Global Finance & Compliance Business Partner

Location	United Kingdom (preferred), or other approved locations where HelpAge International is legally able to employ staff (Ethiopia, Italy, Jordan, Kenya, Spain, Tanzania, Turkey and Zimbabwe)
Department	Business Support Team
Reports to (Line Manager)	Director of Finance & Business Support
Responsible for (Line managing)	N/A
Grade	E : Global Finance & Comp BP-Grade E Salary Ranges.xlsx
Contract Type	Open ended

About HelpAge

HelpAge International works with a diverse global network of around 200 organisations across 99 countries to promote the rights of older people to lead dignified, healthy and secure lives.

Through partnership and collaborations, we work to ensure the inclusion of older people across society and strive to deliver a just and fair world for everyone as they get older. Our work is driven by our desire to achieve real impact for older people, to be inclusive, to work in partnership and to learn from our shared experience.

As countries prepare for and adapt to population ageing, we are seeking to make a difference at a critical juncture to how societies, economies and institutions adapt to this change.

Our 2030 Strategy 2030, *Ageing in a Just World,* sets out how we will work to shape the future we all share. By working together with our partners, we aim to inspire a movement for change. By ensuring all our work promotes older people's wellbeing, dignity and voice, we seek to transform the lives of older people now and in the future.

Guided by our commitment to our values of impact, learning, partnership, and inclusion, we partner with others to bring systemic change and impact at scale. By acting as a supporter, convenor and thought leader, we want to make an impact that matters for older people and their communities.

Our organisational culture

The culture of the organisation aims to ensure:

- **Accountability for All**: Every individual and team member is responsible for their actions and decisions, ensuring alignment with **organisational priorities** and commitments to partners and network members.
- **Trust, Respect, and Inclusion:** We strive to create an environment where mutual trust is the foundation of all relationships, diverse perspectives are valued, and everyone feels included in decision-making processes.
- **Culture of Collaboration:** Working together across teams, network members, and partners to share knowledge, maximise impact, and drive collective success, rather than working in silos.
- **Openness and Transparency:** Ensuring open communication, clear decision-making processes and actions, and a commitment to sharing information in a way that builds trust and accountability.
- **Collective Responsibilities Within and With Partners and Network:** Recognising that achieving our mission requires shared responsibility, we promote joint ownership of decisions, initiatives, and outcomes across HelpAge and its network members and partners.
- **Staff and network members are valued:** Staff and network members are recognised, and valued and appreciated for their contributions, fostering an environment where every individual feels respected, supported, and integral to our mission, with their input and expertise recognised as vital to achieving our shared goals.

The Behavioural competencies outlined below support this culture.

About the Department

The Business Support Department provides Finance, Audit, Operations, IT and HR support to the organisation, ensuring strategic advice on these areas, compliance with relevant requirements and effective support to staff, partners and network members.

The department ensures robust systems, processes and oversight that support decision-making, mitigate risk and maintain organisational integrity.

About the Job

The Global Finance & Compliance Business Partner provides high-quality financial business partnering support and oversight to assigned programmes and organisational initiatives.

The role supports managers in ensuring compliance to policy in areas of budgeting, proposal development, donor compliance, and financial reporting. The post holder will help colleagues make informed financial decisions while ensuring compliance with organisational, donor, and regulatory requirements.

The role also lead the internal audit planning and implementation, compliance, and assurance activities across corporate and partner financial reporting.

Key areas for impact/influence and responsibilities

Financial Business Partnering

- Build strong relationships with budget holders and managers, providing proactive financial advice, support and oversight.
- Support managers in understanding financial compliance and managing risks.
- Contribute to financial decision-making through analysis, insight and challenge.

Budgeting, Forecasting and Financial Planning

- Support the preparation of programme budgets, and financial plans with a view to ensuring compliance with policy.
- Monitor expenditure against approved budgets and provide timely feedback on variances, risks and mitigation
- Contribute to organisational financial planning processes and reporting cycles.
- Support grant managers and programme teams in understanding donor rules and compliance requirements.
- Monitor and advise on cost recovery, co-funding requirements, and financial risks associated with grants.

