Job Description

**Job title**  
Head of Global Finance

**Team**  
Global Resources Department

**Contract type**  
Permanent, full time

**Direct reports**  
Finance Manager, Systems Accountant

**Reporting to**  
Director of Global Finance

**Location**  
Hybrid - London Head Office and remote

**Hours of work**  
34.5 hours per week

**Annual leave**  
26 days annual leave, plus bank holidays. Further leave will accrue after two years of service up to a maximum of 30 days.

**Salary**  
Circa £65,000 (dependent on experience)
Our vision

Our vision is a world where every working animal lives a healthy and valued life.

Our mission

Our mission is to transform the welfare of working animals in a world where animals, people and the environment are respected and thrive.

Summary of role

The Head of Global Finance will be responsible for overseeing and managing the financial operations of the organisation. This position plays a critical role in ensuring the maintenance of organisation’s financial stability, sustainability, and transparency, providing strategic financial leadership, manage global budgets, and ensure compliance with relevant regulations and best practices. Additionally, there will be a requirement for the role to collaborate with senior management to support decision-making and drive the organisation’s financial growth.

While keeping SPANA’s mission to transform the welfare of working animals at the heart of the financial plans and objectives, the post holder will work to deliver a transformational change in global financial management ensuring systems, controls, policies and procedures are strong and deliver cost and time efficiencies and to protect the organisations assets.

Key Relationships

- Responsible to the Director of Global Resources
- SLT
- Country Directors
- Global Programmes, Global Animal Welfare and Global Fundraising, Marketing and Communications Teams
- SPANA project colleagues and partners
Financial & IT Strategy and Planning:
- Develop and implement the organisation's financial & IT strategy aligned with its mission and goals.
- Provide guidance and recommendations to the senior management team on financial & IT matters.
- Conduct financial analysis and forecasting to support strategic decision-making.
- Identify opportunities for financial growth and opportunities.
- Work in close collaboration with fundraising to develop financial models for securing restricted funding sources.

Financial Management and Reporting:
- Oversee the finance operations of the finance team to ensure timely month-end and delivery of consolidated financial information and reports to all key stakeholders.
- Presentation of management accounts to SLT/Committee.
- Provide guidance and support to SLT and managers in budget development, cost control, and financial accountability.
- Lead on the organisation’s budgeting process as part of the annual planning process, to include development of tools and guidance and ensuring alignment to business plans, budgets to include cost efficiencies and value for money.
- Develop and monitor financial KPIs and metrics to ensure high standards are delivered.

Global Financial Operations and Compliance:
- Manage financial operations across multiple countries, to ensure delivery of high standard of monthly accounts.
- Work with the Director of Global Resources to ensure strong financial governance in place globally and address key risks/gaps.
- Work with the Director of Global Resources to develop a risk framework and implement risk management globally including the delivery of risk management training.
- Develop, recommend and implement comprehensive forex and treasury management strategies aligned to the organisation’s financial goals and risk appetite.
- Work in collaboration with fundraising to manage restricted funds to include the development of a full cost recovery model and assist in financial proposal development for new funding opportunities.
- Develop and implement financial controls/policies framework to safeguard the organisation’s assets.
- Ensure compliance with relevant accounting principles, local regulatory requirements, and tax laws.
- Collaborate with stakeholders to understand their financial needs, provide financial insights, and help drive efficiency and effectiveness in resource allocation.

IT: Ensure the Accounting System meets the specification of the organisation globally: Strong IT foundations are in place globally to enable the organisation to run efficiently; all other IT projects are delivered efficiently and with clear TOR’s.

Team Leadership and Development:
- Lead and inspire a global finance team, fostering a collaborative and results-driven work environment.
- Set performance objectives, provide feedback, and conduct performance evaluations.
- Develop and implement professional development plans for finance team members globally.
- Promote a culture of accountability, ethical behavior, and continuous improvement.

Stakeholder Engagement:
- Collaborate with internal and external stakeholders, including board members, donors, auditors, and regulatory authorities.
- Present financial information and reports to key stakeholders, ensuring transparency and clear communication.
- Build and maintain strong relationships with banking/financial institutions, auditors, financial partners, and service providers.

It should be noted that the job specification and remit may develop over time. The postholder should be happy to adapt and take on new and different tasks within the scope of the role.
**PERSON SPECIFICATION**

**Knowledge, Training & Qualifications**
- Professional accounting qualification (ACA, ACCA, or CIMA)
- Experience of working for an INGO or similar global non-profit entity.
- Strong knowledge of financial principles, regulations, and best practices.
- Good understanding of SORP requirements.
- French speaking (desirable).

**Experience**
- Minimum 3 years proven experience in international financial management, preferably in the non-profit sector.
- Experience of building a future-proof finance function.
- Experience in global financial operations and managing multiple currencies.
- Experience of managing and developing global finance teams.
- Experience of producing high-quality and compelling approaches, proposals, reports, and presentations.
- Experience of implementing accounts systems and working with databases, preferably Raisers Edge and other project management systems.

**Skills & Attributes**
- Excellent analytical skills and the ability to interpret complex financial data with attention to detail.
- Advance IT/Microsoft systems skills.
- Strong leadership and team management abilities.
- Exceptional communication and presentation skills.
- Highly numerate, with the ability to create, maintain and monitor budgets and expenditure summaries, and to speak and write about financial matters.
- Proficiency in financial software and systems.
- Excellent interpersonal and organisational skills.
- Ability to work independently, accurately, and efficiently under pressure.
- A conscientious, positive, and friendly collaborator.
- Upholds and adheres to SPANA’s core values.
- Resilience, determination, and a focus on outcomes.