



Vision Aid Overseas

## Job Description

<b>Job Title:</b>	<b>Interim Director of Finance</b>
<b>Location:</b>	<b>Mixture of home based/office based later in 2021 (Crawley, West Sussex)</b>
<b>Reports to:</b>	<b>CEO</b>
<b>Responsible for:</b>	<b>Finance and Administration Officer (part-time) and Programme Finance Officer (part-time)</b>
<b>Salary:</b>	<b>c £55k gross per year (pro-rata)</b>
<b>Terms:</b>	<b>Part-Time (2-3 days per week) for an initial period of 6 months</b>
<b>Leave:</b>	<b>28 days holiday per annum plus bank holidays (pro-rata).</b>

### About Vision Aid Overseas

Vision Aid Overseas is a UK-based charity, with a focus on fighting poverty by transforming access to eye care services in lower and middle income countries in Africa. The charity was established in 1985 following a visit of British optical professionals to Tanzania where they held a series of clinics to provide eye tests and spectacles to patients in poor and marginalised communities.

Our work focuses on the development of services for uncorrected refractive error and primary eye health. Uncorrected refractive error is the world's leading cause of avoidable visual impairment, with an estimated 670 million people affected worldwide.

We develop programmes that integrate training, primary eye care, school eye health and facility developments into national and regional eye care plans, seeking always to be responsive to local need. In this way, we help children to learn and adults to earn so that they can provide for their families.

## **Purpose of Job:**

Vision Aid Overseas is seeking to appoint a new Interim Director of Finance, who will focus on ensuring that Vision Aid Overseas has the Finance and IT services necessary to deliver its mission and achieve its strategic goals. Reporting directly to the CEO and as part of the Executive team, the post will play an important role in the leadership and management of Vision Aid Overseas at Executive level and is a vital role in securing their future success. The successful candidate will be a dynamic leader who shares Vision Aid Overseas' ambition and who is inspired by the opportunity to help shape the future of the organisation and the people they serve.

## **KEY AREAS**

### **Strategic Planning, Governance, & Control**

- The Director of Finance is responsible for the preparation of financial information and ensuring that financial controls and governance procedures are undertaken effectively.
- Leading our finance function and ensuring budget holders, senior colleagues and trustees have the required level of financial information and analysis to make decisions and plan for the future.
- Responsible for the development of and adherence to financial procedures both within Head Office and VAO business abroad, including analysis of overseas financial regulations and associated risks.
- Advise on financial planning and strategy throughout Vision Aid Overseas' strategic periods to ensure strategy has a complementary financial plan.
- Prepare cash flow forecasts and scenario modelling to assist with Financial Planning.
- Advise on VAT issues, ensuring best practice and seeking best value for Vision Aid Overseas.

### **Financial Planning**

- Maintaining a strong control environment, ensuring accounting records are complete and accurate.
- Ensure annual statutory accounts are finalised and submitted to Companies House and Charity Commission by the appropriate deadlines.
- Production of Monthly Management Accounts with variances against budget or reforecast explained.
- Prepare financial reforecasts as appropriate.
- Ensure asset register is maintained appropriately.

### **Programme Budget Management & Control**

- Ensure appropriate financial monitoring and control procedures are in place for all international programmes. Advise and ensure new programmes are set up with suitable financial procedures and staff in place.
- Responsible for financial reporting to funders, including submission of claims in arrears for funding, supported by full documentation.
- Prepare programme budget reforecasts as appropriate .

- Develop appropriate financial budgetary ownership and control and work with Country Directors to implement.

### **Governance and Board Committees**

- Prepare financial information and management reports for the Board and the Finance, Administration and Remuneration Committee.
- To service the Finance, Administration and Remuneration Committee and meet regularly with the Treasurer.
- Attend all Board Meetings leading on Finance Items as necessary.

