



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Head of Finance and Administration</b>
<b>Responsible to:</b>	Director
<b>Responsible for:</b>	Direct responsibility for staff of department, currently three finance officers and office manager Matrix responsibility for finance staff worldwide
<b>Job purpose:</b>	Manage Health Poverty Action's finances (including annual audit) Provide financial analysis and information to inform decision-making and manage risk Oversee organisational administration

### Background

Health Poverty Action has been working to strengthen poor and marginalised people in their struggle for health for over 30 years. In this time much has been achieved – but much more remains to be done.

Inspired by a vision of Health for All, we work with those whose health suffers as a result of injustice, to strengthen their voice and increase their power over the determinants of their health – so that they are able to access their rights.

We are part of the worldwide People's Health Movement, approaching health as not solely a medical challenge but a multi-sector responsibility – and above all a fundamental issue of justice and human rights.

Three factors give our work a distinctiveness that has proven extremely effective:

- 1. We emphasise the need for justice rather than charity**  
We work to tackle not just the symptoms of poor health, but its root causes. In particular, we recognise the profound importance of the social and economic determinants of health – hence our name, Health Poverty Action
- 2. We prioritise people missed out by others**  
International development initiatives tend to cluster together, the same factors leading numerous organisations to particular places. This can leave large populations with almost no support at all. They may be living in hard to reach

areas, or difficult to support for some other reason. We make these most marginalised and neglected populations our priority.

### **3. We specialise in an integrated approach**

This is especially important for the poorest and most marginalised people, who face so many threats to their health. Tackling one problem in isolation might give the appearance of success, but actually do little more than change the cause of death. Addressing multiple factors together can be mutually reinforcing – and give rise to creative combinations and innovation.

Our work falls into four categories:

#### **1. In-country development programmes**

We work with communities across Africa, Asia and Latin America, to help them tackle the factors denying them their health rights. This includes improving health systems and disease control, food security and nutrition, water and sanitation, gender justice and eradicating harmful local practices (such as FGM), and income generation and social enterprise.

#### **2. Influencing policy and practice**

We lobby and campaign to change the unjust policies and practices that deny poor and marginalised people their health rights.

#### **3. Responding to emergencies**

When a crisis arises, and when we are in a position to contribute positively, we work with those affected to respond – doing so not as an isolated external intervention, but as integrated support to their ongoing struggle for health justice.

#### **4. Provision of contracted services (such as consultancy)**

These can provide valuable social benefits in their own right, while also generating income for Health Poverty Action – which is ploughed back into our work.

We were originally called Health Unlimited, and changed our name to Health Poverty Action in 2010. Today our work also includes that of a smaller linked charity called Find Your Feet – originally a separate INGO that had much in common with HPA, and now operated by HPA's staff team (overseen by a unified board).

The combined total now includes work in 18 countries, benefiting many millions of people each year – with annual income currently around £18 million. We employ 600 staff overseas, mostly recruited from the populations they serve, and around 25 people work in our London-based head office.

Over the years, we have developed precious relationships with severely marginalised communities. They might be marginalised because of ethnicity, culture, gender, geography, politics, economics – or even all of these. These communities have often learnt through bitter experience to trust few others.

We are passionate about the work we do. We know that for individual mothers, fathers, friends and children, it can mean the difference between grief and loss, or lives spent sharing, experiencing and growing old together.

As Head of Finance and Administration, you can make a real difference.

## **Head of Finance and Administration**

As Head of Finance & Administration you are responsible for ensuring that we successfully manage our complex finances, maximise their value, and ensure their security.

As with many aspects of Health Poverty Action's fascinating work, this involves multiple challenges. For example, the contractual requirements of our institutional donors can be very stringent, with funding levels for administrative overheads leaving little margin for error. Other challenges include variations in currencies and exchange rates, complying with national regulations, and working with different languages and cultures. Also our match funding requirements and cash flow require pro-active oversight.

