



Job Description

Job Title:	Head of Finance
Grade	2
Career path	Management Career Path
Reporting To:	Global Finance Director
Contract Type:	Permanent/Open ended
Location:	Hybrid, with weekly travel to London and occasional travel overseas
Salary range:	£50,000-£60,000 FTE dependent on experience and location. J&C will make a fair offer within the range, taking into consideration internal equity and the skills, knowledge and experience of the successful candidate.
Working Hours:	Part-time (22.5-30 hours out of 37.5 hours)

Key words for social media #Accountant

Applications will be short-listed and interviewed on a rolling basis, so this role may close quickly.

Position in the organisation

This role is based in the Global Finance Team, managing all funds that come into Justice and Care. The role reports into the Global Finance Director and sits on the UK Leadership Team. This role sits on the Global Income Group and Global Investment Group. This role will manage outsourced Finance and any internal Global Finance staff recruited.

Team Purpose

We are here to manage the organisation's financial well-being. We are responsible for the financial management of income, expenditure, assets and liabilities, reporting and compliance.

Role Purpose

To consolidate quality financial information from across the global organisation to support strategic decision-making at leadership level. This includes bookkeeping, management accounting and payroll support.

Key relationships

Internally – Global Finance Director and Finance Business Partner – Restricted funding

Global – Finance roles in all J&C locations, UK Leadership Team

Externally – Auditors, Suppliers, Donors and Outsourced finance services

Scope of job

Main responsibilities/Key responsibilities

Your key responsibilities include, but are not necessarily limited to:

- Financial Management and Reporting. Production of consolidated monthly management information including consolidated Profit and Loss, balance sheet and cash flows.
- Global budgeting, consolidation and forecasting/reforecasting.
- Regular financial analysis and creation of tools as required to support strategic decision-making.
- Management of the UK operational accounting function aligned to industry best-practice and enabling efficient running of finance operations.
- Preparation of the annual statutory accounts and management of UK Statutory audit. Prepare UK statutory report and other regulatory financial requirements
- Financial and legal compliance.
- Internal controls and Finance Risk Management.
- Manage and respond to finance related queries, becoming the finance point of contact for the UK team.
- Ensure that all policies and processes are in-line with industry best practice, streamlined and clearly documented.

Person Specification

	ESSENTIAL	DESIRABLE (Can be trained or learnt on the job)
Qualifications	Professional accounting qualification (CIMA/ACCA/ACA)	
Knowledge and Experience	<ul style="list-style-type: none"> • A strong and recent understanding of Charity Finance • Independent delivery of financial targets, operational activities and objectives • Experience of working with auditors and leading the audit process 	<ul style="list-style-type: none"> • Being part of a leadership team • Managing people • Experience of unrestricted funding • Experience of working cross culturally

	<ul style="list-style-type: none"> • Experience of communicating at senior leadership level and representing finance • Experience of using accounting systems 	<ul style="list-style-type: none"> • Experience of working in an international charity • Experience working within organisations combating modern slavery • XERO software • CRM systems, esp Salesforce
Skills/Abilities	<ul style="list-style-type: none"> • Financial expertise • Accuracy • Excellent Financial analysis • Ability to explain complex financial information in a simplified manner • Strategic acumen • Highly numerate with the ability to develop and monitor budgets; analyse, interpret and communicate complex data and financial information • Strong attention to detail • Excellent interpersonal skills, with the ability to build good relationships with people at all levels. • Effective administration and organisational skills, as well as strong quantitative skills. • Good time management skills with ability to prioritise workload and meet deadlines under pressure. • Advanced Microsoft Excel skills • Technically savvy - you will have strong Microsoft 365 (Word, Excel and PowerPoint) skills and experience using accounting software, preferably Xero. • Organised - able to plan and deliver work to deadlines • A good communicator - quick to listen and able to work cross-culturally 	<ul style="list-style-type: none"> • Innovative
Personal Qualities	<ul style="list-style-type: none"> • Self-motivated, able to exercise initiative, disciplined, able to work with minimal supervision • Adaptable – with a desire to learn • Love working as part of a global team 	

	<ul style="list-style-type: none">• Passionate - you are passionate about making a difference and interested in the eradication of human trafficking	
Other Comments	<ul style="list-style-type: none">• All roles require a basic DBS check• The right to work in the UK is required. Justice and Care does not sponsor visas.	

Questions

To apply, please use the link and upload your CV and a separate cover letter of maximum 1 page answering the following questions:

1. Why are you interested in this role?
2. What experience do you have relevant to this role that makes you a good fit?
3. What do you think are the key challenges of this role?