

# HEAD OF FINANCIAL ACCOUNTING AND COMPLIANCE

## JOIN THE TEAM

**Salary:** £36,000 – £42,000 pa (New appointments usually starts at the bottom of the scale)  
**Location:** London or Frome, UK (possibility to be home based for the right Candidate)  
**Reports to:** Director of Finance and Operations  
**Contract:** Permanent Contract  
**Hours:** 35 hrs per week (Possibility of a part-time contract for the right candidate)

Applicants must be eligible to work in the UK.

**Disabled candidates are particularly encouraged to apply and as a 'disability confident employer' ADD guarantees to interview all disabled candidates who meet the minimum criteria.**

## ABOUT ADD INTERNATIONAL.

ADD International fights for independence, equality and opportunity for disabled people living in poverty in Africa and Asia. With over 32 years of experience working with Disabled People's Organisations, we challenge the barriers and negative attitudes that limit opportunities for disabled people within their families, communities and wider society. We provide tools and resources for disabled people to live life to the full and campaign for their rights.

## DISABILITY: ENSURING NO ONE IS LEFT BEHIND

Disabled people living in poverty are among the most vulnerable, marginalised and discriminated people on earth. Often, they have no access to basic human rights, education or the opportunity to work. There are approximately 1 billion disabled people in the world according to the World Health Organisation, 80% live in developing countries – and around 150 million have very high levels of need. Shockingly small numbers of disabled children go to school leading to low literacy and low employment, and, for most disabled people, even basic health services are inaccessible. Disabled people are frequently discriminated against, stigmatised, and excluded from wider society – even by their own families.

After many years of relentless campaigning, we are now beginning to see the global political will, high profile champions and relevant policies that are needed to respect the rights of disabled people around the world. ADD International has been at the heart of this global movement, ensuring that the voices of disabled people grow ever louder.

## **JOB PURPOSE.**

The Head of Financial Accounting and Compliance will be responsible for two staff members and take full responsibility for producing accurate consolidated financial statements whilst maintaining strong systems of internal financial controls across the organisation. This is a key role within the Finance and Operations Department and the wider organisation. Leading and managing the Financial Accounting team and supporting employees at all levels. The role will be also responsible for assessing the effectiveness and efficiency of business processes, systems and financial controls across all aspects of the organisation's activities by undertaking risk-based audits.

## **SAFEGUARDING LEVEL.**

- **Level 1** - HQ based, no real direct access to children/vulnerable adults

## **WORKING RELATIONSHIPS.**

- Senior Management Team Members
- Country Directors
- Country Heads of Finance and Operations
- Head of Management Accounting

## **KEY TASKS.**

### **MANAGEMENT (5%)**

- Manages the Financial Accounting and internal audit team, ensuring the team are trained and developed to a high professional standard
- As a team leader, provide clear inspiring leadership to the Financial Accounting and internal audit team that embodies ADD International's core values
- Conduct performance and development reviews of Financial Accounting and internal audit team, to ensure motivated performance, high quality service delivery and achievement of the strategic plan
- Communicate with country heads of finance and operations on a regular basis
- Travel to ADD International country programmes as and when required
- Commitment to ADD's safeguarding policies and standards, ensure team is fully briefed and trained, and respond appropriately to any safeguarding concerns

### **FINANCIAL MANAGEMENT (25%)**

- Ensure ADD International's accounting software is maintained as per the requirements
- Oversee and manage the month end processing and reconciliations across the organisation, ensuring that robust controls are in operation and workloads are managed effectively

- Review and authorise the monthly payroll process, working with the HR Manager in maintaining an efficient service. Provision of cover for payroll requirements where necessary
- Ensure efficient management of day to day financial accounting support to UK offices
- Conduct finance trainings for finance and non-finance staff across the organisation
- Participate and contribute to the development of value for money work across ADD International
- Participate and contribute to the transparency and accountability commitments of ADD International
- Responsible for updating financial and accounting policies and procedures including the finance manual of the organisation.

## **INTERNAL AUDIT AND COMPLIANCE (40%)**

- Develop and maintain an internal audit mechanism for the organisation and ensure regular audit visits are conducted across the organisation
- Provide independent and objective assurance to the board management and audit subcommittee on the extent to which the organisation's risk managing, control and governance processes are adequate and functioning effectively.
- Support Director of Finance and Operations to develop a flexible and risk based annual audit plan for the organisation
- Assess the extent to which controls over key business processes and systems and internal financial controls are operating effectively
- Identifying opportunities to improve management control, increase income and decrease expenditure
- Determining clear recommendations for actions arising from audit work and agreeing these with country management
- Follow up the implementation of audit recommendations including verification that management action has been taken where agreed and in a timely manner
- Lead on compliance with the Financial Procedures Manual, ensuring that all procedures and policies are business focussed and communicated effectively
- Lead on technical accounting compliance requirements, developing knowledge throughout the team and with other directorates where appropriate to

## **BUDGETING AND REPORTING (25%)**

- Prepare or check all project budgets for individual donors across the organisation, ensure compliance with donor's rules and regulations and implementation of full cost recovery for all grants and contracts
- Ensure that project proposals and budgets harmonise with each other, in conjunction with the fundraising lead
- Improve Project Total Cost (PTC) sheet currently used to identify financial viability of new grants and contracts
- Responsible for standardising our donor reporting templates, for the donors that don't prescribe set reporting formats, and develop a user-friendly template that provides financial data in a concise but clear manner
- Prepare or check financial reports for donors and ensure the accuracy of these reports.

