



Location: **London (hybrid)**

Contract type: **Permanent; full time (consideration will be given to 4 days per week)**

Reporting to: **Operations Director**

Grade: **1b**

Salary range: *Depending on experience and skills*

Job Description – Head of Finance

Inter Mediate is a London-based peace-making charity supporting confidential negotiations in some of the world's most challenging conflicts. The role involves managing the full scope of the organisation's financial accounting, and management and grant accounting. This includes budgeting and forecasting at the project, programme and central level as well as maintaining and developing robust and user-friendly, financial systems to underpin our work. S/he will ensure value for money and the highest levels of accuracy and ethics in all our financial management. S/he will play a key supporting role with strategic financial management.

Key responsibilities

The Head of Finance and Grants reports directly to the Operations Director. She plays a key role in ensuring robust day to day financial and grant management, as well as supporting the alignment of IM's financial strategy and budget with the organisation's strategic objectives. This role will include:

- Lead all aspects of day to day financial management – including financial and management and grant accounting;
- Develop and maintain sound financial management controls ensuring compliance;
- Contribute to IM's financial sustainability through inputs to fundraising and robust financial management;
- Ensure IM maintains a reputation for VFM and quality financial management;
- Contribute to IM's strategic and operational direction;
- Support delivery of IM's financial strategy and strategic objectives as determined by the senior management team;
- Supervise the day-to-day financial tasks of the Senior Finance & Operations Officer;
- Undertake any other activities as required for the effective running of IM.

Specific Responsibilities

Organisation level (lead on):

- Prepare annual, quarterly and monthly budgets and projections at the organisational and programme level along with management accounts and cash flow reports;
- Analyse forward cash and fundraising projections and needs;
- Brief and work with Executive Director on financial matters including financial needs, projections, scenarios and planning;
- Prepare and present financial reports to Board of Trustees meetings;

- Keep the organisation compliant and up to date on law and best practices related to charity finance, ensuring IM meets its statutory financial obligations to HMRC, the Charity Commission and other relevant bodies as necessary;
- Prepare and submit annual statutory financial statements. Prepare and facilitate the statutory audit;
- Maintain, update and communicate IM's financial policies, procedures and controls ensuring they are standardized and consistent, user-friendly, up to date, appropriately accessible and resilient;
- Review and implement methodologies for calculating organisational financial needs and internal allocation approaches for full cost recovery, day charge out rates, overheads and reserves;
- Manage day-to-day finances, scheduling, tracking and fulfilling invoices and payments to suppliers, service providers in the UK and abroad;
- Manage bookkeeping activities, including transaction recording in the organisation's books and reconciliation;
- Source, manage and review professional services and suppliers engaged by Inter Mediate including banking, accounting and auditing;
- Manage bank and financial service provider accounts in various currencies, oversee fund transfers, process credit cards and charge card accounts;
- Address foreign exchange rates currency implications for the organisation;
- Review project contracts from funders and ensure new grants are recorded across IM's system including identifying funder rules and internal responsibilities

Organisation level (support)

Working with the ED, SMT and Trustees

- Contribute to development of financial strategy informed by the latest relevant policy developments, ensuring that IM has the resources it needs to deliver its strategy;
- Contribute to delivery of strategic financial projects as identified by the ED, SMT and Trustees

Programme and project level (lead on):

- Support Programme Directors with financial monitoring and planning for time allocation needs across staff and consultants, project delivery capacity, billing, fundraising, and expenditure – over monthly, quarterly and annual timelines;
- Oversee financial management of grants and other types of contract from governments from multiple regions, international organisations, wealthy individuals and charitable foundations;
- Schedule, prepare, submit and track financial reports to funders and invoices to funders, including submitting invoices on government finance systems;
- Monitor payment of invoices;
- Prepare for and coordinate project-level audits;
- Support staff with project and activity level finances and expenditure monitoring;
- Support programmes in fundraising by assisting with project budgets;
- Ensure adherence to government and charitable foundation funder rules and requirements on finance-related matters (procurement, due diligence, exchange rate methodologies, transactions, anti-bribery, anti-corruption, sanctions, management quality assurance, ethics);
- Contribute to development of project level financial strategies.

Person Specification - Minimum Qualifications, Skills and Experience

- ✓ Professional accountancy qualification or equivalent experience; and familiarity with accounting and accountancy systems;
- ✓ At least 7 years experience' in charity and not for profit financial management, as well as in overseeing the life-cycle of grants and other contracts from governments, organisations, wealthy individuals and charitable foundations internationally;
- ✓ Prepared to be adaptable and flexible and be able to move from more strategic activities to sleeves up work with ease.
- ✓ Evidence of ability to produce accurate, high quality and reliable project budgets and forecasts taking into account a range of predictable and unpredictable variables;
- ✓ Thorough knowledge of project and core grant management, international funders, project and core budget monitoring and reporting;
- ✓ Excellent written and verbal communication skills with ability to work with and present to colleagues across the organisation and understand the needs of their programmes and projects;
- ✓ Strong IT skills, and experience of computerised finance systems and spreadsheets including Sage 50;
- ✓ A keen eye for detail with the ability to work quickly and accurately, be administratively self-supporting and manage time effectively;
- ✓ A sound understanding of how to ensure financial systems and processes must serve the values and support the delivery of a charitable purpose;
- ✓ Comfortable engaging credibly with a wide range of people from senior government officials to project interlocutors in the field;
- ✓ Flexibility and adaptability to support the smooth running of a small team, and willingness to take an “all-hands-on-deck” approach when required;
- ✓ Commitment to the goals of the organisation.

Desirable

- ✓ Senior management experience in a small/medium charity or comparable institution;
- ✓ Experience leading the financial direction of a complex charity;
- ✓ Field experience within conflict settings;
- ✓ Relevant additional language skills.