



DETAILS OF ROLE	
Role title	Head of Finance
Reports to	Director of Finance & Resources
Direct reports	Financial Accountant (Income), Finance & Administration Officer
Directorate & Team	Finance & Resources/Finance
Contract type	Full time, permanent
Location	DEC Secretariat Office, 17-21 Wenlock Road, London, N1 7GT
Salary	Circa £65,000 per annum

This job description is a guide to the nature of the work required of the position at the DEC and does not form part of the contract of employment. It is neither wholly comprehensive nor restrictive and therefore does not preclude change or development that will inevitably be required as the DEC learns and evolves in response to global emergencies.

Who we are and what we do

The Disasters Emergency Committee (DEC) is a unique and dynamic membership organisation which comprises 15 of the UK's leading humanitarian agencies: ActionAid, Action Against Hunger, Age International, British Red Cross, CAFOD, CARE International, Christian Aid, Concern Worldwide (UK), Islamic Relief Worldwide, International Rescue Committee UK, Oxfam GB, Plan International UK, Save the Children, Tearfund and World Vision.

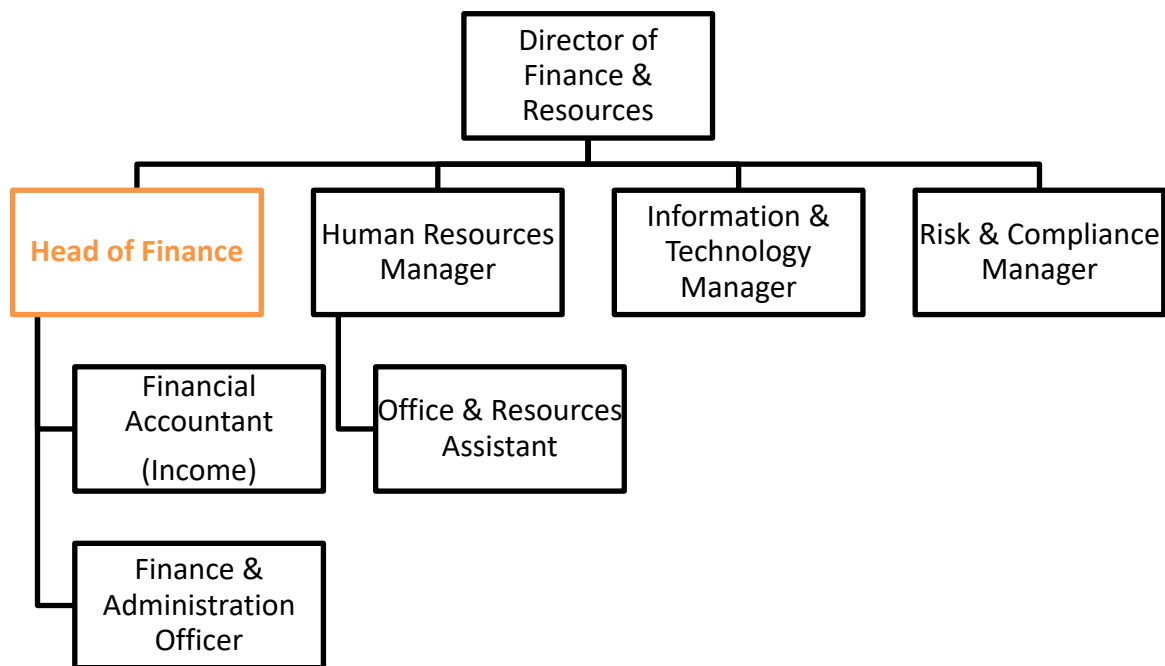
Since it was founded in 1963, the DEC has run over 79 fundraising appeals and raised more than £2.5 billion to help save lives and protect livelihoods in disaster-affected communities around the world.

The DEC launches appeals when there is a humanitarian emergency of such magnitude to warrant a national UK response. DEC fundraising appeals benefit from unique corporate partnerships through our Rapid Response Network and the combined expertise of our member agencies, resulting in wide reaching appeals across high profile TV, radio, and an increasing number of digital channels.

Most DEC funds are raised over an intensive two-week period following a disaster. Appeal funds are specifically for overseas humanitarian work and are normally spent over a two or three-year response period. An important part of the DEC's remit is in learning, accountability and sharing information.

The DEC Secretariat is funded by contributions from its member agencies and a range of core cost funders, and is responsible for the day-to-day running of the DEC. There are currently 45 staff members and a small number of dedicated volunteers, working together to promote the strategic values of collaboration, accountability & transparency, learning, humanitarian, and impartiality.

