

Head of Finance & Governance

Job Description and Person Specification



<u>Job Title:</u>	Head of Finance & Governance
<u>Grade and Salary:</u>	£40,000 - £45,000 p.a. (pro rata)
<u>Reporting To:</u>	Director
<u>Location:</u>	Brighton
<u>Contract:</u>	Permanent
<u>Hours:</u>	Part-time (22.5 - 30 hours per week)
<u>Closing date & Interviews:</u>	The closing date for applications is 9am Monday 16th September . Interviews will be held on Friday 27th September

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 expanding and we are looking for a Head of Finance and Governance to take a leading role in enabling the organisation to manage its growth and to strengthen the processes, internal controls and systems needed to effectively manage finances, HR and operations.

The Role:

As a member of the Senior Management Team, the Head of Finance and Governance will play a pivotal role within PAN UK and will have specific responsibilities to ensure that the charity's resources are managed to a high level and with the utmost propriety. He/she will also be involved in shaping the strategic financial direction of the organisation together with providing the management and coordination of issues around PAN UK's Finance, HR and Governance.

Key responsibilities:

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 regular management accounts and cash flow forecasting to ensure that up to date information on PAN UK's financial position is available to support key management decisions.
- Co-ordinate the preparation of the Annual Accounts and manage the annual audit process.
- Prepare timely and accurate statutory returns (including, but not limited to, HMRC, Companies House and the Charity Commission)
- Identify key risks throughout PAN UK's activities and ensure that appropriate processes are in place to monitor and mitigate them.
- Provide Project Managers with information to comply with financial aspects of donor reporting and grant management

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

- Develop and implement appropriate and robust Finance and Governance structures, systems and processes to meet the needs of the organisation.

- Supervise, review and implement improvements in financial, governance and HR systems, procedures and practices.
- 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

- 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 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.
- 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.

If you would like to have an informal discussion about the role, please email keith@pan-uk.org