Health Poverty Action needs a Head of Finance and Administration who, with limited resources, can ensure stringent financial and reporting procedures are in place and reliably followed across the organisation:

- safeguarding resources and minimising risk;
- foreseeing problems and taking pre-emptive action;
- maximising the value of funds and handling international currency conversions effectively;
- attributing costs to restricted rather than unrestricted funds wherever possible;
- satisfying the requirements of donors and our commitment to public accountability.

This work therefore requires an exceptional person – someone with vision, foresight, good technical expertise, and meticulous attention to detail – but for such a person it will also be hugely interesting, and incredibly rewarding.

Health Poverty Action generates funding from a range of donors, currently including DFID, EC, ECHO, Global Fund, UN agencies, BIG, Comic Relief, international NGOs such as Christian Aid, a range of trusts, and the general public. Many projects are funded by multiple donors or as part of a consortium. Increasingly, we also look to raise funds from new sources such as social enterprise and consultancy.

There are many Health Poverty Action offices and project bases in our programme countries, as well as projects implemented through local partners. As Head of Finance and Administration you are responsible – in partnership with the two Heads of Programmes – for ensuring that their finances are soundly managed, donor requirements are adhered to, and financial systems are consistently efficient and secure.

In this complex cross-organisational role, key to success will be the quality of collaboration and communication you are able to develop between your department and others, especially programmes.

Health Poverty Action, with its linked charity Find Your Feet, is registered in the UK as both a charity and a company. As well as managing the finances, you have overall responsibility for the organisational administration. This includes compliance with charity and company legal obligations, and general administrative oversight of our head office and IT system. Within available resources, we aspire to behave ethically, rather than simply ensure regulatory compliance.

The Head of Finance and Administration is currently assisted by four staff directly managed in her/his department (three Finance Officers and an Office Manager), and by further staff

with financial and administrative responsibilities in other departments (especially Programme Finance Officers and in-country Finance Officers).

There are five departments in Health Poverty Action: Asia and Latin America Programmes; Africa Programmes; Policy and Campaigns; Fundraising; and Finance and Administration.

The five people heading these up constitute the Senior Management Team. In addition to managing their own departments, they assist the Director in the management and strategic development of the organisation as a whole.

As Head of Finance and Administration you will have a challenging job. But we hope you will find it is also a fantastic job. You will have opportunities to do varied and exciting things, and work with some wonderful people. Above all, you will be able to make a profoundly powerful contribution to a truly great cause.

## **MAIN FUNCTIONS OF POST**

- Lead Health Poverty Action's financial management and accounting.
- Ensure systems are effective and secure, and that deadlines are met.
- Collaborate closely with programmes staff to ensure sound financial management worldwide, in particular to:
  - closely manage financial risk, such as failure to comply with match funding and other donor requirements;
  - manage cash flow;
  - maximise the value of our financial resources (eg attribute costs wherever possible to restricted rather than unrestricted funds, and handle currency exchanges effectively).
- Produce timely projections and analysis to enable budgetary oversight and strategic decision-making.
- Oversee organisational administration (including head office, IT system and company/charity legal obligations).
- Manage the Finance and Administration Department.
- Assist the Director in the strategic management of Health Poverty Action overall as a member of the Senior Management Team.

## **OUTLINE OF RESPONSIBILITIES**

The Head of Finance and Administration is a senior position in the organisation.

The following outlines the scope of the work, within which strategies, priorities and key decisions will be agreed working closely with the Director.

Health Poverty Action takes staff support and development seriously, and recognises that in the continually changing environment in which we operate it is not possible to have fixed responsibilities. Health Poverty Action therefore allows for responsibilities attached to posts to be reviewed and adjusted in consultation with the post holder, taking into account the developing needs of both the organisation and the individual.

## **1 Financial oversight**

- a) Maintain an overview of all Health Poverty Action's financial activity, foreseeing potential problems and pro-actively addressing them.
- b) Ensure efficient and secure financial systems are in place, and followed meticulously throughout the organisation.
- c) Develop budgets and projections, monitor performance against them, and address issues arising.
- d) Produce regular financial reports and re-forecasts, drawing the attention of the Director and senior colleagues to key issues.

