

ROLE PURPOSE: Finance Manager UK/Global Grants Manager



How we value your contribution:

Remuneration package

We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Leave

You will have access to 20 days of paid annual leave each year (pro-rated for part-time employees) and receive 17.5% leave loading when you take annual leave. You will also receive 5 days paid leave between the Christmas and New Year period and other types of leave such as personal (sick or carers') leave, paid parental leave, long service leave and compassionate leave. In addition, we provide culturally significant leave for employees with commitments under Indigenous and other cultural customs, traditional laws or religions.

Performance & development

Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

Learning & development

Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

Leadership

Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

Study support

We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program. Relevant applications for study support are considered annually, providing financial assistance and study days.

Recognition

Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

Flexible work arrangement

You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

Health & safety

We are committed to supporting your health, safety and wellbeing. We have worker Health & Safety Representatives in each of our offices to assist in making your workplace safe.

To work in The Foundation you will:

- Be eligible to work in the United Kingdom and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions which are identified as having access to children.



Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details



Our Vision

We see a world in which no person is needlessly blind and Indigenous Australia's exercise their right to good health.



Our Purpose

To end avoidable blindness and improve Indigenous Australian's health.

At The Fred Hollows Foundation we offer a career where your talent and energy will help many see tomorrow.

ROLE PURPOSE

Role Title:

Finance Manager/Global Grants Manager

Division:

Business Operations

Location:

London

Date:

November 2018

Reports to:

Global Lead - Planning and Finance Systems

Employment type:

2 Year Fixed Term

Number of direct reports:

N/A

Leadership Band:

Leads Others

Purpose of the role:

The Finance Manager UK / Global Grants Manager is responsible for local governance and financial statutory compliance matters for FHF (UK) as well as leading the establishment, implementation and ongoing adoption of the financial framework of The Foundation's global donor grants program. This role will own the following outcomes:

For governance and compliance of FHF(UK):

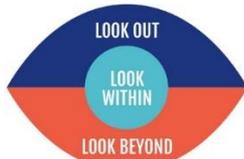
1. Manage financial compliance requirements for FHF (UK) incl. governance, tax, regulatory requirements, due diligence of partners and ensuring local adherence to the Foundations global financial policies and guidelines.
2. Lead the financial management responsibilities for FHF (UK) including but not limited to: production of draft statutory accounts, leading the UK external audit and liaison with the Board of Trustees for all financial matters
3. Maintain a continuous risk analysis to identify and manage key financial and compliance risks impacting FHF(UK)
4. Ownership of all Planning and Forecasting requirements, periodic management reporting, accounting for grants managed through the local entity, management of payroll function and oversee accounting for transactions directly relating to FHF (UK).
5. Support the development of donor grant proposals and reporting to donors as required for FHF (UK) ensuring alignment with The Foundation's finance policies and processes.

For The Foundation's global donor grants program:

1. Lead the development and implementation of comprehensive global financial guidelines for grant proposal development, financial aspects of grant management and donor reporting.
2. Develop the global capacity and provide leadership and guidance in donor grant proposal development, financial management of donor grants and donor reporting to relevant staff.
3. Develop system based solutions to deliver financial reports relevant for financial management of donor funded grants.
4. Review donor grant proposals for The Foundation's grant portfolio in collaboration with the Sydney based Finance team.
5. Review the grants workflow process periodically and implement changes to improve the end to end process.
6. Support the budget development, preparation of forecasts and cash flows in relation to global donor funded grants.

Additional responsibilities:

- Support and cover for Global Finance team members including any expansions into new territories.
- Adhere to all health and safety policies and procedures ensuring that the work that they are responsible for is carried out in ways which safeguard the health and safety of others.
- Other tasks as requested by your manager.

Our Capabilities:**As a member of the Foundation Family you will:**

1. Live by the values of The Foundation and support The Foundations culture, performance and brand.
2. Adhere to all The Foundation policies & Procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Essential Experience:

- Extensive experience as a senior finance professional.
- Extensive experience in UK statutory compliance
- Extensive experience in audit and entity accounting
- Extensive experience and direct involvement in developing budgets and forecasts, and analysing variances to plans.
- Extensive experience producing regular financial reports.

Desirable Experience:

- Regional or Head Office experience in a role guiding or collaborating with multiple/virtual teams across different regions, countries and cultures.
- Strong experience with the NGO sector and major grants (specifically USAID and DFID and multiple contracts and sub-contracts), including using appropriate methodologies to recover costs.

Skills:

- Analytical approach and ability to identify key issues and their implications.
- Strong communication skills, written and verbal.
- Ability to articulate financial information in a simple/concise way to a non-financial audience.
- Ability to consider the strategic and financial impact of decisions and initiatives.
- Sound knowledge of financial accounting systems.
- Demonstrated attention to detail and understanding accounting principles and auditing standards.
- Strong Project Management skills.
- Ability to multitask and work independently.

Qualifications:

Chartered Accountant or Certified Practising Accountant

The position involves:

This position is not recognised as having "Contact with Children" either direct or indirect

Travel:

International travel is required.

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.