



Head of Finance Role Profile

Job title	Head of Finance
Location	Hybrid (4 days home based, 1 day London) with some travel required within the UK
Responsible to	Director of Development and Operations
Responsible for	Finance team (currently two staff)
Salary	£65,000 - £70,000 per annum (depending on experience)
Contract	Full time (37.5 hours per week), Permanent

About us

The International Agency for the Prevention of Blindness (IAPB) is the overarching alliance for the global eye health sector dedicated to eliminating the global vision crisis. A global network spread across 100+ countries, of the most brilliant and committed non-profits, philanthropists, public and private organisations.

IAPB, on behalf of its network, holds trusted relationships with the United Nations and the World Health Organization. No one else is operating under this same model with the same reach.

There are 1.1 billion people living with sight loss because they don't have access to eye care services. We are making the case loudly and repeatedly that eye health is not an optional extra. It is vital to everything, for everyone.

Our income and impact have both increased in recent years and with a new 3-year plan, we are accelerating our work and impact further. IAPB is a growing and successful international organisation registered in the UK with a dedicated staff team located around the world.

Outline of the role

The Head of Finance at IAPB will act as a key business partner to the organisation and be a key member of our leadership team and will lead on:

- all aspects of financial and resource planning and reporting
- ensuring effective financial processes, business partnering, analysis and decision support, and
- ensuring that the finance team works as a valued business partner across the organisation in support of our work.



The Head of Finance will provide leadership to the small Finance team and work to ensure the team is an enabler to the organisation, through ensuring effective practice in all areas based on our values.

This role will help develop financial strategy and policies, and work to further develop and embed a robust financial management culture that provides a sustainable model for the future of IAPB.

Scope and accountability

Reporting to the Director of Development and Operations, the post holder will:

1. Lead the finance team to deliver business information and provide decision support to the whole organisation through:
 - Accurate, informative and timely monthly reporting and analysis to a range of audiences from the Trustees to individual project leads, encompassing income and expenditure and balance sheet reporting, ensuring that reports are tailored to the relevant audience.
 - Financial forecasting for the current and following financial years.
 - Preparation of regular, timely and informative committee and board papers
 - Close business partnering with budget holders and project leads, based on effective working relationships.
 - Involvement in programmes and projects from planning through to completion
 - Horizon scanning, particularly of future income streams, working closely with the Fundraising and Business Development Team
 - A programme of review and continuous improvement of appropriate end to end business processes.
 - Working with a consultant Finance Director as and when required.
2. Manage the payables process to ensure liabilities are settled in an accurate and timely fashion.
3. Ensure receivables process is effective.
4. Prepare year-end statutory accounts for the charity and its subsidiary companies. Coordinate the preparation across teams as required. Liaise with auditors and Board. Ensure statutory obligations and deadlines are met.
5. Lead the budget setting process, working across the whole organisation. Maintain formal budget delegations on behalf of the CEO and keep them under review.
6. Lead on preparation and arrangements for the Audit Committee.
7. Prepare and maintain rolling cashflow forecasts to support financial and resource planning and investment/treasury management. Ensure cashflow monitoring and forecasting distinguishes



unrestricted, designated, and restricted charity funds and reflects the requirements and terms of individual restricted funds.

8. Develop and maintain financial policies and procedures appropriate to the organisation. Contribute to wider organisational policies and procedures as a key member of the leadership team.
9. Oversee the development and work of the finance team, ensuring appropriate systems, processes and internal controls are in place to support effective delivery of operations and safeguarding of assets.
10. Build on and embed a robust financial management culture across the organisation based on a focus on impact, value for money, effective procurement and contracting, and appropriate grant terms.
11. Actively contribute to risk management, leading on risk for the finance team and supporting the wider organisation in risk management.
12. Preparation and submission of reporting information and returns as required, including but not limited to: VAT; other taxes; Gift Aid; accounts; confirmation statements; reports to funders.
13. Work closely with HR in terms of people planning and oversee the monthly payroll.

General

- The post holder will be an enabler for other members of the team, supporting, upskilling, and coaching other team members to enable them to provide effective business partnership, guidance, and support across IAPB.
- To be an ambassador for IAPB and contribute to IAPB's public profile and influence / foster good relations with statutory and voluntary bodies.
- To respect the personal choice and lifestyles of colleagues those with whom we come into contact, ensuring that equal opportunity principles are applied at all times.
- To always work within the philosophy and policies of IAPB.
- To follow IAPB organisational values, which include:
 - Global – we are respectful of cultural differences and traditions.
 - Diverse and Inclusive – we actively work to include diverse groups, cultures, geographies, and backgrounds.
 - Passionate – we are passionate, engaged, and energetic.
 - Team Workers – we proactively aim to support each other and work collaboratively.