### **Administration and Risk Management**

- Manage a small finance team and work with Country Directors and Staff in Programme Countries.
- Contribute to the development and review of the risk management matrix and risk management procedures.
- To monitor the key indicators of Vision Aid Overseas financial performance and ensure the CEO is advised of the need for corrective action.

### **Information Technology**

- Leading on IT strategy, ensuring our systems, hardware and software are evolving, fit for purpose and cost-effective.
- To ensure that all IT systems and equipment are operated in a secure and cost-effective manner in accordance with the agreed strategy.
- To ensure that IT systems are adequately documented and that IT training is provided to all relevant staff.

### **General**

- To promote all Vision Aid Overseas Policies and abide by them at all times.
- To keep up to date with accounting developments, best financial practice as it affects the business, governance, company regulations, and charity commission requirements.
- To undertake any other duties as may reasonably be required taking account of the nature and scope of this job description.

### **Confidentiality**

Be fully conversant and comply with the Data Protection Act

### **Diversity**

All staff should adhere to Vision Aid Overseas' Equality and Diversity policy framework and will be expected to play a key role in its successful implementation.

### **UK Bribery Act**

Comply with the Policy in support of the UK Bribery Act 2010

***This job description cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document. This job description does not form part of the contract of employment.***

**Person Specification**

<b>Knowledge &amp; Experience</b>	
1.	CCAB qualified, QBE (essential)
2.	Experience of producing accounts compliant with the Charities SORP (essential)
3.	Good working knowledge of QuickBooks (desirable)
4.	Proven track record of working in a small team (essential)
5.	Experience of developing and monitoring the implementation of strategies, budgets and operational plans (essential)
6.	Experience of producing financial information for Executive Teams and Board (essential)
7.	Good understanding and experience in managing restricted funds in terms of monitoring, compliance and reporting (essential), experience with USAID funding (desirable)
8.	Good understanding of VAT relating to charities. (essential)
9.	Experience of working in the non-profit/charity sector (essential), in international development (desirable)
10.	Experience of working with and supporting staff remotely (essential) and working with and supporting staff in Africa (desirable)

<b>Competencies</b>	
1.	<p><b>Drive for Results</b></p> <ul style="list-style-type: none"> <li>• Is committed to achieving targets and takes personal accountability for work.</li> <li>• Acts on own initiative and works effectively under own direction.</li> <li>• Is open to new approaches and alternative means in order to accomplish results.</li> </ul>
2.	<p><b>Effective Communication</b></p> <ul style="list-style-type: none"> <li>• Presents opinion logically, checking for understanding and encouraging open discussion</li> </ul>

	<ul style="list-style-type: none"> <li>• Written, oral and presentational skills, and communicating effectively with non-finance people</li> <li>• Tailors the message to fit needs of specific audience</li> </ul>
3.	<p><b>Problem Solving and Analysis of Information</b></p> <ul style="list-style-type: none"> <li>• Identifies a range of practical solutions to address issues</li> <li>• Taking a critical and methodical approach when problem solving</li> <li>• Takes in and understands information quickly.</li> </ul>
4.	<p><b>Leadership &amp; project management</b></p> <ul style="list-style-type: none"> <li>• Leading others</li> <li>• Managing resources &amp; delegating effectively</li> </ul>
5.	<p><b>Time &amp; workload management</b></p> <ul style="list-style-type: none"> <li>• Establishes priorities and develops clear and logical plans to achieve goals.</li> <li>• Monitors performance and progress against objectives.</li> </ul>
6.	<p><b>Working with others</b></p> <ul style="list-style-type: none"> <li>• Develops effective working relationships and networks.</li> <li>• Aids a sense of team spirit by encouraging cooperation and open communication.</li> <li>• Conflict management and influencing/negotiating</li> </ul>
7.	<p><b>Risk management</b></p> <ul style="list-style-type: none"> <li>• Understanding the sources of risk</li> <li>• Evaluating risks and methods for their control and mitigation</li> </ul>

This post is not exempt from the Rehabilitation of Offenders Act