Department Structure



Purpose of the role

The Head of Finance is responsible for the accurate and efficient running of DEC's accounting function and routines including preparing management and statutory accounts and managing the annual budget cycle working with budget-holders and the wider DEC Secretariat staff team. At times of DEC public appeals, this role involves overseeing, reporting and reconciling accounting data on the high volumes of donations received, with speed, accuracy and consistency.

This role will involve participation with other Directors at Secretariat Executive level, or engagement with key external parties (such as senior staff at Member Agencies, auditors and bankers). The Head of Finance will be required to prepare and present to Trustees and Audit Finance & Risk Committee and deputise for the Director of Finance and Resources as required.

Acronyms and brief explanations

FinSit: Financial Situation Report, produced to summarise income from all sources.

IoC: A formula known as the Indicator of Capacity (IoC) is used to allocate DEC appeal funds amongst our member agencies. The calculation, updated annually, takes into consideration how much each member spends on emergency relief and recovery work overseas, and their UK fundraising capacity.

Role Responsibilities

Financial Processes

1. Ensure accurate recording of income and expenditure to the accounting system including the monthly bank reconciliation. Ensure accurate daily processing to Sun Accounts (Infor SunSystems Cloud) of donations during appeals to support the Secretariat team with timely monitoring and reporting of appeal income.
2. Administer monthly accounting routines and prepare management accounts for budget-holders, ensuring timely month-end reporting. Convening regular budget & forecast review meetings to support with analysis of budget variances.
3. Coordinate the preparation of budgets, including core activity, appeal restricted budgets and strategic project budgets Provide financial reports and analysis as required, working with the directors to prepare Annual budgets.
4. Overseeing the financial accountant with reconciling and accounting of income transactions with third party reports for multiple income streams, in particular during the life of an appeal and liaising with the Fundraising team as needed.
5. Review all drawdown payments to member agencies, working closely with the programmes & accountability team ensure requests for payments in line with policies and expectations and prepare payments for the Chief Executives approval.
6. Maintain the accounting database system, including updating of accounts, nominals and ledgers as needed, importing and updating budgets etc.
7. Supporting the Finance & Administration officer with procurement, including supplier due diligence reviews & engagement with new suppliers & tendering.

Financial Controls

1. Coordinate the preparation of annual accounts and lead and coordinate the annual audit/financial reporting requirements. Ensuring up to date with regulatory reporting & disclosure.
2. Preparing monthly pension schedules for payments in liaison with external advisors and ensuring pension contributions & other benefits are in line with regulatory requirements and internal policies.
3. Ensuring that the charity is compliant with legal and regulatory requirements, specifically tax compliance, including VAT, Corporation Tax & Employment Taxes.
4. Work with fundraising operations team to audit and review gift aid claims for timely submission to HMRC.
5. Support the Director of Finance and Resources in ensuring that the Secretariat maintain a robust financial control environment. Keep abreast of financial compliance/best practise, including training staff across the secretariat.

6. Review and update relevant policies, procedures, systems and practices to support the smooth running of the finance team and wider organisation. Develop new systems and services to meet the needs of the organisation.
7. Support the Director of Finance and Resources in monitoring and reviewing the financial due diligence standards of Members.

Financial Analysis & Stakeholder Relations/Reporting

1. Oversee appeal finances, including accurate and timely tracking and reporting of appeal income (FinSit) and ensuring appropriate controls, including reconciliation routines are operating across DEC's multiple fundraising channels and multiple appeals. Coordinate and calculate the allocation of funds to members.
2. Coordinate the annual process of updating the Indicator of Capacity (IoC), liaising with member agency finance directors to ensure a high level of assurance for trustees in this key area of DEC governance.
3. Oversee the financial income accounting with the monitoring of legacy income received and liaise with fundraising and solicitors as required
4. Coordinate the delivery of the annual report & accounts, working closely with the Head of Communications and other key staff to ensure delivered on time, with accurate information and to the highest standard
5. Overseeing the production of regular and periodic reports for the executive team and Audit Finance & Risk Committee

Team & leadership

1. Deputise for the Director of Finance and Resources as required.
2. Assist with the preparation of papers for the Membership Finance Directors Group meetings and Audit Finance & Risk Committee (AFR).
3. Oversee the work of the Financial Accountant (income) and Finance & Administration Officer and support staff