Partner Financial Management

- Support financial oversight of implementing partners in line with HelpAge's partner-led approach.
- Review partner financial reports and supporting documentation.
- Support partner financial assessments, capacity strengthening initiatives, and compliance reviews.
- Audit selected partner organisations in line with agreed audit plan

Compliance and Audit

- Analyse monthly management information prepared for senior management and provide audit and assurance on them
- Support the design of relevant financial reports, dashboards and performance reports needed to manage performance and risk.
- Support the annual external audit preparation and process.
- Develop and propose an annual internal audit plan for review and approval by the Audit & Risk Committee, ensuring appropriate oversight and safeguards to maintain the independence of internal audit activities.
- Develop and maintain Internal Audit Procedures to ensure best practice and that the audits address specific areas of identified risk withing corporate accounts and programmes/partners activities
- Coordinate and implement the approved internal audit plan in accordance with established procedures and appropriate independence safeguards. At the conclusion of each audit, communicate findings to Director of Finance and Business Support Departement or partner organisation, document management responses and agree corrective action plans.
- Monitor and report on the implementation of any recommendations;

Skills and experience required

Essential

- Professional accounting qualification or equivalent audit certification and experience.
- Significant experience in financial management, budgeting and financial reporting.
- Experience working within an NGO, charity or similar organisation.
- Strong understanding of donor-funded programmes and donor compliance requirements.
- Experience in financial audit, compliance, and investigation.
- Good communication, stakeholder management, and relationship-building skills.
- Strong Excel and financial systems skills.
- Ability to manage multiple priorities and work collaboratively across teams.

Desirable

- Experience supporting partner-led programming and partner financial management.
- Experience preparing donor budgets and donor financial reports.
- Knowledge of UK charity finance requirements.
- Knowledge of Charity SORP and auditing standards
- Experience using MS Business Dynamics or similar accounting systems.
- Experience supporting finance process improvements and risk management.

Key Behavioural Competencies

Competencies	Description
Working Collaboratively with Others	Work collaboratively, building mutual trust and respect, with external organizations and partners to achieve our strategic aims and objectives; being accountable for the work we do together.
Adaptability and Flexibility	Adapt to new directions or opportunities arising within the organisation and in our work area; being flexible in our role, constantly using the feedback to learn more and evolve further.
Supporting and Facilitating Change	Lead behavioural and cultural change through embracing a supportive, collaborative and highly inclusive environment where everybody feels supported, respected and engaged.
Extend HelpAge's Reach and Impact	Extend HelpAge's reach and impact by creating and identifying new business development opportunities and building relationships with new partners.

Diversity and Inclusion	Lead and promote a culture of including the voices of older people across our support, convening and thought leadership roles, in a way that is transformative, empowering and highly inclusive of those marginalised by gender, economic status, disability and other factors of discrimination.
Leading Others (for managers)	Demonstrate strong leadership to own unit/department and manage people in a well and reputable manner. Create an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.

Policies and Code of Conduct

As a HelpAge International employee, you are expected to comply with all organisational policies and standards, and to conduct yourself in a manner consistent with our values at all times.

This includes, but is not limited to:

- Code of Conduct
- Safeguarding Policy and Prevention of Sexual Exploitation and Abuse (PSEA)
- Anti-Fraud and Bribery Policy
- Anti-Bullying, Harassment and Sexual Harassment Policy
- Diversity, Equity and Inclusion Policy
- Raising a Concern (Whistleblowing) Policy
- Social Media Policy

All staff are required to familiarise themselves with these policies, complete any mandatory training, and adhere to them throughout their employment with HelpAge International.

Safeguarding

HelpAge International is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with. The post holder will also be responsible for:

- Preventing harm and abuse from our people, operations and programmes to anyone that encounters our work.
- Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism.
- Complying with all safeguarding framework policies and practices.
- Completing mandatory training courses relating to our safeguarding policy framework and complying with HR vetting procedures.

SAFER RECRUITMENT

All employments at HelpAge International will be subject to satisfactory references and appropriate screening checks, which can include misconduct disclosure schemes and terrorism finance checks.

How to apply

Qualified and interested individuals are encouraged to review the details of the role and submit their Cover Letter and CV only to jobs@helpage.org not later than **Sunday, 1 November 2026.**

Note: Applicants must have the right to work and live in the locations identified above. Only shortlisted candidates will be contacted.