### **Through cross-organisational collaboration, especially with Programmes staff:**

- e) Ensure the security of Health Poverty Action's financial resources.
- f) Provide strong management of financial risk, including:
  - closely monitor match funding requirements, ensuring any shortfalls are addressed;
  - safeguard funds against potential clawback by donors (eg as a result of conditions not being followed).
- g) Manage cashflow, foreseeing and addressing problems.
- h) Maximise the value of financial resources, especially:
  - ensure costs are attributed to restricted rather than unrestricted funds to the maximum extent possible;
  - handle currency conversions and exchange rate fluctuations creatively and effectively.

## **2 Audits and organisational administration**

- a) Ensure the annual audit is carried out effectively (covering both Health Poverty Action and its linked charity registration Find Your Feet).
- b) Ensure it is completed in a reasonable timeframe, and issues arising are addressed.
- c) Oversee internal checks and audits as appropriate.
- d) Work with the appropriate managers and staff to ensure issues arising from audits (internal and external) are addressed.
- e) Strive to ensure organisational administrative procedures minimise bureaucracy and avoid unnecessary workload.
- f) Oversee completion of the administrative requirements of regulators (such as the preparation and submission of our annual report and audited accounts), focusing on high ethical standards.
- g) Ensure Board meetings are properly serviced, drafting minutes and preparing papers as required.

## **3 Health Poverty Action's programmes**

- a) In collaboration with the Heads of Programmes and their staff, ensure:
  - financial risks and problems are foreseen and addressed;
  - finance functions located in the programmes department are well supported and perform to a high standard;
  - excellent working relationships are maintained at all levels between the departments;
  - shared clarity about individual roles and responsibilities.

- b) Pro-actively ensure that:
  - there is effective budgeting and monitoring of cost centres overseas;
  - issues arising within these budgets are addressed;
  - project consolidations and financial reports are prepared accurately and on time;
  - financial and administrative requirements of donors are adhered to;
  - financial reports to donors are timely, accurate and complete;
  - appropriate training, support and monitoring is provided for all programmes staff with financial responsibilities;
  - programmes audits are rigorous and effective, and issues arising are addressed.

#### **4 Fundraising**

- a) With the Head of Fundraising, ensure:
  - fundraising budgets are developed and monitored effectively;
  - income/expenditure for each income stream is tracked and analysed;
  - issues arising are addressed;
  - systems for handling, processing and analysing donations are efficient and effective.
- b) Support the Head of Fundraising and Head of Policy and Campaigns to ensure excellence of supporter care.

#### **5 Head office (London)**

- a) Ensure appropriate payroll procedures and staff pension arrangements are in place and well administered.
- b) Ensure compliance with statutory and ethical responsibilities related to the employment of staff.
- c) Oversee the development and maintenance of IT and office systems.
- d) Ensure sound management of the lease and premises, including utility requirements, reception and office supplies, etc.
- e) Support the Director and SMT in oversight of our human resource policies and practices. (Health Poverty Action does not currently employ a human resources officer. Senior staff are advised and supported by a contracted external specialist.)

#### **6 Manage the Finance and Administration Department**

- a) Manage the department's budgets and staff.
- b) Seek resources and opportunities to increase the department's capacity and effectiveness.
- c) Ensure all staff in the department receive excellent support and supervision, and that personal development needs are addressed to the extent resources allow.
- d) Maintain a positive and supportive team culture, in which all are valued, recognised and strengthened to give of their best.
- e) Encourage the involvement of staff from other parts of the organisation in the work of your department where appropriate (and vice versa).

## **7 General**

- a) Maintain an up-to-date knowledge of relevant developments in NGO finance and administration. Ensure Health Poverty Action is at the forefront in terms of good practice.
- b) Network internally and externally, developing partnerships when helpful.
- c) Travel as appropriate nationally and internationally.
- d) Support the work of the Board of Trustees as required, including attending meetings and presenting regular reports.
- e) Support the Board's Treasure in her/his role, keeping her/him appropriately informed and involved.
- f) Report regularly to the Director and SMT, agreeing key decisions, approaches and priorities.
- g) Along with other members of the Senior Management Team, assist the Director in the management and development of Health Poverty Action's work overall.