Person Specification

	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> Qualified CCAB accountant (e.g. ACA, ACCA, CIMA) and proven experience post qualification 	
Proven Experience / Understanding	<ul style="list-style-type: none"> Using Sun Accounts (Infor SunSystems Cloud) or similar database accounting system. Working within a UK charity context and of dealing with restricted funds Ability to provide accurate and relevant management information from an accounting system. Preparing budgets and of monitoring and reporting variances. Preparing annual accounts for audit purposes. Monitoring cash flow and treasury management. Good understanding of accounting routines and reconciliation processes. Representing an organisation to external parties. Line managing diversely 	<ul style="list-style-type: none"> Analysing financial information Charity SORP and Companies Act accounting Using Sun Accounts Q&A reporting tool for financial reporting. Working within UK International Development charity context.
Skills / Competencies	<ul style="list-style-type: none"> Excellent attention to detail, accuracy and numeracy skills Good communication and relationship building skills with the ability to provide advice, training and support to non-financial colleagues and across diverse teams. Effective time management including the ability to manage a significant workload and competing priorities, in a fast-paced team environment. Good analytical skills and problem-solving abilities. Providing leadership for the team within finance and being an effective line manager 	<ul style="list-style-type: none"> Project managing strategic projects. Advanced Excel skills.

Skills / Competencies	<ul style="list-style-type: none"> • Ability to work flexibly, including additional hours at the time of a DEC appeal • Excellent IT skills including Excel and Word • An understanding of and a commitment to the mission and values of DEC 	
Secretariat Culture and Mind Set	<ul style="list-style-type: none"> • Ensure DEC's values are upheld and integral to all your work throughout your DEC journey. • Open to effective, personalised support for managing a healthy work-life balance. • Acute self-awareness, maintaining behaviour and conduct of the highest standards of professionalism and respect as an ambassador for the DEC. • Actively contribute to make the DEC a diverse and equitable workplace through inclusive practice and openness to different perspectives, cultures, and ideas. • Embrace the working culture of a progressive learning, and demanding humanitarian secretariat, seeking insight and using problems as opportunities to learn. 	

Competencies	Level & Descriptor	Demonstrable descriptors [key, are in bold]
1. Delivering Quality Results	C Supports others to achieve outstanding results and to manage risks well.	<ul style="list-style-type: none"> • Supports others to take decisions appropriate for their level. • Encourages mitigating risks across teams they work with/ manage. • Ensures the quality of all internal/external work of own and others.
2. Planning	C Takes a “helicopter” view and anticipates the future.	<ul style="list-style-type: none"> • Demonstrates an ability to step back from operational issues and see things holistically. • Anticipates how actions will impact other teams and negotiates to reach mutually acceptable solutions. • Demonstrates how complex strategic issues can be broken down into simple discrete steps. • Keeps abreast of the internal and external environment.
3. Analytical and Innovative Thinking	D Addresses the root causes of complex problems	<ul style="list-style-type: none"> • Identifies trends from complex or conflicting data, working confidently with data before making decisions: • Generates a range of policy options and appraises them based on the internal and external evidence. • Develops ways of applying new knowledge and ensures lesson-learning with self and wider team. • Analyses the significance of external events and situations for the DEC.
4. Communications	C Communicates complex technical and/or sensitive/high risk information effectively.	<ul style="list-style-type: none"> • Resolves intra-team and inter-team conflicts effectively. Communicates complex operational, technical and strategic issues credibly with widely varied audiences. • Influences internal and external audiences on specific issues. • Scans the internal / external environment for key information and messages to support communication strategies. • Understands other’s underlying needs, concerns and motivations and communicates effectively in sensitive situations.
5. Team Working and Collaboration	C Develops external networks to increase internal thinking/learning	<ul style="list-style-type: none"> • Engages with appropriate internal and external stakeholders to influence future plans • Engages with relevant experts to gather and evaluate evidence. • Shares and implements good practice with internal and external peers. • Takes initiative to establish appropriate and relevant network or partnership where one does not exist.
6. Leading and Motivating	C Champions ownership of corporate decisions and leads and motivates others or direct reports effectively.	<ul style="list-style-type: none"> • Acknowledges good performance and deals with issues concerning poor performance. • Carries out staff assessment and development activities conscientiously and effectively. • Delegates well • Encourages their team to develop continually their individual potential, create a learning culture. • Ensures any external learning is effectively brought in-house.

7. Resilience	C Clarifies priorities and supports others to cope with pressure.	<ul style="list-style-type: none">• Displays a positive and enthusiastic approach and is not deterred by setbacks, finding alternative ways to reach goals or targets.• Sees and shows others the benefits of strategic change.• Helps colleague/ team members to manage stress through prioritisation of workloads and modelling of appropriate self-management and care.
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