

ROLE PURPOSE: Finance Manager – UK, US & HK



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 annual leave each year (pro-rated for part-time employees) in line with local regulations. You will also receive 5 additional days paid leave between the Christmas and New Year period and other types of leave such as personal (sick or careers'), maternity, paternity, and compassionate leave.

Performance and 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 and 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 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 and wellbeing

We are committed to supporting your health, safety and wellbeing. If required, you and your family will have access to free external, professional and confidential counselling assistance if you need help with personal, family or employment related matters.

To work at 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



Our Purpose

To end avoidable blindness

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 – UK US and HK	Division: Business Operations Finance	Location: London UK	Date: August 2021
Employment type: Full time permanent (part time & job share will be considered along with flexible work arrangements)	Reports to: Group Finance Manager – Statutory & Treasury	Number of direct reports: 1	Leadership Band: Leads others

Purpose of the Role:

The Finance Manager – UK US and HKs will have day to day responsibility for the finances of organisations fundraising subsidiaries and representative offices, working with colleagues to maintain accurate financial records, to prepare finances for professional audit and ensure all financial and compliance requirements are met. The role will lead the financial management of The Foundation's revenue generating entities for UK, Hong Kong and USA and the fundraising office in UAE. This role will own the following outcomes:

For governance and compliance of FHF(UK), Hong Kong, USA and UAE:

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 compliance and governance reporting responsibilities for FHF (UK) including but not limited to production of draft statutory accounts, leading the UK external audit (including preparation of Reserve Stress Test) 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. Support the external audits, tax and regulatory requirements for FHF Hong Kong, FHF USA and UAE office.

For The Foundation's financial reporting FHF(UK), Hong Kong, USA and UAE:

5. 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), FHF HK, FHF USA and UAE office.
6. Support the budget development, preparation of forecasts and cash flows and donor reporting in relation to revenue generating entities.
7. Assist with the preparation of annual financial statements of the revenue generating entities in collaboration with head office finance team.

For The Foundation's Treasury Function and Global Banking Structures:

8. Perform duties required as a Primary authoriser and signatory for HSBC UK & Hong Kong bank account
9. Monitor and suggest changes for the operation of our UK, HK, USA and UAE bank accounts

For The Foundation's Global Financial Policy Development:

10. Oversee the development of FHF USA, FHF UK & FHF HK finance manual in conjunction with head office finance team which aligns to the global finance manual and incorporating local compliance and regulatory requirements.
11. Monitor the regulatory environment for any changes that may affect The Foundation and recommend appropriate plans in place to ensure continuing compliance

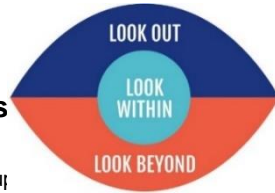
Additional responsibilities:

- Manage, guide and lead one direct report and one indirect report to ensure appropriate financial processes are being used
- Support and cover for Global Finance team members including any expansions into new territories.
- Search for and arrange learning opportunities for members of the finance team to attend as part of their Professional development.
- 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 Fred Hollows Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation policies and procedures.
3. Strengthen the health, safety, and wellbeing of all
4. Lead, collaborate and contribute to all interactions.



Qualifications:

CPA / CA qualification or equivalent.

Essential Experience:

- Extensive hands on working experience in a finance role within a charitable or social enterprise organisation
- Extensive experience in UK statutory compliance
- An excellent working knowledge of excel
- 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.

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect

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.

Desirable Experience:

- Regional or Head Office experience in a role guiding or collaborating with multiple/virtual teams across different regions, countries and cultures.
- Experience in US and/or HK statutory compliance.

Travel:

International travel is required.