



# Head of Finance

Bristol, UK

# About Development Initiatives

Development Initiatives (DI) applies the power of data and evidence to build sustainable solutions.

Our mission is to work closely with partners to ensure data-driven evidence and analysis are used effectively in policy and practice to end poverty, reduce inequality and increase resilience.

While data alone cannot bring about a better world, it is vital to achieving it. Data has the power to unlock insight, shine a light on progress and empower people to increase accountability.

We focus on three core areas to maximise our impact and achieve our mission:

- strengthen data ecosystems and improve data quality by helping others to collect, share and manage data and use data responsibly and effectively
- Increase use of high-quality, actionable and data-driven analysis that can be used in policy and practice
- Create a culture of data use by growing people's skills, expertise and confidence in data.

And we support partners to:

1. Better respond to people's needs through improved quality and use of data and evidence in policymaking
2. Improve the quantity, quality and coherence of public finance and private investment
3. Challenge systemic and structural barriers to equity and support the reform of existing systems.

We work at global, national and local levels, through a global hub connected to a growing network of regional hubs and partners. In the last five years alone our work has covered 78 countries and we currently have staff based in Kenya, Uganda, the US and the UK.

# Head of Finance

## Role content and purpose

Reporting to a newly appointed Chief Operating Officer, the role is accountable for all financial management and senior accounting operations in accordance with GAAP, including oversight of the production of monthly financial reports, leadership of the finance team, maintenance of the finance system, financial controls and budgets and managing audits to help the organisation to deliver its strategic objectives.

The postholder will provide financial business partnering support to colleagues at all levels, and will be a trusted adviser with the ability to talk finance with non-finance staff to aid in decision-making.

## Contractual details

Start date:	As soon as possible
Length:	Full-time, permanent
Location:	This role is based in DI's Bristol office, located at First Floor Centre, The Quorum, Bond Street South, Bristol, BS1 3AE, UK. However, we offer a blended approach to work and home to allow our employees to flex work around their preferences.
Level:	Career level 4
Pay Range:	£48,000–£53,000 per annum, depending on experience
Hours:	35 hours a week
Probation:	3 months
Leave:	25 days pro rata, plus all bank/public holidays

## Duties and responsibilities

### Technical duties

- Ensure financial dashboards provide insightful financial management information with regards to revenue, spending trends, time analysis and KPI analysis.
- Deliver periodic financial outputs such as weekly labour utilisation reports, monthly management accounts (including cashflow forecasting), monthly department reports, quarterly forecasts.
- Lead on annual organisational budget setting and quarterly reforecasts.
- Work closely with the Head of Projects and Programmes on annual organisational budgets and quarterly reforecasting.
- Support the Head of Development in responding to organisational financial risks and opportunities.
- Work with the Projects and Programme team to support financial proposals.

- Provide leadership on financial fluency, liaising regularly with senior colleagues to provide financial commentary on key reports and work collaboratively across teams, providing high-quality financial input.
- Ensure that financial systems are robust and that adequate controls are in place to provide assurance that funds are applied appropriately and provide value for money, that duties are adequately segregated and that there are suitable arrangements in place for detecting and reporting fraud.
- Develop and maintain appropriate finance policies and procedures and ensure that these are communicated and understood by staff and line managers.
- Identify and monitor risks and issues and create solutions – escalate appropriate risks to the Chief Operating Officer.
- Manage strong working relationships with external parties, including auditors, banks, software suppliers, foreign exchange brokers and other suppliers and advisors, negotiating contracts and leading on any tender processes.

### **Strategic scope**

- Support the development and implementation of the finance strategy in line with organisational goals.
- Attend Board sub-committee meetings and Board meetings.
- Present financial reports at monthly Executive Team meetings.
- Develop annual objectives and progress indicators for the Finance department, monitor these and report on them for quarterly board reports.