## **8 Any other reasonable duty that might be requested**

## PERSON SPECIFICATION

**The ideal candidate will be able to offer most of the following:**

### *Qualifications and experience*

Good working knowledge of accounting

Relevant experience in the finance department of a comparable organisation, ideally a development NGO

### *Knowledge and skills*

Preparing and overseeing budgets

Generating and communicating financial management accounts/analysis

Accounting software (such as QuickBooks or SUN)

Financial management of complex projects with multiple sources of income in different currencies

Improving organisational finance systems/processes

Understanding of the requirements of donors such as DFID, EC and ECHO

Managing staff, IT and office systems

### *Working style*

Pro-active, practical and energetic. Someone who takes responsibility and delivers

Good at working under pressure and to tight deadlines

Well-organised with excellent attention to detail

Reliable. Able to meet deadlines

Resourceful. Able to deliver with limited resources

Able to work strategically over the longer term, while also reacting to urgent issues in rapidly changing circumstances

Excellent team player – a positive, supportive and collaborative colleague

Able to inspire and motivate staff, encouraging and supporting them to give of their best

### *Personal*

Flexible and adaptable

Approachable, empathetic and supportive personality

Able to work effectively in a multi-cultural context

Able to travel to Health Poverty Action's programme locations, and to work unsocial hours on occasions

### *Commitment*

Passionate commitment to Health Poverty Action's work and values

**Additionally, these would be useful (but not essential):**

Knowledge of development and/or health issues

Experience of living/working in a developing country

Language skills in Spanish or Chinese

## TERMS AND CONDITIONS

### Salary

Starting at £48k - £51k depending on experience, plus subsequent increments (according to length of service).

### Hours

35 hours per week.

Full time is preferred; however we will also consider applications from candidates wishing to work flexibly, eg part time or as a job share.

Evening and weekend work will sometimes be required, for which time off in lieu is available. Health Poverty Action believes in supporting flexible working as much as it reasonably can.

### Holidays

25 days per year, plus the time between Christmas and New Year, plus eligible public holidays.

An additional day leave is added for each two years completed service, up to a maximum of 3 days.

### Pension

Staff are encouraged to join Health Poverty Action's pension scheme. Health Poverty Action will match their own contributions up to a maximum of 5% of gross salary (and subject to a minimum contribution of 3%).

### Location

The post is based at Health Poverty Action's offices in Vauxhall (central London).

Candidates will therefore need to either have or be able to acquire the right to work in the UK. The post will involve some international travel.

## TO APPLY:

Apply by either:

- a) **Completing the application form**, which is available for download at:  
[www.healthpovertyaction.org/about-us/jobs/jobs-in-the-uk/](http://www.healthpovertyaction.org/about-us/jobs/jobs-in-the-uk/)

or

- b) **Providing a full CV along with a personal statement** setting out why you feel the role is a good fit for you.

**NB If you choose this option, it is important that you include in your CV all the information requested in the application form, including:**

- all academic qualifications, with grades obtained
- full career history, including voluntary work and personal interests
- whether or not you can work full time

PLEASE EMAIL YOUR COMPLETED APPLICATION TO:

[personnel@healthpovertyaction.org](mailto:personnel@healthpovertyaction.org)

**Closing date: 9.00am, Monday 22 January 2018**

**Interviews will be held on: Wednesday 31 January 2018**

For further information:

Call: 020 7840 3777

Or email: [personnel@healthpovertyaction.org](mailto:personnel@healthpovertyaction.org)

Or browse: [www.healthpovertyaction.org/about-us/jobs/jobs-in-the-uk/](http://www.healthpovertyaction.org/about-us/jobs/jobs-in-the-uk/)

*Thank you for considering working with Health Poverty Action*