Job description

Position : Finance Manager

- **Closing Date:** 9 October 2026
- **Start date:** as soon as possible
- **Location:** Remote, with occasional travel
- **Contract:** Permanent, full time contract (35 hours per week)
- **Salary:** £42,000 to £45,000 per annum, depending on experience and qualifications

Organisation Overview

Global Diversity Foundation (GDF) works with changemakers and communities to sustain biocultural diversity and cultivate justice, healing, and belonging.

We envision a world in which communities, ecosystems, and cultures thrive, centered in futures of justice, regenerative balance, healing and belonging. For more than two decades, we have worked alongside Indigenous and local communities to sustain bio-cultural diversity, strengthen traditional knowledge systems, and co-create locally rooted solutions to complex ecological and social challenges. Our approach is transdisciplinary and relational at its heart. We build these relationships by providing tailored mentoring and transformational learning experiences, whilst facilitating peer exchange and fostering solidarity networks.

Our international network connects changemakers across diverse regions, facilitating peer learning, mentoring, and collaborative action to hold space for new possibilities and co-create life-affirming futures. Our long-term field programme in the High Atlas of Morocco walks alongside Amazigh communities to sustain and celebrate cultural landscapes, biocultural knowledge, and local traditions.

About The Role

You will be head of the Finance team (supported by our Finance Officer) and will lead the financial strategy of our organisation, providing oversight and direction and ensuring robust financial planning, management, and reporting. You will supervise daily financial operations and processes, ensuring compliance with all regulatory requirements and maintaining strong financial controls. You will be part of the GDF Leadership team and will play a key role in ensuring the financial health and sustainability of the charity, as well as supporting key financial and strategic decisions.

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
- Preparation of donor financial 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 Leadership Team Meetings
- 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
- Serve as a member of the Safeguarding Committee, contributing to the review and implementation of organisational safeguarding policies and ensuring alignment with

best practices, including reviewing safeguarding incident reports and supporting the fair, transparent, and timely handling of all related processes

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 meetings 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. Support the Operations Lead in their responsibilities as Company Secretary by providing guidance on financial compliance matters
- Ensure that GDF's Finance Policy and Procedures remain up to date, fit for purpose, and aligned with best practices and regulatory requirements. Oversee their implementation across the organisation, ensuring that all relevant staff and stakeholders understand and adhere to them through regular training, guidance, and internal reviews
- Implement and maintain robust internal controls to safeguard the charity's assets and ensure financial accuracy
- 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 cash flow to ensure funds are available for charitable activities
- Monitor and manage liquidity
- Support the leadership team with risk management

Our ideal candidate

Qualifications and Experience

- A recognised professional accountancy qualification, or substantial equivalent experience in a senior charity finance role, with demonstrable knowledge of charity SORP, statutory reporting, audit and financial controls
- Proven experience in a senior financial management role within a charity or non-profit organisation, 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 (ideally QuickBooks and Zoho Books), 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 organisational 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 organisational 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 9 October, 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.