Finance Director

Job Description

Background

INTRAC (the International NGO Training and Research Centre) is a not-for-profit organisation, dedicated to providing capacity building and research services in order to strengthen the effectiveness of civil society organisations across the world.

We are a leader in civil society policy and practice. We develop practical solutions and create space for critical thinking, combining values-driven consultancy, training, research and learning across key themes. INTRAC provides support in the following areas:

- **Civil Society Policy & Development**: We work with policy makers, government regulators, international NGOs, and private funders to improve policy, strategy and practice related to civil society support.

- **Civil Society Sustainability**: We are at the forefront of new thinking on how to ensure the legitimacy, credibility and long-term viability of organisations and their actions.

- **Monitoring, Evaluation & Learning**: We have widely recognised expertise in planning, monitoring, evaluation, impact assessment, and learning.

- **Organisational & Capacity Development**: We are a pioneer of approaches and tools for organisational and capacity building.

- **Programme Strategy & Design**: We support organisations to design new and innovative approaches to programme design.

We support civil society organisations around the world, particularly in the global South, through training, consultancy, and research. We help build organisations’ capacity so that they can in turn empower people in their societies who experience poverty and various forms of social exclusion to challenge and change the inequality that affects them. We focus in particularly on civil society dynamics; organisational development; monitoring, evaluation and learning; and trends in international NGO and donor practices. Our work is funded through a combination of consultancy contracts, training fees and grant funding.

INTRAC is seeking a talented and mission-driven Finance Director with a track record in social enterprises or not for profit organisations to lead this pivotal function as a member of the Senior Management Team.

More information can be found at [www.intrac.org](http://www.intrac.org).
Location

This role is nominally located in Oxford, UK. We operate a ‘remote first’ policy which means home working arrangements are in place and we also expect the team to meet face-to-face periodically.

Job purpose

To support the strategic financial management and yearly operational planning of the organisation, providing senior management and the Board of Trustees with financial advice and up to date financial information, including analysis of trends and forecasts.

Responsible for

You will lead a small team of staff and outsourced providers to develop, maintain and ensure the implementation of organisational systems and policies, financial quality control, and support project acquisition. As Company Secretary you will oversee INTRAC’s governance and risk management processes.

Contract type

Part time (70-80%), permanent

Reporting to

Chief Executive

Key contacts

Staff: Senior Management Team, Business Development Manager, Administration officer, project managers, Treasurer (trustee)

Stakeholders: Associate consultants, outsourced providers

Key responsibilities

1. Actively contribute to organisational discussions and strategic decision-making at senior management and Board level on the basis of up-to-date information from the accounting system, and forward-looking projections of financial performance
2. Provide advice and support to inform decision-making at project level including quarterly and ad hoc reports to budget managers to aid their financial understanding
3. Prepare financial reports for specific major grants and projects to support project and team leaders, as well as on specific lines of activity as required by the Chief Executive
4. Support the development of major contracts and grant budgets, including advising on VAT considerations, during project design and ahead of signature, and support budget reviews of such contracts at key reporting milestones
5. Take overall lead on the development and maintenance of INTRAC’s policy framework and organisational systems that support our training, consultancy and research work
   • Lead the annual organisational budget development process
   • Manage the finance system (QuickBooks) and take responsibility for INTRAC’s finance policies
   • Take overall responsibility for the development and maintenance of the customer relationship management software (Salesforce), organisational knowledge management systems (server, Office 365) and administration procedures
• Coordinate the policy review process

6. Work with outsourced providers to deliver an accurate and timely financial service, including the preparation and monitoring of:

• monthly management accounts
• forecasts and cash flow analysis
• VAT returns
• bank reconciliations and journals processing
• payroll based on timesheets and the pensions’ scheme

7. Manage and review the outsourced suppliers service level agreements that support the organisation for bookkeeping, payroll, legal advice, IT support and an employee assistance programme

8. Line manage administration staff to ensure the effective running of the team in providing its organisational support function

9. Manage the annual audit including year-end procedures and accounts in conjunction with the statutory auditors to ensure annual accounts are produced within the required deadlines and regulatory framework

10. Manage the treasury function including payments, transfers and credit control

11. Act as lead person for GDPR ensuring staff and associates know and follow the GDPR standards to protect data and privacy regarding use and storage of personal details

