

Job Description & Person Specification

Purpose: The job description is meant to provide a detailed perspective on the role, giving a comprehensive outlook towards all the responsibilities involved.

World Vision UK					
Job Title:	Head of Finance	Salary & Band:	1	Contract type. Permanent or Fixed term:	Permanent
Line manager:	Chief Financial Officer	Child Protection Standard Basic DBS - not accessing data systems or travelling overseas. Enhanced DBS - access to data systems and overseas travel required.	<i>No contact / access - Basic check required</i>	If fixed-term, length of contract:	N/A
Team:	Finance, Legal & Risk	Base Office Location:	Milton Keynes / Hybrid	Hours of work per week: (Full time is 36.5 hours)	36.5
Directorate:	FLR				
Any Occupational Requirement?	Yes – active Christian Faith	Requirement to travel:	Occasional UK travel, minimal international travel	Will Psychological screening be required for post holder?	No
Job Purpose and Context:	<p>The Head of Finance drives World Vision UK's financial integrity and operational excellence, ensuring our resources are managed with unwavering accuracy, insight and stewardship. This role leads all core finance operations; from transaction processing and monthly accounts to treasury, tax compliance, budgeting and statutory reporting; delivering a finance function that is reliable, efficient and engaging. Working in close partnership with the Head of Business Intelligence, the Head of Finance anchors the organisation in strong financial disciplines: safeguarding a robust control environment, upholding UK regulatory and accounting standards, and enabling budget holders to plan and deploy funds with confidence in support of vulnerable children worldwide. Reporting to the CFO and serving on the Extended Leadership Team, the Head of Finance is a critical and influential role, collaborating across Fundraising,</p>				

	Programmes and Support Functions to embed clear policies, simple processes and strong financial management that amplifies mission impact.
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KEY RESPONSIBILITIES & COMPETENCIES	JOB DIMENSIONS (please insert details below)	
<p>1) Financial Control & Reporting</p> <ul style="list-style-type: none"> • Oversee the month-end process and the production of high-quality monthly management accounts, including variance analysis, balance sheet reconciliations and cashflow monitoring. • Ensure accurate fund accounting, control and reporting for restricted, designated and unrestricted funds. • Own the year-end timetable and deliver the statutory annual accounts under Charities SORP (FRS 102), managing the relationship with external auditors through to sign-off by FARCom and the Board. • Own the organisation’s financial controls infrastructure, including key finance policies. <p>2) Fund Management & Treasury</p> <ul style="list-style-type: none"> • Oversee management of cash, remittances and investment of free reserves within policy; monitor foreign currency exposures and management of foreign currency hedges where appropriate. • Establish and maintain clear processes and controls for fund set-up, allocations, re-phasing, transfers and remittances in line with donor restrictions, business plans and organisational policies. <p>3) Budgeting & In-Year Financial Management</p> <ul style="list-style-type: none"> • Lead the annual budgeting cycle utilising the budgeting system, overseeing consolidation and review, as well as the provision of in-year budget holder support. 	Key Relationships:	<p>Chief Financial Officer (line manager)</p> <ul style="list-style-type: none"> • Extended Leadership Team (ELT) – peers • External Audit Partner – primary relationship lead • Head of Business Intelligence • Budget holders across Fundraising, Programmes, and Support Functions • World Vision International finance colleagues and advisors • Bank managers, tax advisers and other professionals
	Line Management responsibility:	<p>5 direct reports: Finance Business Partner, Management Accountant, Tax & Treasury Accountant, Finance Manager (AR&AP), Campaigns and Financial Processing Team Manager.</p> <p>Overall team size including direct reports: 12</p>
	Level of decision Making:	<p>Decisions relating to the organisation’s financial controls infrastructure, core finance operations delivery, and the finance team’s multi-year plans.</p>
	Financial/Budget controls:	<p>Management of team budget.</p>

