



## Global Dialogue

### Head of Finance

***Closes Tuesday 5<sup>th</sup> November, midnight BST***

Global Dialogue is an international philanthropy support organisation partnering with funders to advance rights, equity and diversity. Independent in status and global in reach, we provide funder networks, collaboratives and their partners with practical support and technical expertise to create lasting change.

**We seek an experienced, hands-on and strategic Head of Finance to build and lead Global Dialogue's finance function, ensuring efficient and compliant management of our finances, while helping to shape robust and effective systems and processes to ensure our work is delivered to the highest standards of good practice in the charity sector.**

Hours	This role is full-time (35 hours/week) although we'd be happy to discuss an appointment at 80% (28 hours/week). We are open to negotiating a working pattern that works for the successful candidate and for Global Dialogue. If you would like to discuss a part-time, job share or another proposal prior to application please contact us at <a href="mailto:info@global-dialogue.org">info@global-dialogue.org</a> .
Terms	Permanent, subject to 12-week probationary period.
Location	The Global Dialogue core team works remotely, and this role is home based.
Reporting	Reports to the Director of Operations.
Remuneration	This role has been benchmarked at a UK salary of £67,000 (pro rata for a part-time position). Global Dialogue offers a range of benefits including 25 days' annual leave plus public holidays (pro rata), a flexible working policy, and personal development leave. We contribute 6% to our workplace pension (on qualifying earnings).

### Introducing Global Dialogue

We currently host seven large networks and collaborations, serving more than one hundred independent funders, including Ariadne, the network of European funders for social change and human rights; the Funders Initiative for Civil Society (FICS); the International Education Funders Group (IEFG); Migration Exchange; Philanthropy for Social Justice and Peace (PSJP) and Hamrah, an initiative to strengthen the resilience and increase the impact of a cohort of Afghan civil society organisations in exile. We're proud to have incubated several influential, award-winning charities, including Each Other (formerly RightsInfo), IMIX and The Five Foundation.

Global Dialogue has just completed year one of an ambitious three-year strategy which includes aspirations to be a trusted partner in philanthropy support, with an organisational approach that is consistent with our mission – endeavouring to practice rights, equity and diversity in our operations as well as pursuing it through our programmes. We want to be more visibly active in pursuing our mission, elevating the work of the programmes we host, and taking and making opportunities to promote rights, equity and diversity in philanthropy more broadly.

## **Overview**

To date, Global Dialogue's finances has been overseen by an external accountancy firm. Over the last eighteen months, we have been working towards bringing our finance function in house. This role presents an exciting opportunity for an experienced accountant to take the reins and complete the development and roll out of our internal finance function.

The Head of Finance is a new role within the organisation that is both strategic and hands-on. In the first phase, the postholder will be required to roll up their sleeves and, with the support of Global Dialogue's Finance Officer, get stuck into the detail of financial administration, including overseeing twice monthly pay runs, monthly and quarterly closes, and other day-to-day financial management tasks. Alongside this, the role will lead on bringing the finance function fully in house, eventually taking on full responsibility for the preparation of management and statutory accounts, cashflow and FX management, and budgeting and forecasting processes. This role will play a key coaching role for the Finance Officer, with a view to eventually delegating all bookkeeping tasks. The postholder will also be responsible for ensuring finance systems are innovative, robust and fit for purpose, and will be a business partner to our hosted programmes, providing advice on compliance and strategic matters.

Global Dialogue's role as an international fiscal host means that we have a complex financial model, receive income from diverse streams and manage a high number of restricted funds. Our programmes lead cutting edge work, which means that our work is varied and fast-paced, requiring frequent innovation. Overall, this role provides an exciting opportunity to join a growing human rights organisation at a crucial juncture in our journey.

You can see our latest Annual Report and Accounts here:

[Global Dialogue](#)

[Global Dialogue Ventures](#)

## **Job Description**

### **Line management and reporting**

- The postholder provides overall management of the Finance function, including line management of the Finance Officer. The role reports to the Director of Operations.

### **Financial management and accounting**

- Oversee the purchase ledger and, with the support of the Finance Officer, manage twice-monthly pay runs.
- Coordinate month and quarter-end closes, including managing cashbooks and journal postings, and preparing balance sheet reconciliations and income and expenditure reports (we expect these tasks to eventually be fully delegated)
- Initially working with our external accountant, and then fully independently, prepare quarterly management accounts, manage multi-currency cashbooks and organisational cashflow.
- Work with the external accountant and Operations Director to bring annual budgeting and reforecasting processes fully in-house.
- Initially working with our external account, and then fully independently, prepare annual statutory accounts and coordinate all audit matters to ensure full legal and regulatory compliance and the timely submission of regulatory and tax returns, including for our trading subsidiary, Global Dialogue Ventures.
- Manage relationships with our bank, accounting and other finance systems and payment providers, auditors and professional tax and accounting advisors/consultants.
- Be a go-to resource for financial expertise, troubleshooting and guidance for hosted programmes, trustees, and other stakeholders.

### **Strategic input**

- Collaborate with hosted programmes to manage the reporting needs for grant income.
- Model a business partnering approach across finance so that Global Dialogue's hosted programmes feel supported, enabled and empowered.
- Continuously review Global Dialogue's banking provision and payment systems to ensure they meet the needs of the organisation, initiating change as required.
- Lead improvements in finance related policies, processes and procedures, to ensure compliance, efficiency and effective internal control.