12. Attend Board meetings, ensuring minuting and follow up, including taking responsibility for statutory reporting and compliance with charity and company requirements

13. Contribute to the leadership and management of INTRAC as a member of the management team and adviser to INTRAC’s Board, inspiring the whole organisation to achieve organisational goals
### Person specification

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<tr>
<th>Skills and experience</th>
<th>Essential</th>
<th>How will this be assessed</th>
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<tbody>
<tr>
<td>Demonstrable commitment to INTRAC’s mission and values, and to delivering excellent services to INTRAC’s clients</td>
<td>Yes</td>
<td>Presentation during interview</td>
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<tr>
<td>CCAB or CIMA Accountancy qualification</td>
<td>Yes</td>
<td>Application form</td>
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<td>Demonstrable senior level management experience in areas of financial management including strategic development, operational planning and line management</td>
<td>Yes</td>
<td>Presentation during interview</td>
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<td>Substantial financial management experience including contract and grant based project and programme budgeting and accounting in an international development environment or social enterprise context</td>
<td>Yes</td>
<td>Application form and interview</td>
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<tr>
<td>Sound understanding of accounting and financial management in the context of the UK charity sector and the wider international not-for-profit sector</td>
<td>Yes</td>
<td>Presentation during interview</td>
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<tr>
<td>Experience of management of organisational systems, resources, and policy including information management and databases, HR, and overall guidance of technical infrastructure development such as IT</td>
<td>Yes</td>
<td>Application form, interview and assessment.</td>
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<tr>
<td>Proven ability to manage and supervise the work of staff and outsourced suppliers and to manage and improve the quality of their work</td>
<td>Yes</td>
<td>Application form and interview</td>
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<tr>
<td>Excellent communication skills, both written and oral and proven ability to work cross-culturally</td>
<td>Yes</td>
<td>Interview</td>
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<td>Highly motivated, energetic, organised, positive and inspiring approach to work</td>
<td>Yes</td>
<td>Interview</td>
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<td>Proven experience of balancing the demands of a variety of stakeholders and projects. Judgement and discretion</td>
<td>Yes</td>
<td>Application form and interview</td>
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<td>Strong Microsoft Office computer skills</td>
<td>Yes</td>
<td>Application form, interview</td>
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<td>Experience of QuickBooks</td>
<td>Yes</td>
<td>Application form</td>
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<td>Experience of managing systems to safely collect and store personal data</td>
<td>Desirable</td>
<td>Application form and interview</td>
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<td>Knowledge of Salesforce</td>
<td>Desirable</td>
<td>Application form and interview</td>
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<tr>
<td>Experience of working with Boards</td>
<td>Desirable</td>
<td>Application form and interview</td>
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Terms and conditions

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<th>Contract:</th>
<th>Permanent, part time (70-80%), subject to 6 months probationary period.</th>
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<tr>
<td>Salary scale:</td>
<td>Circa. £50k per annum (pro rata 70-80%) depending on skills, experience and qualifications, plus 5% employer pension contribution to INTRAC’s company pension scheme.</td>
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<td>Annual leave:</td>
<td>25 days plus 5 days statutory public holidays falling in the period of employment.</td>
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<td>Hours:</td>
<td>Full-time 37.5 hours (pro rate 70-80%) Hours may be worked flexibly by arrangement.</td>
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<tr>
<td>Work base:</td>
<td>This role is nominally located in Oxford, UK. We operate a ‘remote first’ policy which means home working arrangements are in place and we also expect the team to meet f2f periodically. The minimum expectation for f2f meetings is quarterly for full team ‘away days’ and monthly for Senior Management Team meetings. Other travel within the UK may be expected to support internal work and engage externally where appropriate.</td>
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Application process and deadlines

To apply, please download the application form and equal opportunities form from the INTRAC website. Then complete and submit these along with:

- your CV (maximum 4 A4 pages) and
- a cover letter (maximum 1 A4 page) explaining your interest in the role and how you meet the person specification for the role.

Please send applications to info@intrac.org by midnight UK time on Sunday 13 March 2022.

Interviews are expected to take place in the week commencing 21 March 2022.