<ul style="list-style-type: none"> • Partner with the Head of Business Intelligence on reforecasts and scenario updates (BI owns forecasting models, dashboards and commentary), ensuring alignment between budgets, actuals and forecasts. • Facilitate training and coaching to budget holders to build financial capability, accountability and the promotion of good financial management practice. <p>4) Financial Operations, Systems & Modern Ways of Working</p> <ul style="list-style-type: none"> • Lead the team to deliver excellent transaction (P2P, O2C) and tax processing (including Gift Aid and VAT), ensuring accuracy, efficiency and maximising benefits for WVUK. • Champion modern ways of working: drive automation and simplification of processes; risk and value based prioritisation, and act as Finance Systems owner. • Under the organisation’s digital transformation plan, and with support from the Technology and Transformation teams, define and deliver a multi-year finance modernisation roadmap, embedding automation, controls-by-design and straight-through processing. • Lead the Finance team’s input into organisational digital projects such as AI for efficiency, and the ongoing development of a new CRM. <p>5) Governance, Compliance & Risk</p> <ul style="list-style-type: none"> • Ensure compliance with UK law, Charity Commission standards and applicable accounting/tax regulations; working with the Head of Legal and Head of Risk and Compliance to strengthen risk management. • Prepare and present high-quality papers to FARCom (Finance, 	<p>Time-scales:</p> <p>Any travelling?</p>	<p>Control environment of c. £60m (as of 2026)</p> <p>Month-end processes and production of management accounts; FARCom reporting c.5 times a year; annual budgeting cycle; statutory accounts and external audit annually to agreed timetable.</p> <p>Occasional UK travel for meetings, training and Board/Committee sessions; very limited international travel – maximum of once a year.</p>
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Audit & Risk Committee); lead the relationship with external auditors, banks and professional advisors.

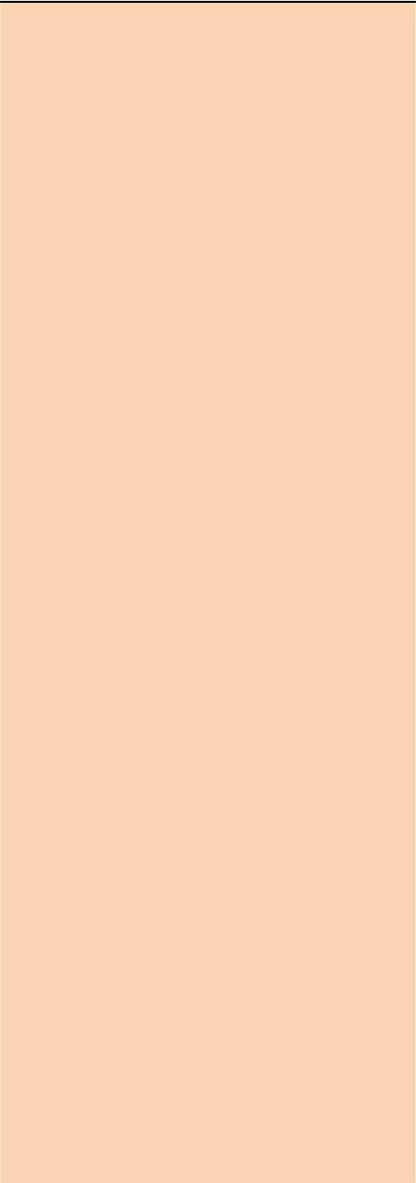
- Ensure reporting requirements are met to donors/clients, partnership entities, the DEC and other third parties as required.

6) Leadership & People

- Lead and develop a diverse and high-functioning finance team (5 direct, 7 indirect), providing clear direction and motivation, modelling core values, managing performance and supporting the spiritual nurture of the team.
- Build a digitally-enabled, service-oriented business partnering culture that is collaborative, solutions-focused and impact-driven.
- Role-model and instil a continuous-improvement mindset, set clear objectives and performance criteria, use regular feedback mechanisms and facilitate learning to improve quality, speed and value-for-money.
- Deputise for the CFO as required.