### **Governance and compliance**

- Act as first point of contact for financial compliance, advising on tax and VAT issues and seeking external advice when further expertise is required.
- Lead on risk management as it relates to finance, ensuring that finance risks are effectively mapped across the whole organisation, and that mitigation measures are implemented and monitored.

- Continually review and develop finance and grantmaking business systems so that they support the delivery of complex grantmaking strategies, working with colleagues as appropriate.
- Ensure Global Dialogue remains compliant with relevant financial laws and regulations, stays updated on sector-specific financial changes and ensures timely adherence.
- Ensure processes and systems related to financial management are clearly communicated and integrated into Global Dialogue's approach to internal communications as it evolves.

### **Organisational development / Operational Strategy**

- Continuously review the finance function to ensure it is effectively resourced and fit for purpose.
- Coach and develop the Finance Officer as they develop in their role and take on more responsibility.
- Support the senior leadership team on assessing new business opportunities, including advising from a finance and risk perspective to help inform decision-making.
- Connect regularly with external peers, sharing learning, and participating in sector-wide initiatives.

### **Person Specification**

- Qualified accountant (ACA, ACCA, CIMA or equivalent) with a strong track record in financial management, from day-to-day financial administration to preparing and preparing financial statements, preferably in a non-profit organisation. Strong knowledge of relevant financial regulations (e.g. Charities SORP), preferably with an understanding of group consolidations.
- Excellent attention to detail, with strong analytical and numerical skills including the ability to sense check your own work.
- Ability to hold complexity and be comfortable in the detail, as well as able to input into wider organisational strategic planning and initiatives.
- Can bring a supportive and coaching approach to the business partner and people manager elements of the role.
- Experience with developing financial procedures that provide the appropriate balance of internal control and efficiency, as well as a desire to strive for continual improvement in systems and processes.
- Experience of SME accounting software (e.g. Xero) ideally including installing task-specific add-ons such as Soldo.
- An awareness of, and capacity to identify, risk and suggest appropriate mitigations.
- Self-motivated with a collaborative approach.
- An understanding of tax issues for charities including VAT registration
- Advanced use of excel including charts and dashboards
- Good time management skills and the ability to work to deadlines without close supervision

## **Statement of Equal Opportunities**

We value, welcome and respect all the differences that make us who we are and stronger, and recognise that the intersections of our identities enrich our community. This includes age, cultural background, disability and mental health, ethnicity and race, gender, gender identity and expression, sexual orientation, and social background. We also recognise that the interconnected nature of these social categorisations can lead to overlapping systems of discrimination.

We have a robust Equality and Diversity Policy that is periodically reviewed, ensuring that candidates and employees are treated fairly.

When talking to our team candidates can expect:

- To be asked questions that are relevant to the role.
- All recruitment materials to be written in such a way that avoids direct and indirect discrimination, for example, without the use of gendered language.
- To be given a chance to ask questions ahead of the interview.
- To be given a clear understanding of what to expect in the interview.
- To be compensated if asked to undertake an exercise that requires significant input.
- To be treated with kindness and respect in every stage of the recruitment process.
- Never to be asked irrelevant questions related to a protected characteristic.
- That reasonable adjustments will be offered and implemented at every stage of recruitment.
- Any concern or complaint raised to be taken seriously, investigated fully and managed in such a way that it would not negatively impact any recruitment decision.

## **Commitment to Safeguarding**

We want everyone connected to our work to be safe from harm and abuse. We therefore take our safeguarding responsibilities seriously and expect everyone interacting with us to support us to do this. There are measures in place through policies, procedures and practice to guide us in our efforts to promote a positive safeguarding culture.

We will undertake safer recruitment checks to ensure that all representatives are suitable in their role and do not pose a risk to others; and will continue to ensure suitability through the induction process, probationary period, and beyond.

## **How to apply**

To apply please send an email to [info@global-dialogue.org](mailto:info@global-dialogue.org) by midnight BST on 5<sup>th</sup> November 2024 with the words Head of Finance and your name in the subject line. You should attach a CV and two-page cover letter in English setting out why you are interested in this role and how you meet the criteria set out in the person specification. Shortlisted candidates will be invited to an initial interview online during the week commencing 11<sup>th</sup> November 2024.

Questions about this role can be sent by email to [info@global-dialogue.org](mailto:info@global-dialogue.org) or submitted anonymously on [Padlet](#), where, for transparency, we will publish responses to any questions we receive before the deadline.

### **Need assistance?**

We are committed to the employment and career development of disabled people. We will make reasonable adjustments during the recruitment process and during employment. Please contact the Director of Operations, Charlotte Lepper, at [charlotte@global-dialogue.org](mailto:charlotte@global-dialogue.org) to discuss this further. If you declare that you have a disability and meet the minimum criteria for the job we will offer an interview to give you the opportunity to demonstrate your abilities at an interview. By 'minimum criteria' we mean that you must provide us with evidence in your application which demonstrates that you generally meet the level of competence required for each competency as well as meeting any of the qualifications, skills or experience defined as essential.

### **Privacy Notice**

As part of any recruitment process, Global Dialogue collects and processes personal data relating to job applicants. Global Dialogue is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Please read our [Privacy Notice for job applicants](#).

**Thank you for your interest in working with Global Dialogue. We look forward to hearing from you.**