## EXTERNAL AUDIT (3%)

- Ensure accurate and timely preparation of ADD International Annual Report and Accounts in compliance with Financial Reporting Standards (FRS) and the Standards of Reporting Practices (SORP) to the satisfaction of external auditors

## GOVERNANCE (2%)

- Strengthen risk management within the organisation and manage the Risk Register
- Responsible for creating an effective framework of internal policies and processes that support effective delivery of ADD's mission, consistent with the organisation's values
- Support the ADD International Company Secretary/Director of Finance and Operations in performing the relevant governance duties
- Prepare and submit all statutory reports for ADD International – UK, in a timely manner in line with relevant accounting frameworks and protocols.

## THE IDEAL CANDIDATE.

### QUALIFICATIONS.

#### Essential

- Membership of a reputable accountancy body (ACCA, CIPFA, ICAEW, CPA or equivalent), or QBE

#### Desirable

- Post-graduate qualification in Charity Accounting and Financial Management
- Diploma in Charity Accounting from ICAEW

### EXPERIENCE

#### Essential

- Cross sectorial accounting knowledge and understanding, including experience within a similar-sized organisation
- Substantial experience of financial management and/or audit
- Good knowledge and experience of preparing final accounts under FRS 102 SORP and other statutory requirements
- Extensive experience in preparing and managing significant budgets with diverse streams of income and expenditure
- Knowledge and working experience with Comic Relief, USAID, EU, DfID and other donors
- Extensive experience in working with computerised accounting systems, preferably PS Financials
- Experience in designing and delivering financial policies and procedures

- Experience in supporting and training staff (locally and internationally)
- Experience in analysing financial data and communicating to non-finance staff
- Experience of managing the internal audit section

#### Desirable

- Experience in effectively managing and implementing change
- Experience of working with consultants and professional advisors
- Experience of working in an international or multi locational environment
- Experience of managing staff internationally
- Experience in IT networking and maintenance
- Experience of safeguarding policy and practice related to children and/or vulnerable adults

### SKILLS/ABILITY

#### Essential

- Excellent verbal and written communication skills in English
- Ability to quickly develop and foster relationships with positive outcomes
- A team player with a confident manner and a professional, flexible, positive, calm and resilient approach
- Competent with MS Office - Word, Excel, PowerPoint and Outlook
- Able to travel internationally at short notice

#### Desirable

- Strong negotiating skills
- Ability to work odd hours when necessary

### ATTITUDES / PERSONAL QUALITIES

#### Essential

- Commitment to and understanding of the Social Model of Disability and a rights-based approach to development
- Shows respect for, and understanding of, diverse points of view and demonstrates this understanding in daily work and decision-making
- Awareness of the value of diversity and cultural difference

#### Desirable

- Lived experience of disability

## HOW TO APPLY.

This vacancy does not meet the minimum requirements for work permit recruitment therefore we can only accept applications from people who are currently eligible to work in the UK.

Interested applicants should send the following attachments by email:

- Their CV (max 2 pages)
- Letter of motivation (max 2 pages), please state your current or most recent salary
- Completed [equal opportunities form](#)
- The names contact numbers and addresses of 2 referees (please state if you are not happy for them to be contacted at this stage)

Please send your application to [recruitment@add.org.uk](mailto:recruitment@add.org.uk) by the closing date specified below.

If you need an accessible format, please contact Jess Gleeson (Tuesdays and Wednesdays only) on +44 1373 473 064 or email [recruitment@add.org.uk](mailto:recruitment@add.org.uk)

- **Application deadline: 12noon UK time on Monday 15th April 2019. Due to the urgent need to fill this position, shortlisting and interviewing will take place on a rolling basis.**

**Incomplete applications will not be accepted. We are unfortunately only able to reply to those shortlisted.**

## EQUAL OPPORTUNITIES.

We are keen to promote strong principles of equality and diversity and would welcome applications from all backgrounds. Disabled people are strongly encouraged to apply and as a 'disability confident employer' ADD guarantees to interview all disabled candidates who meet the minimum criteria. For more information on this please see our [Equal Opportunities Policy](#).

## OUR COMMITMENT TO SAFEGUARDING.

ADD International believes that it is always unacceptable for anyone to experience abuse of any kind. We recognise our responsibility to safeguard all children, young people and adults, and promote their welfare. ADD expects high standards of conduct and professionalism from all our employees and volunteer. In turn our workers are entitled to expect to work in an atmosphere that promotes high standards and mutual respect. Both within and outside of work, staff are expected to behave in a manner which does not bring the organisation into disrepute.

## DATA PROTECTION.

ADD International is aware of its obligations under the General Data Protection Regulation (GDPR) and the UK Data Protection Bill and is committed to processing your data securely and transparently. For more information on this please see our [Job Applicant Privacy Notice](#).