7) Cross-Organisational Collaboration

- Build strong, influential relationships with senior leaders, acting as a trusted adviser who shapes decisions and drives accountability.
- Work closely with Fundraising, Programmes and Support Function teams to align resources to strategy and deliver impact.
- As a member of the Extended Leadership Team contribute to the development of World Vision UK as a thriving and effective place to work.
- Manage relationships with peers in other World Vision entities raising the UK's profile, learning and contributing to best practice across the partnership



PERSON SPECIFICATION	How this will be assessed?
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CORE COMPETENCIES (from Core Competencies Framework)		INDICATORS (how the core competencies will be demonstrated)	Short Interview Test		
Develop the Organisation for the Future	Sets high standards, inspires and builds a respected finance function fit for the future	X	X		
Be Accountable	Leads by example, takes ownership naturally, proactively manages personal resilience		X		
Deliver Results	Outcome focussed, a pragmatic problem-solver balancing strategic and operational considerations with ease	X	X		
Engage, Influence, Lead & Grow others	Able to influence decisions with clear, mission-aligned and commercially aware recommendations	X	X		
Improve & Innovate	Previously provably innovative and determined. Responsible for own and team's learning and upskilling	X	X		
Partner & collaborate	Works effectively with peers, directors, and external stakeholders to align plans with delivery.	X	X		
Run an Effective & Agile Organisation	Able to lead within and strengthen a values-driven, diverse, and mission-focused environment, persuading people to join their endeavours and move at pace.		X		

KNOWLEDGE/QUALIFICATIONS required for the role	Essential or Desired? (Please select)			
ACA, ACCA or CIMA qualified with meaningful post-qualification experience in 'industry'	Essential	X		
Experience in a management position in a finance team in the Charity sector	Essential	X		

SKILLS & EXPERIENCE required for the role				
Proven experience in leading multi-function finance teams	Essential	X		
Up to date technical accounting and internal controls best practice with the confidence to lead its application	Essential		X	

Familiarity with Microsoft Business Central, Power BI, SAP Concur, Jedox and Blackline;	Desired	X		
Experienced in leading organisational budget development and management processes	Essential	X	X	
Fluent in the optimisation of charity finances including management of restricted and unrestricted funds	Essential	X	X	
Experience preparing and presenting decision-ready papers to senior leaders and Board committees	Essential	X	X	
Confident to lead delivery of systems improvement, automation and simplification initiatives across end-to-end processes	Essential	X	X	
A strong people manager of multi-tier team, with a track record of capability building, motivational engagement and performance management	Essential	X	X	
Ability to work within a Christian framework in a professional and diverse environment.	Essential	X	X	
Excellent verbal and written communication skills and presentational abilities.	Essential	X	X	

Occupational Requirement (OR) Assessment

Purpose: This tool helps a Line Manager to carry out an assessment of a job description for a new or changed role. The results determine whether the person specification for that role require the post holder to have an active Christian faith. This assessment forms part of the legal requirements for an Occupational Requirement and as such must be thoughtfully completed in line with our policy. If you are unsure of any aspect, please seek assistance from your HR Business Partner. Please complete the entire assessment as it is possible for a role to qualify for an Occupational Requirement on a number of criteria. **Each criteria identified as "yes" needs to be reflected in the job description.**

NOTE : These criteria and detailed assessment are not included in the public advertising of this role. This section must be removed from any JD provided for recruitment purposes.

World Vision UK

Job title:	Head of Finance	Is this a new role?	Existing	
Date of assessment:	18/02/2026	Outcome of this assessment?	<input type="checkbox"/> Yes, requires an active Christian faith	
Criteria being assessed	No	Yes	To what extent ?	Explanation/Notes
Management & Leadership Responsibility		This role : <ul style="list-style-type: none"> <input type="checkbox"/> Supervises staff, requiring the authentic living out and modelling of World Vision’s Christ-centred approach to managing people <input type="checkbox"/> Is part of the leadership team (eg SLT or OLT) and thus contributes to leadership thinking and discernment <input type="checkbox"/> Is responsible for spiritual nurturing of direct reports 	Strong requirement	
Links to Strategy		This role: <ul style="list-style-type: none"> <input type="checkbox"/> Gives strategic leadership to how a core activity/product/process is done <input type="checkbox"/> Should reflect WV’s Christian ethos within their strategic area 	Strong requirement – key influential role in the org	

		<input type="checkbox"/> Encourages others and leads by example in seeking God's guidance in achieving strategic priorities		
External Facing	<input type="checkbox"/> This role is primarily internal facing <input type="checkbox"/> liaises with external primarily non-Christian audiences on a once-off basis e.g. fund-raising at general public events		External relationships do not need Christian requirement	
Distinctive Spiritual elements	<input type="checkbox"/> This role has little or no specifically spiritual aspects beyond that of all WVUK roles which requires a general awareness of Christian teaching to appreciate the Christian ethos of WVUK and be able to live the values		N/A	

