



Operations and Finance Manager

Job Pack





We are looking for a new member to join the Able Child Africa Team!

We are a small, inclusive team that cares passionately about diversity and representation, but we acknowledge we should be doing better and want to do better.



We actively encourage applicants from all backgrounds. We particularly encourage applications from people with disabilities or with direct experience of living or working with children with disabilities. All applicants with a disability who meet the minimum criteria will be offered an interview.

We also encourage applicants from African diaspora or heritage and people from Black, Asian and ethnic minority backgrounds, as these groups are currently under-represented in our team.



**Changing the lives of children
with disabilities in Africa**

About us

We are a small and dynamic charity, entrepreneurial in style and collaborative in process. We are **values led**, passionate about our partner approach and driven by the communities with work with.

We are experts in what we do and are passionate about the approach we take. We are bold and agile and use the expertise we have built up over the last 38 years to make lasting change for children with disabilities in Africa.

We work hard for what we believe in but create an enjoyable, flexible and accessible working environment to ensure you enjoy what you do and have a good work-life balance, caring about your **mental health**.

We aim high in both our values and quality of our work. We strive to be the best at what we do and use our strengths as a small organisation to innovate and showcase ideas for change.

We want to be better. We are honest about what we get wrong and provide space to make things right.



Our values



We are led by 5 core values that define how we work and how we're run.

Inclusion

We believe everyone should have the same opportunities in life regardless of disability, age, geography or gender.

Collaboration

We listen to and collaborate with local partners and children with disabilities.

Quality

We are good at what we do and are passionate about the approach we take.

Courage

We are bold and agile, with the courage to innovate and take disciplined risks.

Transparency

We are honest, we act with integrity and we are accountable.

About the role

This is an exciting time to join Able Child Africa as we begin a new strategic period and an exciting direction. We are looking to bring in an experienced individual to manage the internal operations of the organisation and support the team as it grows and internationalises.

Leading our operations and finance function, you will manage the finance, operational and administrative functions of the organisation. Reporting to the CEO, you will lead the day-to-day management of organisational finances, ensuring financial policies and procedures are robust and effective, and taking responsibility for operational financial risks.

You will oversee our governance and IT functions, while taking a proactive approach in HR management, creating a positive and healthy working culture across the team.

You will also lead the implementation of our operational systems, implementing new developments that support the organisation become more efficient in how it works. You will demonstrate an ability to manage risk, working with a large portfolio of complex budgets and grants.

You will thrive in an independent role, with an ability to solve problems and think strategically. You will have strong interpersonal and management skills to lead the team and support their needs while managing competing priorities.



Working for us

We really like the people that work for us. They are our best asset and without them, we wouldn't be able to do what we do. We have worked really hard to create a flexible and rewarding working environment that gets the best out of each of them and enables them to deliver the quality of work that we strive for.

However, we recognise the workplace can be a stressful environment. Our staff are passionate about what they do, they work hard and are invested in the beneficiaries we support. All of which can impact on the daily wellbeing of our staff. We believe that the mental health and wellbeing of anyone that works for us is of primary importance. We are therefore committed to promoting positive health among all our staff and volunteers, supporting those that need it and challenging stigmas against mental ill-health that exist in the workplace.

Location:	Office based in Central London, with some flexible working
Hours:	Offered between 22.5 and 30 hours per week
Term:	Permanent
Reporting to:	Chief Executive Officer
Salary range:	£38,964 to £43,019 (to be pro-rated based on agreed hours)
Annual leave:	25 days per annum (to be pro-rated)
Pension:	Matching contribution to organisation's pension up to 5%

If you think you are interested, then send your CV and a Cover Letter (**two sides of A4 max**) that covers the key competencies, explains your suitability for the role and why you want to work for us to jobs@ablechildafrica.org.uk by **midnight on Sunday 7th August 2022**.

About you

We are looking for an experienced, hard-working individual, with excellent organisational skills to lead our operations and finance function.

You will bring your experience in a range of operations, facilities, finance or HR to support the CEO in the running of the organisation.

You will thrive in an independent role, with an ability to solve problems and think strategically. You will have strong interpersonal and management skills to lead the team and support their needs while managing competing priorities.

An experienced individual in a small team, you will have the skills to build and maintain the necessary policies, procedures and systems to allow the effective running of the team.

