**HELPAGE INTERNATIONAL**

**JOB DESCRIPTION**

JOB TITLE: Director of Finance & Corporate Services

LOCATION: London, UK

CONTRACT Permanent

RESPONSIBLE TO: Chief Executive

DEPARTMENT: Finance, IT & Support Services (FITSS)

RESPONSIBLE FOR: Head of Finance, Head of Human Resources, IT Manager and, Internal Audit Manager

KEY RELATIONSHIPS Directors Group, Regional Directors, Board ofTrustees (most specifically Finance and Audit Committee), Heads of Support Affiliates, Audit Partner, Age UK Finance Director

GRADE & Salary: G, £60,000 gross per annum (negotiable)

**HELPAGE INTERNATIONAL**

HelpAge International's vision is one of a world where older people fulfil their potential to lead active, dignified, healthy and secure lives. We are the Secretariat of the HelpAge network, bringing together more than 114 affiliates and 200 partners working with older people in over 50 countries.

The annual direct income and expenditure of HelpAge International is just under £30m. We deliver development and humanitarian programmes, carry out policy and advocacy work, and run campaigns on behalf of our network and members through an infrastructure of 6 regional offices. Members of the HelpAge network collectively raise and spend in excess of $1.5bn annually on their work with older people in their own countries.

###### JOB PURPOSE

* To ensure that HelpAge is known for the quality, integrity and transparency of its Finance and Corporate Services by the Board, across HelpAge and the Network, and in the wider stakeholder community.
* To lead the strategic and operational planning of financial, human resource, and information technology management, and to direct and support the ongoing work of the department ensuring close collaboration between FITSS and other functions and offices in HelpAge.
* To enable the Board and the Directors Group to make timely decisions and govern and manage the organisation effectively by providing all necessary, appropriate and relevant financial information, and by providing leadership in risk management.
* To engage fully as a member of the Directors Group taking shared responsibility for strategic and operational management of HelpAge
* To fulfil role of Company Secretary and ensure that HelpAge complies with Companies Act, Charity Commission and other relevant legislative requirements.
* To represent HelpAge in relevant external forums

###### JOB ACTIVITIES

Financial Management and reporting

* Ensure the development, implementation, monitoring and management of appropriate financial systems and internal financial controls and the development of clear standards for financial management, both at the Secretariat and in international offices.
* Take responsibility for the overall development of HelpAge International’s financial strategy, policies and procedures, and the development of financial management systems.
* Provide leadership in the budget setting process, providing suitable information to Directors, leading discussions on budget allocations and presenting financial plans and budgets to the Board.
* Ensure good manage the organisations finances and reserves within the funds available, taking account of actual circumstances as well as the annual budget.
* Ensure cash flow and funds are well managed, including the management of the relationship with our bankers.
* Ensure that appropriate financial analyses and reports are provided at various levels, both internally and externally. These include monthly management accounts, programme and project reports, budget and financial reports to the Board of Trustees.
* Maintain an oversight of the financial aspects of contract management across HelpAge International, monitoring application of restricted funds and contracts management with Director of Programmes
* Ensure the timely and accurate production of the statutory accounts. Manage the relationship with the organisation’s external auditors and ensure the availability of information to them.
* Specifically lead on measures to minimise fraud and bribery, and improve transparency.
* Advise and support Board in setting reserves policy.

**Internal audit management**

* Line-manage Internal Audit Manager in a way that ensures independent thinking and reporting, and free access to Finance & Audit Committee and CEO.
* Support design and implementation of the annual audit plan.
* Take responsibility for the co-ordination of the risk management plan and strategy for the organisation.
* Continue to develop assurance processes.

Information Management

* Provide oversight to development, planning and implementation of global IT systems Ensure the IT department to stays abreast of relevant technology development and provide support in innovative solutions
* Ensure that International Offices are supported to receive best IT advice.
* Ensure that all HelpAge information and communication systems are managed effectively.

Human Resources Management

* Support and manage the Head of Human Resources in the development and implementation of appropriate HR strategy and policies for the organisation.
* Ensure the development and implementation of HR strategies and initiatives to help to meet organisational objectives.
* Ensure that HelpAge International is fully compliant with employment law to minimise any legal implications for HelpAge International.
* Oversee security management procedures.

Facilities and office management

* Ensure the effective and proper management of the London office, overseeing the management of administrative services that underpin the efficient running of the office.
* Ensure all appropriate insurance policies are well managed.

Company Secretary

* Undertake the role of Company Secretary, managing the organisation’s legal requirements and ensuring statutory returns to governmental bodies (including the Charity Commission, Registrar of Companies and Inland Revenue) are accurate and are lodged in accordance with official deadlines.
* Support the Board in regular review of Memorandum and Articles of Association.
* Liaising with solicitors as necessary, provide advice to departments on legal contracts, agreements and other legal obligations or disputes.

General

* To be a member of the Executive Directors team and Leadership Group and contribute to the desired culture, ways of working, and general running of the organisation.

**PERSON SPECIFICATION**

**Essential**

* Full member of an international professional accounting body or relevant master’s degree with exceptional experience and evidence of continued professional education
* Commitment to the goals and values of HelpAge International, and a deep empathy and enjoyment working with older people
* Demonstrable leadership; able to coach, direct, motivate and inspire colleagues and external audiences from diverse culture and backgrounds
* Senior management experience in an international organisation, with a proven ability to manage change and significant complexity
* Experience at having successfully designed and delivered a strategy and/or an organisational design process
* Top-level representation, communication and influencing skills
* Flair and liking for collaborative working, and ability to combine direct line management with working within a part de-centralised, part matrix structure
* Practical experience of complex international financial management and reporting
* Ability to present and explain complex financial and other management information to a wide audience
* An understanding of corporate and charity governance including knowledge of international reporting standards and UK SORP
* Excellent planning, organisational and administrative skills
* Excellent oral and written communication skills, including fluency in written and spoken English
* Knowledge of a range of computerised accounting systems
* Familiarity with HR management and key aspects of employment law, and employee lifecycle management
* Strategic understanding of opportunities presented by IT and familiarity with key aspects of IT management and security
* Ability and willingness to travel overseas, including at short notice.