

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE: Head of Finance

REPORTS TO: Director of Finance

REPORTING TO POSTHOLDER: Financial Accounting Manager, Programme Finance Analyst

LOCATION: Farm Africa, London office with up to 4 to 5 weeks overseas travel

DURATION & HOURS: Permanent, full time.

PURPOSE OF THE ROLE

The Head of Finance is responsible for the overall financial management and reporting for Farm Africa. They ensure that we maintain effective financial control and compliance across the organisation, and provide accurate and timely management information to support decision making. They also support the Director of Finance in contributing to the overall strategic direction and priorities for the organisation.

Farm Africa operates in East Africa, with offices in Ethiopia, Kenya, Tanzania and Uganda, with a Head Office in London. There is a finance team of four based in the UK, with other finance staff dispersed around the organisation, including country offices and field offices. The Head of Finance leads the Head Office finance team and ensures effective co-ordination with country office teams.

KEY TASKS AND RESPONSIBILITIES

Planning

- ▼ Lead the annual budgeting and in-year reforecasting process to produce accurate financial plans for Farm Africa;
- ▼ Review proposal budgets to ensure budgets are robust and comply with Farm Africa costing guidelines;
- ▼ Support the Director of Finance in developing long term strategic and financial plans for Farm Africa, and the finance function.

Reporting

- ▼ Manage monthly internal financial reporting including the management accounts pack and project-level financial reports;
- ▼ Produce the annual consolidated financial statements for Farm Africa in the UK;
- ▼ Manage the annual audit in the UK, and support country teams through their annual audits and accounts preparation, and donor audits.

Control and compliance

- ✎ Lead the maintenance and strengthening of the control environment in the UK and Africa through ongoing review of financial policies and processes;
- ✎ Ensure effective balance sheet control through monthly review of bank and other account reconciliations;
- ✎ Manage banking processes and Farm Africa's banking relationships;
- ✎ Manage treasury including cash flow forecasting, and transfers between UK and country offices;
- ✎ Review and approve the UK payroll prepared by the Head of HR;
- ✎ Review the UK VAT returns and ensure VAT compliance, and prepare the annual corporation tax returns for the parent charity and trading subsidiary.
- ✎ Support the implementation of the annual internal audit plan, including preparing the annual plan, arranging for audits to be carried out, and ensuring issues and recommendations are addressed.

Business support

- ✎ Act as primary business partner to our Country Directors and UK teams, providing ad hoc support and advice;
- ✎ Manage Farm Africa's cost recovery process to help ensure the organisation achieves full cost recovery across our programme portfolio.

Staff development

- ✎ Line manage two staff in the London office (Financial Accounting Manager, and Programme Finance Analyst);
- ✎ Plan and lead meetings and skill shares with all finance staff, ensuring effective communication and collaboration across finance staff in all offices;
- ✎ Train and support finance managers in the Africa country offices – on systems, processes, and on fostering a 'business partnering' culture between finance and other parts of the organisation;
- ✎ Promote understanding of Farm Africa's finances and processes, plus other core technical skills such as budget management and MS Excel, to the wider organisation.

Other

- ✎ Prepare papers and, at times, present at quarterly Finance, Risk and Audit Committee (sub-committee of the board of trustees);
- ✎ Perform such additional tasks as may reasonably be requested from time to time by the Director of Finance.

PERSON SPECIFICATION	
Essential	Desirable
Education, qualifications & other knowledge	
Qualified accountant (ACA, ACCA or similar)	Experience of working with SUN / Q&A
Up to date technical knowledge of financial reporting (UK GAAP, IFRS and Charities SORP) and tax (corporation tax and VAT) for charities	
Experience	
A proven track record of successfully line managing and developing a team.	Significant experience in a financial management role.
Experience of producing financial statements and managing an annual audit process.	Experience of working in an INGO of at least similar size to Farm Africa.
Experience of budgeting and reporting in a multi-currency environment and/or in a complex grant-dependent organisation.	Demonstrable experience of implementation of new policies and processes and project management.
Skills & abilities	
Highly numerate, comfortable analysing complex financial data.	
Strong MS Excel skills, and proficient in MS Word and Powerpoint.	
Able to manage a demanding workload and conflicting priorities.	
Able to build strong interpersonal relationships at all levels, and with teams in different locations.	
Able to explain financial information clearly and confidently to a non-financial audience.	
Culturally sensitive	

Our Values

Investing in smallholder farming is the number one way to combat poverty in rural Africa. Farm Africa is a leading NGO specialising in growing agriculture, protecting the environment and developing businesses in rural Africa.

- **EXPERT:** Expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.
- **GROUNDLED:** Our teams and partners work closely with local communities, engaging them in every level of decision-making.
- **IMPACTFUL:** We deliver long lasting change for farmers, their families, and the environments they live in.
- **BOLD:** We model innovative approaches and are not afraid to challenge strategies that are failing.

Contact details:

www.farmafrica.org

recruitment@farmafrica.org

Farm Africa, 9th floor, Bastion House, 140 London Wall, London EC2Y 5DN

Tel: +44 (0)20 7430 0440

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