



Job Description:

FINANCE MANAGER

Organisation Overview

The [Global Diversity Foundation](#) (GDF) works with changemakers to help communities and environments flourish. GDF has over 20 years of experience in finding solutions to interconnected environmental and social crises. We support changemakers operating at varied scales- enhancing their impact through organisational development, capacity building, leadership training, mentoring, networks of solidarity and resource mobilisation. We bridge the gap between the grassroots and the global, to help preserve biodiversity, promote sustainable livelihoods and build better relationships with the planet. Our approach embraces complexity, countering the polycrises through collaboration and co-creation.

About The Role

The Finance Manager will lead the financial strategy of GDF, providing oversight and direction and ensuring robust financial planning, management, and reporting. They will manage the Finance Team and supervise daily financial operations and processes, ensuring compliance with all regulatory requirements and maintaining strong financial controls. The Finance Manager will also play a key role in ensuring the financial health and sustainability of the charity. Although this is a remote role, we are looking for someone based in the UK with strong knowledge of the UK charity law regulatory environment.

Details

- **Contract Type:** Permanent, full-time contract for 5 days per week (35 hours).
- **Salary:** 38,000 - 43,000 GBP per year (TBC)
- **Location:** Remote working, with occasional travel
- **Working Hours:** The Company's office hours are 9am to 5pm CET, Monday to Friday. You will be expected to arrange most of your working hours during this time frame, with a minimum online presence between 10am and 3pm CET
- **Point Person:** You will be reporting to the GDF Director, Programme Manager, and the Board of Trustees
- **Collaborators:** You will be supervising the GDF Finance Officer (who is currently based in Marrakech) and will be part of the GDF Leadership Team

Responsibilities:

Financial Administration

- Supervise the Finance Officer in the administration of daily financial operations and processes
- Lead in ensuring payments are made in a precise, compliant and timely manner

- Prepare financial statements in compliance with the Charities Statement of Recommended Practice (SORP)
- Supervise payroll and tax submissions and associated procedures
- Bank signatory across all GDF bank accounts

Programmes support

- Support in drafting and managing programme budgets
- Supervise the monitoring of actual spending against the budget
- Lead in ensuring field-based financial processes comply with local regulatory requirements and laws, as well as internal policies and procedures
- Review financial reports submitted to GDF
- Support in the preparation of donor reports
- Supervise partner audits
- Ensure funds are used in accordance with donor and grant terms
- Participate in general meetings to address finance queries and keep up to date with programme developments
- Liaise with other departments to ensure smooth financial operations
- Support with financial training for staff and consultants as needed

Fundraising

- Contribute to fundraising strategy and proposal development
- Prepare fundraising budgets

Strategy

- Contribute to the strategic financial planning of the charity
- Assist in scenario planning and financial modelling to support long-term sustainability
- Provide strategic recommendations to the executive team based on financial analysis and projections
- Lead on ensuring GDF's financial sustainability

Management

- Participate in weekly management meetings
- Supervise and coordinate the finance team (currently just a Finance Officer)
- Support appraisals and reviews of the members of the finance team
- Support any HR processes that involve the finance team, including the recruitment and training of new members
- Ensure the finance team is adequately resourced and skilled to meet the GDF's financial needs

Governance

- Support the preparation for Trustees meetings, leading in the preparation of Management Accounts and the Finance Update in Director's Report
- Participate in Trustees meeting and Board subcommittee meetings
- Support in the development and implementation of finance policies and procedures

- Ensure compliance with all financial regulations, including Charity Commission and Companies House requirements, HMRC, and other relevant bodies
- File the annual report and financial statements with the Charity Commission and Companies House
- Implement and maintain robust internal controls to safeguard the charity's assets and ensure financial accuracy
- Advise on and manage GDF investments to maximise returns
- Manage the audit process, liaising with external auditors and ensuring all audit recommendations are implemented
- Ensure financial decisions align with the charity's mission, values, and ethical standards
- Lead the annual budgeting and forecasting process
- Manage cashflow to ensure funds are available for charitable activities
- Monitor and manage liquidity
- Risk Management

Who we are looking for:

Qualifications and Experience

- A professional accounting qualification (e.g., CCAB, AIA, ACCA, or equivalent)
- Proven experience in a senior financial management role within a charity or non-profit organization, preferably of a similar size
- Strong knowledge of UK charity finance regulations and laws
- Experience in managing financial operations, including payroll, budgeting, forecasting, and cash flow management
- Track record of strategic financial planning and modelling
- Experience in preparing and presenting financial reports to different audiences
- Previous experience with donor-funded projects and associated reporting requirements, preferably in international contexts and with multiple currencies
- Experience with audit processes, including working with external auditors
- Experience in fundraising and preparing fundraising budgets

Skills and Competencies

- Strong technical accounting and financial management skills
- Proficient in using financial software and systems (including Quickbooks), with the ability to implement and maintain robust financial controls
- Exceptional analytical and problem-solving skills, with the ability to interpret complex financial data and provide actionable insights and advice. This includes the ability to troubleshoot unusual challenges and support the leadership team in finding appropriate solutions
- Experience in dealing with multiple currencies and managing payment to and from high risk geographical locations

- Excellent organizational skills with the ability to manage multiple priorities and meet deadlines
- Outstanding written and verbal communication skills, with the ability to present financial information clearly to non-financial audiences
- Strong leadership and management skills, with the ability to motivate and develop staff
- Demonstrated ability to work collaboratively across remote teams
- Skills in training and capacity-building for finance staff and non-finance personnel

Attributes and Personal Qualities

- Commitment to the mission, values, ways of working and ethical standards of GDF
- Proactive, self-motivated, and able to work independently
- High level of integrity and professionalism
- Adaptable and open to taking on new responsibilities as needed
- Attention to detail and accuracy in financial management and reporting
- Familiarity and comfort with remote working environments
- Willingness to travel occasionally for organizational needs

How to apply:

Please send applications to lorenza@global-diversity.org with the subject “Application for the Finance Manager role – [Your Full Name]”.

To apply, please submit your CV alongside a cover letter (or a presentation video lasting no more than 3 minutes) outlining why you want to work for GDF, how your profile suits the role and person specification, and how your values and interests are a good fit for our work. Applications without a cover letter / video will not be considered.

The deadline to apply is February 12, but we will interview promising candidates on a rolling basis. We reserve the right to close applications early should we find the right candidate before the deadline.

We are committed to equality of opportunity, to being fair and inclusive, and to being a place where all belong. We therefore particularly encourage applications from candidates of underrepresented backgrounds.