

## **CONSORTIUM FOR STREET CHILDREN**

### **Head of Finance and Operations Job Description**

- Working Hours: 3 days a week  
(4 days per week could be considered for the ideal candidate)
- Salary: In the range of £40,000 annual pro rata (approx. 24K for 3 days per week)
- Permanent Contract
- 25 days annual leave per year (pro rata). Employer contributions to pension fund of 5% of gross salary
- Location: Central London at CSC's office in Bethnal Green
- Member of the Senior Management Team. Reports directly to the CEO

The Consortium for Street Children (CSC) is the only global street children's human rights network. We are an international human rights organization that raises street children's voices, promotes their rights and improves their lives. We pursue our objectives through advocacy, research, development of resources and movement building. We have over 90 organisations and individuals in our network, working in 130 countries globally. Our network is built of small grassroots and large international NGOs, working directly with street children on the ground, where they live, to change the world so that they can lead happy, fulfilled lives with dignity.

The Head of Finance and Operations is a key role for our organization, ensuring financial integrity in line with all legal and industry standards, and professionally managing all operational aspects of the organization. The Head of Finance and Operations also supports the board in executing its Governance oversight.

The Head of Finance and Operations is proactive, identifying issues and challenges ahead of time and proposing solutions to ensure the effective and smooth running of the organization. They will be able to prioritise and manage a varied workload, and have a flexible, 'can do' attitude. With superb interpersonal and communication skills, as a Senior Manager they will be able to adapt their style to deal with a diverse international network when required.

Our ideal candidate will have previous experience of:

- Financial management and budgetary control
- Producing project budgets and financial reports for donors
- Operational management processes including the oversight of outsourced contracts
- Governance support including reporting to the Board of Trustees
- Providing support to the CEO and Senior Management Team in the development and implementation of the financial aspects of our long term and annual strategic plan
- Day to day processing transactions, payroll and bank reconciliations

To apply, please submit your covering letter (no more than one side of A4) and CV (no more than 3 pages) to [recruitment@streetchildren.org](mailto:recruitment@streetchildren.org) outlining how you possess the relevant skills and experience for this role and your interest in working for CSC. Please also state where you saw the job advertised.

The closing date for applications is midnight on the 11<sup>th</sup> September 2019. Interviews will be held in the two week period following this. Please note that a written and financial test will form part of the interview.

## **Specific Areas of Responsibility**

### **Finance and Risk**

- Responsible for all finance functions of the organisation including preparation of budgets, recording and processing all transactions, monitoring and controlling finances;
- Produce monthly management accounts for approval by the Board Finance & Risk Committee, including analysis and commentary of CSC's financial position;
- Account for project restricted funds of CSC, ensuring that income and spend is appropriately recorded and reported with donor compliance followed
- Develop, improve and implement financial and operational policies and to ensure they are reviewed over a rolling three year period;
- Ensure that all legal, constitutional and regulatory obligations are met;
- Manage the completion of the annual accounts and ensure that the Directors' Report and Accounts are completed, certified and/or audited, approved by the Board and submitted to the Charity Commission and Companies House annually;
- Act as an authorised signatory on all CSC accounts and authorise payments in relation to company expenditure in line with CSC's internal policies;
- Manage the cash flows, distinguishing between restricted and unrestricted expenditure, and related activities and ensuring funds are managed in accordance with SORP charity guidance;
- Manage overseas payments in foreign currencies when required

### **Income and Development**

- Assist programme staff to prepare budgets for funding applications
- Produce timely and accurate donor financial reports and track requests for payment as per agreed contracts and grants
- Assist fundraising team to produce a regular pipeline document showing timings of expected income

### **Governance**

- Support the Board of Trustees in ensuring CSC's mission is safeguarded, statutory duties are satisfied and strategic objectives and decisions are well informed and clear;
- Support CEO in the preparation of all board meeting and to manage CSC's risk register
- Support the board of Trustees to hold the AGM as per our Statutes;
- Oversee the production of a quarterly board report for trustees

**Human Resources**

- Co-ordinate and run payroll in liaison with outsourced payroll company;
- Process employee benefits, including managing annual leave and sickness records.
- Manage recruitment processes in line with the CSC recruitment policy, and ensure contracts and agreements are in place with all staff, volunteers and interns

**Operations**

- Responsible for the overall management and administration of the office, including IT and telephones; insurance, health and safety etc.
- Oversee all tender and procurement processes and contracting.

**Flexibility**

- The job description is a general outline of the job duties and responsibilities. The post holder may be required to undertake other duties as may be reasonably required from time to time.

## Personal Specification

This person specification sets out the essential, minimum qualities we are seeking for this role. Please ensure that your application demonstrates how you meet the criteria.

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Experience/Knowledge</b>	<ul style="list-style-type: none"> <li>▪ 5 years' experience and success in budgetary planning and management, including working with restricted funding, reporting to donors and producing management accounts</li> <li>▪ Experience of preparation of monthly management accounts and annual statutory accounts</li> <li>▪ Experience of administrative and operational management, including supplier management</li> <li>▪ Knowledge of accounting software</li> <li>▪ Understanding of HR processes including recruitment and payroll</li> </ul>	<ul style="list-style-type: none"> <li>▪ Relevant third sector experience</li> <li>▪ Proven experience and success in strategic planning and oversight</li> <li>▪ Experience of reporting to trustee boards or equivalent</li> <li>▪ Experience of preparing accounts in line with the Charities SORP</li> <li>▪ Experience with tendering and contracting</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>▪ Excellent written and verbal communication skills</li> <li>▪ Excellent attention to detail</li> <li>▪ Ability to plan, manage and prioritise competing workloads</li> <li>▪ Ability to maintain confidentiality</li> <li>▪ Excellent interpersonal skills</li> <li>▪ Excellent negotiation skills</li> <li>▪ Excellent organisational skills</li> <li>▪ Ability to work on own initiative and as part of a team</li> <li>▪ Ability to create and maintain good working relationships with internal and external stakeholders</li> <li>▪ Proficient in the use of Microsoft Office Suite</li> </ul>	
Qualifications	<ul style="list-style-type: none"> <li>• Relevant qualification in finance or business administration (or qualified by experience)</li> </ul>	<ul style="list-style-type: none"> <li>• Being qualified as a chartered or certified accountant</li> </ul>
Personal	<ul style="list-style-type: none"> <li>• Commitment to street children's rights</li> <li>• High levels of personal integrity and honesty</li> <li>• Commitment to equal opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge / interest in human rights and international development</li> </ul>