

Head of Finance & Governance

Job Description and Person Specification



<u>Job Title:</u>	Head of Finance & Governance
<u>Reporting To:</u>	Director
<u>Location:</u>	Brighton
<u>Contract:</u>	Adoption leave cover – 4-6 months
<u>Hours:</u>	Part-time (21 hours per week)

PAN UK is the only charity in the UK dedicated solely to tackling the problems of pesticide use on human health and the environment. It is an independent, non-profit organisation, which works nationally and internationally to eliminate the use of hazardous pesticides and to support the adoption of sustainable alternatives.

For the past thirty years, PAN UK has worked with groups and individuals concerned with health, environment and development, to promote healthy food and sustainable agriculture. We operate as part of a global network with partner organisations based in North America, Europe, Africa, Asia and Pacific and Latin America.

PAN UK is looking for an individual to cover the role of Head of Finance and Governance whilst the incumbent is on a period of adoption leave. The suggested contract length includes a period of handover with the incumbent at each end of the leave.

The Role:

As a member of the Senior Management Team, the Head of Finance and Governance plays a pivotal role within PAN UK and has specific responsibilities to ensure that the charity's resources are managed to a high level and with the utmost propriety. The role is usually involved in shaping the strategic financial direction of the organisation together and organisational policy framework. However, input into these objectives is expected to be limited during the period of cover. The role will still involve the management and coordination of issues around PAN UK's Finance, HR and Governance, including line management of the Finance Officer.

Key responsibilities during the period of cover:

Monitor and manage PAN UK financial performance, and advise the Director and the Board on appropriate courses of action to ensure PAN UK's financial sustainability

- Manage the month end and management accounts process to ensure that accurate and up to date information on PAN UK's financial position is available to support key management decisions.
- Co-ordinate the annual audit process.
- Provide Project Managers with information to comply with financial aspects of donor reporting and grant management including the preparation of donor financial reports.
- Identify key risks arising throughout PAN UK's activities and ensure that appropriate processes are in place to monitor and mitigate them.

Take responsibility for PAN UK Finance, Governance and HR management systems

- Undertake the line management of the Finance Officer.
- Maintain the PAN UK finance system (Xero) and associated processes.
- Ensure that core financial activity (accounts payable, accounts receivable, payroll etc) is undertaken in line with documented procedures.
- Ensure all Financial, HR and Governance activity is compliant with relevant charity and statutory legislation and donor / contractual requirements.

Contribute to the leadership of the organisation through membership of the Senior Management Team (where required during the period of cover)

- Provide strategic input to the organisation's development and future growth plans.
- Play a leading role, together with fellow SMT members, in the development of the overall direction of the organisation.
- Participate in SMT meetings and in making appropriate organisational decisions.
- Oversee all elements of UK Office Management.
- Perform such additional tasks as may reasonably be requested from time to time by the Director.

Person Specification:

Experience and Qualifications: You should be a qualified accountant (or qualified by experience) with substantial post-qualification experience preferably within the environment of a charity that has large restricted funds, and with knowledge of Charity SORP. International NGO experience would be a major benefit.

Knowledge:

- A recognised accountancy qualification or equivalent experience.
- A good understanding of the finances of a restricted grant-dependant organisation and the requirements of institutional donors.
- In-depth knowledge of financial analysis and forecasting and experience of budget preparation.
- Knowledge and experience of financial reporting and ability to produce written reports on financial issues.
- Knowledge and understanding of the recommended accounting standards and principles, including requirements under Companies Acts and application of best practices as recommended by the Charity Commission.

Experience:

- Significant relevant post qualification experience, including at senior management level.
- A good understanding of, and evidence of contribution to, strategic planning.
- Experience of leading and managing staff.
- Demonstrable experience of change management, including development and implementation of new procedures and project management.

Skills:

- Excellent problem-solving and analytical skills.
- Flexible and creative.
- Able to deal with a demanding workload and conflicting priorities.
- Good supportive team worker.

Attitudes:

- Comfortable working in, and leading in, an environment of continuous change and improvement.
- Emotionally mature, with a practical, calm and sensible approach.
- Culturally sensitive.
- Empathy with, and commitment to, the values and work of PAN UK.