- Engaging – we actively seek to work in partnerships with members and stakeholders.
 - Positive – we commit to problem solve, innovate, and inspire others.
 - Integrity – we always act and behave with integrity.
- To demonstrate our behaviours in day to day work: Ambitious, Collaborative, Inclusive and Strategic.
 - To have a commitment to developing quality by the implementation of IAPB quality evaluation tools along with any other standards set by IAPB.
 - To undertake any other duties that may be considered commensurate with the level of the post.

Team members are encouraged and supported to see their work in terms of goals and desired outcomes and not just performing the prescribed tasks. The role profile is a broad description of the duties that the post holder will be expected to perform with some examples given. The exact duties to be carried out are not limited to those examples.

While this is intended to be an accurate reflection of the current role the organisation reserves the right to revise the role or to require that other or different tasks be performed as assigned.

Person specification

Essential	Desirable
Experience	
<ul style="list-style-type: none"> ● Strategic understanding, and operational delivery, of good practice in financial management ● Strong leadership and management experience, of a finance team, with a collaborative and flexible approach ● Strong experience of financial reporting and preparation of year end accounts ● Experience in developing and overseeing the operation of finance systems. ● Experience of working in a complex environment and sector 	<ul style="list-style-type: none"> ● Experience of building personal and professional credibility with budget holders, senior managers, and wider teams ● Experience of leading initiatives/projects working with cross-functional teams ● Experience of working in partnership with teams to deliver organisational objectives and shared goals. ● Experience of driving and achieving organisational financial sustainability



- Making payments to suppliers and staff
- Excellent ability to plan, monitor and implement projects to agreed deadlines often with conflicting priorities.

- Experience of reviewing and recommending options to achieve best value for money
- Xero and ApprovalMax

Skills, abilities, and personal style

- Recognised qualification such as ACCA, ACA, or CIMA, with significant post-qualification experience.
- Excellent technical and analysis skills, including advanced Excel modelling and analysis.
- A practical and innovative thinker who is able to translate strategy into operational and project plans and business and commercial goals into robust financial objectives and plans.
- Strong written and verbal communication and interpersonal skills; able to tailor information to different audiences, including the ability to interpret and present complex topics in a way that is accessible.
- Strong ability to establish business partnership relations and lead a team of people towards common purpose.
- A role model and ambassador of collaborative working, valuing, and developing employees to reach their potential.
- Proven ability to constructively challenge, influence and do things differently with positive organisational benefits.
- Strong ability to prioritise, work at pace, and under pressure.



<ul style="list-style-type: none"> • Ability and willingness to work flexibly in terms of hours and travel, due to the various time zones our staff work in. 	
<p>Knowledge and understanding</p>	
<ul style="list-style-type: none"> • Strong support for IAPB’s purpose, vision, and values • Comprehensive knowledge of UK accounting requirements, including under FRS102. • Knowledge of VAT, payroll, and other taxes. • Knowledge of finance systems and understanding of the wider IT environment. 	<ul style="list-style-type: none"> • Knowledge and understanding of the following legislative / compliance areas: <ul style="list-style-type: none"> ○ Finance/accounting. ○ Company/charity ○ Data Protection/GDPR • Knowledge of the Charity SORP • Knowledge of Charity Commission requirements and guidance.

Why work with us?

- Work for purpose, know that your work contributes to creating a world where no one is needlessly visually impaired, where everyone has access to the best possible standard of eye health; and where those with irreparable vision loss achieve their full potential.
- IAPB is an equal opportunity employer with a candidate selection policy that encourages diversity and inclusion.
- Benefits include 30 days holiday plus bank holidays and 10% employer pension contribution.

Application

All applicants should submit a cover letter and CV including details of current salary / salary expectations and notice period to:

Director of Development and Operations
HR@iapb.org

Closing Date: 2nd April 2025, although we reserve the right to close earlier.

Due to the volume of applications received, we are unable to respond to everyone. If you have not heard from us within 28 days, please assume your application has been unsuccessful.