As we are a small organisation, you will be required to complete the administrative functions as well as the more strategic work with the CEO.

We are therefore looking for someone who is task orientated, able to prioritise work from multiple activities, and apply the same quality to the smallest task as the biggest.

This is an excellent opportunity for someone who is looking to join a great team and would like to contribute to the success of Able Child Africa.

If you think this is you then we would love to hear from you.



Key Accountabilities

Lead Able Child Africa's operational support, fostering a culture of learning, collaboration and excellence.

1. Support the CEO to lead the finance and operations portfolio of work, providing leadership within the team.
2. Support the creation of a positive working culture in the team, taking a lead to create a happy environment focussed on staff wellbeing.
3. Proactively implement and take ownership of new and existing policies, processes and systems, to ensure a well-functioning organisation.

Support the management of the organisation's finances, ensuring robust financial procedures and managing operational financial risks.

4. Oversee the day-to-day finances of the organisation, managing our bank accounts, payments and grant reconciliations for donors.
5. With the support of an external accountant, ensure the completion of the monthly and annual financial reconciliations, supporting the CEO to complete the annual audit.
6. Manage the operational financial risks for the organisation, mitigating potential risks through effective updates of policies and procedures, and escalating risks to the CEO in a timely and reliable fashion.

Manage the operational and IT systems, ensuring professional and efficient systems that enable to team to function at a high level.

7. With the support of external IT expertise, manage our portfolio of operational and IT systems within the organisation, ensuring all systems are regularly updated and staff are fully compliant.
8. Operate as the organisation's Salesforce lead, implementing updates and new developments as required and problem solving any issues that arise (once trained).
9. Own Able Child Africa's organisational policies and procedures, conducting regular policies reviews and updates to ensure the organisation is compliant with legislature.

Lead the office administration and governance functions within the team, ensuring high levels of administration and governance support.

10. Holding the role of 'Office Manager', create a professional, comfortable and safe environment for all staff to conduct their work.

11. Support the team with all administrative tasks, including managing suppliers and external contracts, ensuring value for money across all our services.

12. Support the role of Secretariat for the Board of Trustees by maintaining records, completing annual reporting and providing administrative governance support as needed.

Lead the HR function within the team, providing structure and support to all staff through their life cycle with the organisation.

13. With the support of external HR expertise, hold responsibility for HR management across the organisation, leading on staff and volunteer recruitment, management of staff during employment (including appraisal processes) and exit requirements.

14. Implement Able Child Africa's HR policies and procedures, taking ownership to ensure the organisation is fully compliant with relevant legislature, and staff have the full information and support they need.

15. Manage staff training and development across the organisation, responsible for ensuring professional development for the team.

Competencies

Please outline your suitability to the following competencies in your Cover Letter, along with your reasons for joining our team.

Experience

1. At least 5-years' experience, in a senior operations, HR or finance role.
2. Experience of financial management or operations in a small organisation.
3. Experience in HR administration or management, supporting the development of a professional culture in a small team.
4. Experience, and an understanding of the basic principles of charity governance.

Skills and Technical Competencies

5. Ability to lead the operations of a small organisation, being proactive in identifying gaps and implementing new policies, processes and systems.
6. Basic bookkeeping and financial management (QuickBooks competency preferred).
7. Technical competence supporting IT and operational systems (Salesforce knowledge desirable).
8. Ability to provide HR support to an organisation, with solid understanding of HR principles and legal requirements.

Qualities

9. Ability to champion an organisational culture based on inclusivity, wellbeing and empowerment.
10. Ability to work independently, with a varied workload ensuring attention to detail.
11. Ability to maintain confidentiality and professionalism at all times.
12. Excellent communication skills with ability to build strong relationships with colleagues, Trustees and external suppliers.



Able Child Africa is an equal opportunities employer and will not discriminate against any candidate on the basis of any characteristic protected by the Equality Act 2010. We actively encourage applicants from all backgrounds. **We particularly encourage applications from people with disabilities** and people with direct experience of living or working with children with disabilities and all applicants with a disability who meet the minimum criteria will be offered an interview.

Please send your CV and a 2-page cover letter to jobs@ablechildafrica.org.uk by **midnight 7th August 2022** to apply.



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