

Job description

Job title	Head of International Finance
Department	Finance
Location	London, UK
Reporting to	Director of Finance
Responsible for	3 Business Accountants
Liaison with	Options UK-based and International Programme and Finance Staff
Hours	Full time, 35 hours per week
Type of contract	Permanent
Organisation	
<p>Options Consultancy Services Limited is a leading global health consultancy established in 1992 as a wholly owned subsidiary of Marie Stopes International. We manage health programmes that ensure vulnerable women and children can access the high-quality health services they need. We work with partners to co-create and implement locally informed solutions to complex health problems. This includes governments, development partners, NGOs, civil society and health workers. Our programming is flexible, evidence-based and politically informed. This means we adapt to changing contexts, use data to inform our decisions and ensure our approach is appropriate. Our focus is always on building local skills and systems that last.</p>	
Main purpose of job	
<p>The Head of International Finance will play a lead role overseeing the financial management of Options portfolio of programmes and overseas offices. The position will also involve contribution to Options commercial proposals. The Head of International Finance will work with the Business Accountants, reporting to the Director of Finance. This is a senior level role and will involve close contact with a range of stakeholders across the organisation as well as external representation.</p> <p><i><u>Note:</u> All levels of position in the organisation assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided.</i></p>	
Main Duties	
<ul style="list-style-type: none"> • Manage a team of three Business Accountants based in the UK providing leadership, mentorship, performance reviews and personal development. • Key contact for the New Business & Partnership team providing guidance on commercial proposals, ensuring these are commercially viable, all costs are covered, and operational considerations are considered. • Work with the Business Accountants and Programme Management Team to ensure that there is a rigorous review of budgets and forecasts ensuring these are prepared to the required standard and the right tools are available for budget holders. • Support the Director of Finance to produce the overall company budget / forecast. • Contribute to the development, implementation and review of Options' annual plans and sub-strategies. • Work with the Business Accountants & overseas Finance Managers to ensure processes are in place to provide robust financial management systems / controls culminating in accurate monthly financial reporting and improve these processes where necessary. • Work with the Business Accountants and overseas Finance Managers to produce the annual in-country statutory accounts and make early detections of fiduciary risks. 	

- Liaise with the Programme Management Team, New Business and Partnerships Team, HR Team, Legal and Compliance Team and overseas Finance Teams to ensure that all new overseas office locations operate with the appropriate level of financial control and that Finance Teams are performing to the required standards.
- Ensure there is finance oversight on all financial recruitments across the overseas programmes.
- Ensure the process for client invoicing and financial reporting is managed efficiently for all programmes in line with month end timelines, making changes as required.
- Lead on the development and refinement of internal financial reports for all programmes ensuring these are capturing the necessary requirements for all stakeholders.
- Ensure programme budget holders have the information needed to interpret the financial reports they receive.
- Lead on the financial management for all donor commissioned audits within the organisation and contribute as required to the UK statutory audit.
- Manage and deliver a schedule of internal audits both within Options' overseas offices and key consortium partners, this will require overseas travel.
- Contribute to, and lead where appropriate, any internal investigations that involve financial irregularities across the programmes.
- Maintain the appropriate areas of the Options Finance Manual to ensure robust systems and procedures are in place.
- Participate in Options' governance groups, including as a permanent member of the FMG (Financial Management Group) and a contributor upon invitation, to the OMG (Operations Management Group).

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Signed by:	Date:
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Person specification

Criteria	Essential	Desirable
Qualifications		
Educated to degree level	✓	
Qualified in a recognised financial qualification e.g. (ACCA, CIMA)	✓	
Experience		
An experienced leader in creating, developing and mentoring a professional finance team	✓	
Demonstrable experience operating at a senior level within an organisation who can influence at all levels	✓	
Experience conducting internal audits / reviews, assessing gaps, making recommendations, and implementing change	✓	
Previous experience conducting investigations linked to financial irregularities	✓	
In-depth experience of financially supporting client focussed projects, preferably in international development	✓	
In-depth experience preparing budgets for submission to clients as well as experience providing budget review and feedback	✓	
Experience of Sun and Vision (or eq. accounting system)	✓	
Experience of creating financial reports from SUN / Q&A covering programme level through to Management Account Level (or eq. accounting system)	✓	
Experience of project management in consultancy/NGO/small business environment		✓
Experience working in an international organisation with multiple sites	✓	
Experience working in Finance in an overseas location	✓	
Experience of new office set up in an overseas location	✓	
Skills and attributes		
Advanced IT proficiency including financial software, Excel and Word	✓	
Excellent organisational skills	✓	
Excellent team player and ability to work using own initiative	✓	
Ability to mentor and support non-financial staff with complex financial scenarios	✓	
Ability to display sound judgement and decision-making skills	✓	

Knowledge of large institutional donors and their operational and reporting requirements (FCDO, GATES, CIFF, USAID, EC, etc.)	✓	
Other requirements		
Pro-choice	✓	
Commitment to equal opportunities	✓	
A commitment to the programmes and Options' principles of Safeguarding, Do No Harm, and sexual and reproductive health and rights	✓	
Fluency in written and spoken English	✓	
Ability and willingness to travel to locations where Options implements programmes	✓	
Commitment to Options' mission	✓	
Right to live and work in the UK	✓	