



GIRLS NOT BRIDES

The Global Partnership
to End Child Marriage

Head of Finance, *Girls Not Brides*

Girls Not Brides is seeking a Head of Finance, based in London, to lead the financial direction of the charity and oversee all aspects of its financial management. This is an exciting time to join a fast-growing and ambitious international organisation as its work develops and its Finance Team expands.

The Head of Finance embeds a culture of strong financial management, effective controls and efficient processes within the organisation. The successful candidate will provide critical financial information, analysis and insights, and advice and support on financial and strategic management issues, and emerging opportunities and risks to the organisation. They will have experience of managing the financial activities of a not-for-profit organisation and will be empowered to develop and embed the right financial systems, processes and controls for *Girls Not Brides* as it is poised for further expansion.

Girls Not Brides is the only global partnership entirely focused on creating and sustaining a worldwide movement to end child marriage, and ensuring that this movement leads to tangible change for the girls at risk or affected by the practice. We are a network of more than 1,300 civil society organisations in over 100 countries, all committed to working in partnership to end child marriage. Our vision is a world without child marriage where girls and women enjoy equal status with boys and men, and are able to achieve their full potential in all aspects of their lives.

Our members are diverse. They vary in size, location, and the type of work they do. They include groups focused on research and advocacy as well as programme implementers and service providers working directly in their communities. Our members address the issue of child marriage from various perspectives, including health, women's and girls' rights, child protection, education, economic empowerment and general development.

The global partnership is supported by the *Girls Not Brides* secretariat with teams in UK (London), Mexico, Kenya, India and Senegal and has an annual budget of approximately £5 million.

The finance function's responsibilities include strategic planning, budgeting and forecasting, financial analysis, maintaining financial records, embedding financial risk monitoring, mitigation and management in operational processes, ensuring compliance with reporting requirements managing donor and supplier relationships, statutory accounting, and day-to-day financial matters. This function plays a vital role in maintaining the *Girls Not Brides* image and brand when reporting to donors and compliance bodies.

Salary: £55,000-£65,000, plus a generous benefits package including a 10% contribution to pension, and flexible working options.

Girls Not Brides: The Global Partnership to End Child Marriage

Seventh Floor, 65 Leadenhall Street, London EC3A 2AD, UK, www.GirlsNotBrides.org

Girls Not Brides: The Global Partnership to End Child Marriage is a company limited by guarantee (Reg. No. 8570751) and a registered charity in England and Wales (Reg. No. 1154230)

Key responsibilities

- Lead on strategic financial planning and financial management at *Girls Not Brides*.
- Ensure financial planning and objectives feed into the organisation's objective setting and serve well the overarching goals and objectives of the organisation.
- Develop and maintain effective financial functions including budgeting, management accounts, preparation of annual statutory accounts, and preparation of financial reports to *Girls Not Brides* funders, potential funders and the Board of Trustees.
- Ensure the smooth running of all accounting, financial transactions and evidence record keeping, managing payroll, managing foreign currency exchange policy and investments.
- Monitor financial performance, oversee reporting and cash flow management functions and systems.
- Develop and oversee robust and effective financial systems and processes for *Girls Not Brides* staff members based internationally.
- Provide critical financial information, analysis, advice and support on financial issues and emerging opportunities.
- Line management of the Finance Team staff members.
- Oversee legal aspects of *Girls Not Brides*' financial work and ensure ongoing compliance with UK finance regulations, grant agreements, and to liaise with the Charity Commission, Companies House and HMRC.
- Lead on financial risk management including the implementation of appropriate risk management strategies such as financial controls, fraud prevention and systems to ensure value for money through regular reviews of the secretariat's financial operating policies and guidelines and providing oversight and support in implementation of these systems.
- Establish and maintain positive relationships with the organisation's donors, auditors, advisors, payroll provider, bank manager and other relevant partners.
- Manage the production of the annual report and financial statements, ensuring compliance with relevant legislation, SORP and accounting standards.
- Manage the external audit process and implementation of the audit findings.
- Lead on procurement systems and implementation looking for efficiencies and value for money.
- Play a key role in developing the financial skills of other heads of teams to ensure that they have ownership of their budgets and forecasts.

All staff members must:

- Commit to the mission and vision of *Girls Not Brides*, putting these at the forefront of all planning, work and actions.
- Uphold the core values of *Girls Not Brides* in all areas of work and interactions with colleagues, members, partners and other stakeholders.
- Comply with *Girls Not Brides* policies and processes, with particular note for safeguarding, the code of conduct and data protection.
- Ensure that internal databases and monitoring information are kept fully up-to-date.
- Commit to ongoing personal development and learning.
- Fulfil any other reasonable requests for the advancement of *Girls Not Brides*.

Person specification

- Skilled team worker with an inclusive and collaboration approach, in line with *Girls Not Brides* values.
- Significant professional experience in a similar finance role in the not-for-profit sector.
- ACCA/CCAB/CIMA qualified.
- Advanced understanding of the principles underpinning financial management and planning and of demonstrating impact and value for money.
- Up-to-date knowledge of relevant UK statutory requirements.
- Proven ability to inspire and create a robust financial management culture.
- Proven ability to design and maintain financial systems and controls in line with best practise.
- Ability to give clear financial advice and training to non-finance staff.
- An innovative and initiative-taking approach, with the vision and practical skills to assess, develop, improve and systems and processes.
- Ability to build and maintain strong relationships and communicate effectively, both internally and externally.
- Skilled and experienced people manager who can effectively line-manage, support and develop staff.
- Ability to deal with competing demands, multiple priorities, time constraints and unanticipated external events.
- Excellent written and spoken English and a keen eye for detail and accuracy.
- Ability to maintain strict confidentiality.
- Demonstrate commitment to the vision of *Girls Not Brides* in relation to addressing child marriage and the empowerment of girls and women.

Safeguarding

At *Girls Not Brides*, we are committed to the wellbeing, empowerment and rights of children, and to safeguarding children from harm in all of our activities. *Girls Not Brides* aims to promote an environment of trust and understanding where the welfare of children is paramount. You will adhere to the *Girls Not Brides* Child Safeguarding Policy and its Code of Conduct and report any concerns relating to the safeguarding of children in accordance with agreed procedures.

Our core values

- Collaboration
- Determination
- Inclusivity
- Integrity
- Pragmatism
- Respect

How to apply

We are an equal opportunities employer and we welcome applications from all suitably qualified persons.

To apply, please send your CV and a brief cover letter demonstrating how you meet the criteria for this position to recruitment@girlsnotbrides.org by 23:00 GMT on **Sunday 26th January 2020** clearly stating “Girls Not Brides” and your name in the subject line. We encourage early applications.

Interviews will take place in early February in our London office.