CONCLUSION (Complete either section 1 or 2)

1 – No Occupational Requirement for this role

Signature **Print Name.....** **Role.....** **Date.....**

I sign to declare that the job description for this role has been assessed as per the criteria above and all aspects of this role have been assessed as NO and therefore there is no requirement for the post holder to have an active Christian faith

Countersigned by HR Business Partner – Signature..... **Print Name.....** **Date.....**

2 – This role does carry an Occupational Requirement

- 1. Has any aspect of this role been assessed as YES? Yes
- 2. Have you investigated whether the aspect/s which have been assessed as YES could sensibly be removed or delegated? Yes
- 3. What would the impact be of removing or delegating this element? (This must be discussed with the HRBP before approval)

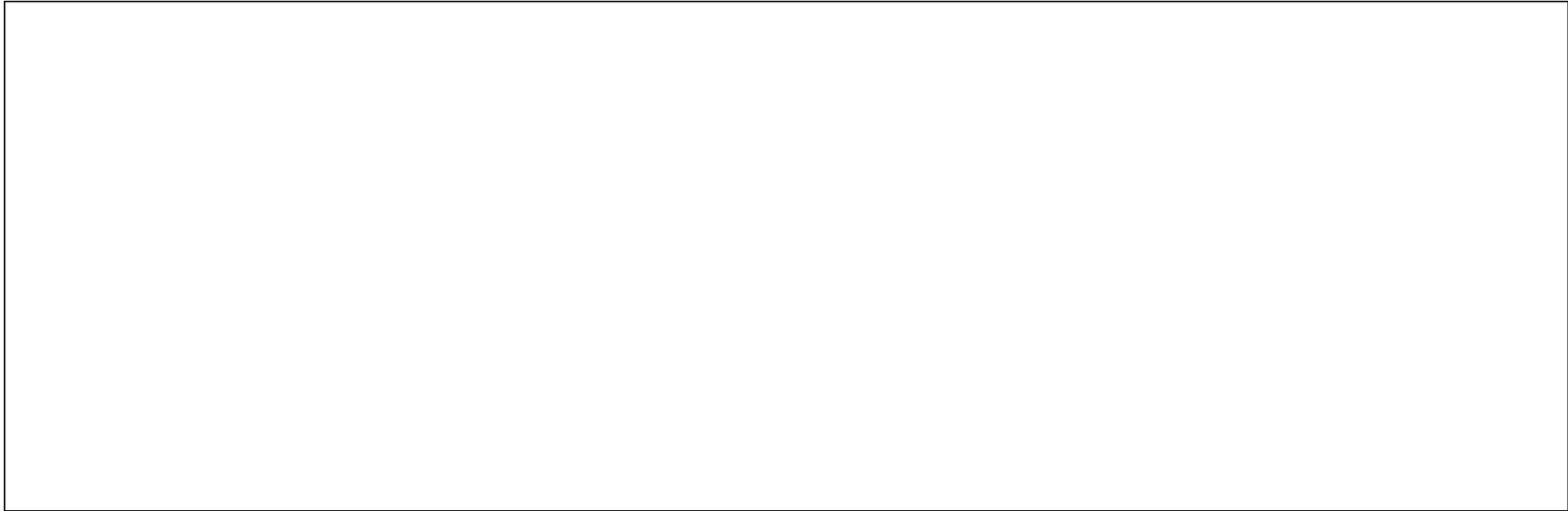
.....Not suitable – this is a key leadership role, leading a large team, managing org finances.

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Signature ...Sneha Alex..... Print Name.....Sneha Alex..... Role.....CFO..... Date.....18/02/26.....

I sign to declare that the job description for this role has been assessed as per the criteria above and one or more aspect of this role has been assessed as YES and therefore requires the post holder to have an active a Christian faith

Countersigned by HR Business Partner – Signature..... Print Name..... Date.....



JD created: (DATE)

JD Last Evaluated by Panel: (DATE)