

ADRA-UK
Chief Financial Officer

About us

ADRA-UK is a UK based humanitarian organisation of the Seventh-day Adventist Church that demonstrates God's love and compassion. ADRA-UK is a member of the ADRA global network and works with people in poverty and distress to create just and positive change through empowering partnerships and responsible action. ADRA-UK serves more than 500,000 people annually and has a turnover of close to £3 million. Please visit www.adra.org.uk to learn more.

Position

The chief financial officer (CFO) is responsible for all financial matters of ADRA-UK and its international projects. The CFO will report to and work closely with the chief executive director. In addition, she or he will partner with the senior leadership and the board of directors to develop and implement strategies across the organisation. The CFO will oversee all compliance for both government (UK and EU) contracts and private grants. She or he must be able to adapt to a continually evolving environment and thrive in an autonomous and deadline-oriented workplace while managing a small finance team.

Specific responsibilities include:

Finance

- Oversee cash flow planning and ensure availability of funds as needed.
- Oversee financing strategies and activities, as well as banking relationships.
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organization's operations and business plans.

Planning, Policy, and Project Partner relations

- Coordinate the development and monitoring of project budgets and contracts.
- Develop financial business plans and forecasts for our projects.
- Participate in corporate policy development as a member of the senior management team.
- Engage the finance committee of the board of directors to develop short-, medium-, and long-term financial plans and projections.
- Represent the charity to financial partners, including the EU and DFID, auditors, public officials, etc.

- Remain up to date on charity audit best practices and UK legislation regarding charity operations.

Accounting and Administration

- Oversee the accounting department to ensure proper maintenance of all accounting systems and function; supervise ADRA-UK's finance staff.
- Ensure maintenance of appropriate internal controls and financial procedures.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting for EU and DFID projects, and ADRA-UK's board of directors; oversee the preparation and communication of periodic financial statements.
- Coordinate audits and proper filing of tax returns as required.
- Ensure legal and regulatory compliance regarding all financial functions.

Qualifications

The CFO will be a seasoned and mature leader with preferably 12-15 years of broad finance experience linked to international development and/or the charity sector, including multiple funding sources (EU and DFID) and modalities (grants, contracts..). Key strengths include project budgeting and financial analysis of reports, donor compliance and audit management, experience in gathering and evaluating financial information with a view to make recommendations to senior leadership, or provide capacity building to the network.

The CFO will have a combination of the following experience and attributes:

- MBA Degree in Accounting and Finance or Management ideally with ACA, ACCA or CIMA accreditation
- At least five years' experience as CFO or equivalent, preferably in a non-profit organisation with a budget of at least £3 million.
- Experience working in international development.
- Experience in a senior financial-management role, partnering with executive staff, resulting in the development and implementation of creative financial management strategies.
- Significant experience in or knowledge of charity accounting, including sophisticated fund and grant accounting, compliance, and reporting.
- Experience working with finance and accounting software packages.
- Excellent written and oral communication skills.
- Demonstrated leadership ability, team management, and interpersonal skills.
- Excellent analytical and abstract reasoning skills, plus excellent organisation skills.

Note

ADRA-UK is offering this position in the first instance as a one-year contract. Gross salary, depending on experience, between £39,000 and £42,000 per annum. This position requires a minimum of four weeks of overseas travel and frequent weekend engagements.

The nature of ongoing employment within ADRA-UK is dependent on financial contributions from ADRA-UK's support base and other funding organisations. Whilst ADRA-UK has benefited from positive growth and stability, it is to be recognised that the level of financial support is of a fluctuating nature.

Return your application emailing info@adra.org.uk, or by post to Recruitment, ADRA-UK, Stanborough Park, Watford, Herts WD25 9JZ.

Applicants should have the right to work in the UK prior to submission of the employment application.

The deadline for receipt of applications is 7 May 2018.