### **Management duties**

- Manage a global team of staff, setting objectives and carrying out regular one-to-one meetings to ensure direct reports are delivering to a high standard, providing coaching and mentoring support as appropriate.
- Undertake recruitment of the global team as and when required.
- Contribute to department head meetings and collaborate with other department heads on finance-related matters.
- Manage the Finance department budget, including quarterly reforecasting.
- Be aware of and take responsibility for any health, safety and security obligations for both yourself and your team members.

### **General responsibilities**

- Uphold all aspects of company policies and procedures and legal requirements in relation to personal conduct.
- Prepare for and engage in one-to-one meetings and performance management appraisals.
- Maintain professional development and personal development plans.
- Be willing and committed to taking on new work as and when required and be proactive.
- Ensure department input into the CRM and maintain for own area of work.

## Person specification

### Experience

#### Essential

- Relevant post-qualification experience of managing financial control systems, financial planning, and treasury and budget management.
- Experience of managing external auditors and tender.
- Substantial experience in accounting and financial reporting at senior level, including board reporting.
- Up-to-date knowledge of professional accounting requirements, with knowledge of FRS102.
- Solid knowledge of VAT.

#### Desirable

- Five years of post-qualifying experience.
- Multi-currency experience
- Experience using Dimensions financial accounting software.
- Experience using Focal Point project management software.
- Experience working for not-for-profits and SMEs.
- Experience of working in international development.

### Skills and abilities

#### Essential

- Excellent analytical and business planning skills.
- Ability to work under pressure yet deliver on time, with attention to detail and accuracy.
- Ability to build and maintain effective working relationships with individuals.
- Ability to use initiative and solve problems.
- Proven ability in interpreting financial information to provide relevant information to stakeholders, with insight into trends.
- Ability to explain financial concepts and technical subjects to non-financial people to engage and obtain buy-in.
- Advanced Microsoft Excel skills.

#### Desirable

- Ability to write policies and procedures in clear, user-friendly language.

## Personal attributes

### Essential

- Strong team player with excellent leadership skills, who can effectively direct, motivate and develop a team.
- Strong empathy with our mission and values.

## Education and qualifications

### Essential

- Fully qualified with a recognised professional accounting qualification (CIMA, CIPFA, ACCA).

### Desirable

- Degree in accounting, finance or a relevant field.

## Application details

Your CV (no more than two pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the job description, should be uploaded to our [online application portal](#). Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

**Early applications are highly encouraged. We will review applications as they arrive and interviews will be held periodically. We are recruiting on a rolling basis and reserve the right to end recruitment without notice.**

## Other

We welcome applications from all sections of the community.

We have a duty to prevent illegal working by checking potential employees' documents, before employing them, to ensure they have the right to work in the country in which this post is based.

DI is an equal opportunities employer, and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

## Working together

*People are our greatest asset.* You often hear it said, and at DI it really is true. We acknowledge that we work in an environment where the pace is often fast, and we need our people to be able to respond swiftly and creatively to new situations and demands. The better our employees are, the more effective we will be, and for this reason, we work hard to create an environment that meets everyone's needs.

In line with our values (people-centred, purpose-driven and transparent), we aim for a culture of honesty and openness. We want to attract and retain talented people who share our vision. We also like to offer individuals the space to use their talents in an innovative working environment with colleagues who are passionate about our vision. We also offer:

### UK

- Informal work environment (e.g. casual dress)
- Free access to the onsite gym in the Bristol office
- Pension scheme with 5% employer contribution
- Flexible working arrangements (e.g. homeworking, flexitime)
- Healthcare scheme with employee assistance programme
- Paid study leave and financial support
- Paid professional membership fees
- Buy/sell holiday scheme
- Cycle to work scheme
- Childcare vouchers
- Enhanced holiday entitlement, increasing with service, plus all bank and public holidays and discretionary paid time off at Christmas
- Up to five days' paid volunteering leave (addressing poverty/helping vulnerable people).