criteria. If you do not meet at least all the essential criteria, please do not apply as we only consider candidates if they meet the essential criteria listed on the job description.

Due to high volumes of applications received, we can only correspond with short listed applicants. Should you not have received feedback on your application within two weeks of the closing date, please consider your application as unsuccessful.

ActionAid International will not consider unsolicited candidates from recruitment agencies. We reserve the right to withdraw any of our vacancies at any time.

About us:

ActionAid is a global federation working for a world free from poverty and injustice.

ActionAid International welcomes applications from all sections of the community and promotes diversity. Suitably qualified women leaders and people of colour are encouraged to apply.