

Job Title:	Head of Finance
Department:	Finance
Location:	London
Reports to:	CEO
Line Management responsibility:	Management Accountant
Budgetary Responsibility:	Yes
Child safeguarding level:	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>

Job Purpose:

The Head of Finance will be responsible for financial control, management and reporting of the charity's worldwide resources. The post holder will provide senior management and Trustees with the financial information, advice and support they need to lead and manage the organisation effectively.

This role will ensure that the charity meets all its statutory and regulatory compliance requirements. The role will also be responsible for the implementation of the charity's strategy, budgets and performance reporting through the management and development of the finance teams.

Key Accountabilities

1. To maintain a robust and fit for purpose compliance and control environment.
2. To ensure regulatory requirements are met relating to the production of the statutory accounts.
3. To oversee the implementation, control, and reporting of the organisations strategy, budgets and performance.
4. To oversee and implement significant improvement on financial management across the organisation worldwide.
5. To manage organisational resources including both the charity's and institutional funds.
6. To provide line management and professional support to HQ Finance Department and to the Finance Staff in the overseas Country Offices.
7. To contribute to ensure the organisation fulfils its legal, financial and assurance related obligations, are statutory compliant and adhere to all relevant regulations, laws and financial standards.

Financial Control

1. To manage financial Risk Registers for Headquarters and Overseas Country Offices.
2. To carry out and complete month end balance sheet reconciliations and control accounts.
3. To manage and review project balances and funds accounting
4. To ensure the department objectives and KPIs are set and monitored
5. To ensure good practice which is in line with relevant legislation
6. To ensure consistent and accuracy of financial information across country offices
7. To provide support for country office reporting, review of monthly financial packs and provide feedback
8. To ensure the organisation meets and monitors its reserves against policy.
9. To oversee departmental actual performance vs projected with budget holders.
10. To provide leadership in the budget setting process, providing suitable information to managers and budget holders, leading discussions on budget allocations and presenting financial plans and budget to the Board.
11. To implement the recommendations as per the annual group audit findings report and country office audit management letters.
12. To address queries from statutory bodies, HMRC, regulatory bodies, Trustees and FAC in a cooperative and timely manner.

Financial Reporting

1. To Business Partner with other departments with a view of improving control and feedback of information.
2. To prepare Group Monthly Management accounts for the leadership and board of trustees.
3. To prepare Head office Monthly Management Accounts for the leadership.
4. To carry out the Annual Consolidation Accounts for Audit Purposes.
5. To prepare annual Statutory accounts for filing with the regulatory body.
6. To deliver the Audit Deliverables for the Annual audit with the external auditors.
7. To prepare monthly Leadership Team Papers.
8. To prepare the quarterly Finance and Audit Committee papers.
9. To prepare monthly Funds Position.
10. To manage monthly Cash Flow. Working with the regional finance teams and International Programmes Department ensuring worldwide funds are controlled and visibility is maintained.
11. To carry out robust and accurate Forecasting.

Financial Strategy

1. Treasury management of cash held within the organisation
2. To contribute and implement Muslim Aid's financial strategy and the implementation of robust and cost effective financial management systems.
3. To support work, primarily from a financial and funding perspective, carried out by the country offices in collaboration with MA Headquarters.
4. To develop, improve and continually review MA's compliance and control environment. Ensuring financial policies, organizational standards and financial controls at Headquarters and overseas Country Offices are both fit for purpose, robust and adhered to.
5. To ensure the delivery of MA's financial systems strategy through communication, information flow and management information, ensuring appropriate use of information technology-based systems.
6. The Partners and Country Offices are consulted and supported consistently and adequately and are able to fully utilise MA's strategic guidance and technical support.

Leadership and Management

1. Provide regular one to ones to the relevant employees, ensuring that you adhere to MA's annual appraisal "PACE" framework (for managers)
2. Ensuring that relevant employees are set with annual SMART objectives and making sure that you are aware of your SMART objectives from your line manager (for managers)

Other

1. To ensure all records are maintained and stored appropriately in line with MA document management and IT policies.
2. To comply with all policies, procedures, legal and regulatory requirements.
3. Any other duties commensurate with the accountabilities of the post.
4. Plus any other, e.g. Travel requirements

Person Specification		
	Essential / Desirable	Assessment Stage
Qualifications:		
Fully qualified and accredited accountant (ACA, ACMA/CIMA, ACCA)	Essential	Application
Experience & Knowledge:		
Experience of working in international organisations, preferably in not-for-profit sector	Essential	Application
Proven experience of managing finance in a complex environment (e.g. income/funding streams, multi-currency/multi-country environment, international offices and consolidation of accounts).	Essential	Application and Interview
Experience of reporting to senior internal and external stakeholders, both written and verbal.	Essential	Application and Interview
Experience of leading and managing audits and statutory accounts preparation, month-end & year-end processing and reporting to strict timetables.	Essential	Application and Interview
Experience of Tax, Vat, SORP and charity compliance framework.	Essential	Application and Interview
Worked with the top accountancy firms such as Deloitte, PwC, Ernst & Young, KPMG	Desirable	Application and Interview
Skills & Abilities:		
Good interpersonal and communication skills and ability to liaise effectively with people at various levels.	Essential	Application and Interview
Strong and well-developed analytical skills coupled with experience of writing quality proposals and reports.	Essential	Application and Interview
Ability to demonstrate strategic leadership skills particularly in an environment of change.	Essential	Application and Interview
Ability to work under pressure and on own initiative.	Essential	Application and Interview
Ability to analyse, assess complex situations, and develop policies.	Desirable	Application and Interview
Proven experience of collaborative working as part of a high performing team at a senior level.	Desirable	Application and Interview

You will display the competencies below :	
Competencies	Definition
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts.
Communication	The ability to listen, express and communicate information effectively.
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals.
Results Focused	Getting the job done in an efficient way through effective time, task and financial management.
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance.
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives.

Please signify your acceptance of this job description by signing below and returning a copy to HR					
Employee signature:		Employee Name:		Date:	
Line Manager signature:		Line Manager Name:		Date:	