



Finance and Operations Director

Candidate Pack

August 2022

About BRAC

BRAC was founded in Bangladesh in 1972 by Sir Fazle Hasan Abed, and today is a global leader in developing cost-effective, evidence-based poverty innovations in extremely poor, conflict-prone and post-disaster settings. These include programmes in education, healthcare, microfinance, girls' empowerment, agriculture, human and legal rights, social enterprises, a bank, a university, and the world's largest mobile money platform. BRAC employs more than 100,000 people in 11 countries, with a total global expenditure of about \$1.2 billion.

BRAC is also unique among the world's major non-profits in that its overall budget is majority self-financed. In Bangladesh, where BRAC was founded and is the location of its global headquarters BRAC self-funds 80% of its annual budget from its own socially-responsible businesses. BRAC has been ranked as the number one NGO in the world for five consecutive years by the Geneva-based NGO Advisor, an independent media organisation committed to highlighting innovation, impact and governance in the non-profit sector. BRAC's programmes are implemented by BRAC country offices in 11 countries and BRAC also supports partners, including governments and civil society organisations in 5 other countries through BRAC's Ultra Poor Graduation Initiative.

About BRAC UK

BRAC UK was founded in 2006 and is one of the four members of BRAC Global - also including BRAC Bangladesh, BRAC International and BRAC USA. It is a very exciting time for BRAC at the moment, with a new, ambitious global strategy in place which aims to reach over 250 million people by 2030.

A new Global Board was formed in 2019 to oversee the global strategy and in 2020 concluded agreements with these four BRAC entities to define its role and mandate. BRAC UK supports BRAC's development work around the world through fundraising, donor relationship management and developing partnerships with like-minded, mission aligned, organisations. BRAC UK also plays a leading role in BRAC's work engaging with and influencing policy makers and practitioners to tackle extreme poverty.

BRAC UK has an outstanding opportunity for an experienced and ambitious finance professional to play a key role in the financial leadership of BRAC at a pivotal time in our history. As Finance and Operations Director, you will form a crucial part of BRAC UK's Senior Management Team, as well as being a key part of financial discussions across BRAC's global network of entities as the organisation becomes a truly global institution.

Job Description

Job Title	Finance and Operations Director, BRAC UK
Line Manager	This role reports to the Chief Executive Officer of BRAC UK and is a part of the BRAC UK Senior Management Team
Supervisees	Direct: 2 (2 Management and Project Accountants)
Location	BRAC UK office (London) - hybrid arrangements in place currently with a mixture of home and office working.
Key Relations	<p>Internally - Chief Executive, Management and Project Accountant x 2, Executive Assistant, Deputy CEO and Director of Partnerships, Partnerships team members, Communications and Advocacy Manager, Trustees and in particular the Treasurer and Chair.</p> <p>Externally – Chief Financial Officer BRAC Bangladesh, Chief Finance and Risk Officer BRAC International, donors, suppliers, auditors, Senior finance managers and staff of BRAC Bangladesh, BRAC International, BRAC USA and heads of finance BRAC country programmes. Legal and Compliance Directors BRAC and BRAC International.</p>
JOB SUMMARY	
<p>The Finance and Operations Director contributes to the overall success of BRAC UK by leading finance, legal, risk management, contracts and office management functions to ensure robust systems and processes are in place to enable BRAC UK to successfully meet its obligations and accountability to trustees, regulators, donors, partners, programme participants and staff.</p>	
KEY RESPONSIBILITIES	
<p>Support BRAC UK teams to deliver strategy</p> <ul style="list-style-type: none"> • Act as a finance business partner to the BRAC UK management team and participate in any ad-hoc project as advised by the CEO, BRAC UK • Analyse the market trends and operating environment and advise the CEO and Trustees of key emerging financial and operational risks to the organisation • Provide financial analysis to inform BRAC UK's strategic plan, annual plans and business plan • Support the CEO in the further development of BRAC UK's business model, in collaboration with senior colleagues across BRAC globally • Undertake analysis of complex financial data to provide strategic guidance to the CEO and Trustees • Support the development of BRAC's global strategy and business model through financial, operational analysis and strategic advice in partnership with senior colleagues across BRAC globally <p>Policy</p> <ul style="list-style-type: none"> • Ensure BRAC UK maintains up-to-date policies, manuals and operational guidelines in Finance, Risk Management and contracts and these policies are complied with • Keep a close view over the operational environment for BRAC UK to ensure the policies remain relevant 	

- Ensure staff, partners, contractors and volunteers remain familiar with all BRAC UK policies in Finance, Risk Management and contracts

External relations

- Develop strong working relationships with key relevant staff from BRAC's donor, partner and supplier organisations to ensure any issues are resolved quickly
- Participate and take an active role in relevant sector working groups around finance, with BOND, FCDO and others to ensure BRAC is informed about emerging best practice and indeed informs that practice
- Develop strong working relationships with BRAC, BRAC USA and BRAC International leadership and senior finance and administration staff across the global organisation, to effectively collaborate on global finance systems improvement projects

Financial Reporting, Audit and Control

- Develop and maintain timely and accurate financial statements and reports to the stakeholders of BRAC UK by following applicable UK GAAP and SORP accounting regulations.
- Responsible for completion of the annual audit for BRAC UK and liaise with the management team and trustees about the findings and follow up of actions
- Assist the CEO, BRAC UK with reporting as required at the trustee board meetings and other senior management meetings.

Budgeting

- Lead on the preparation of the annual budget for BRAC UK, working with budget holders in creating their annual budgets
- Prepare reports and review expenditure against budgets on a quarterly basis with budget holders, supporting them to work within the guidelines
- Identify and report to the Chief Executive and budget holders any material changes that are likely to affect budget performance to enable effective action
- Collaborate closely with senior finance colleagues in BRAC Bangladesh, BRAC International and BRAC USA in the global budgeting and financial prioritisation process

Revenue management

- Ensure all donations to BRAC UK are properly accounted for in line with donor wishes and contracts and SORP accounting regulations, and Gift Aid claims are correctly prepared and submitted to HMRC
- Oversee the preparation of invoices and payments to other BRAC entities and track payments

Reports

- Review accounts monthly and highlight emerging risks and opportunities to the Chief Executive
- Oversee the preparation of quarterly accounts and accompanying report, including variance report for the Chief Executive, Treasurer and Board.
- to present management accounts and advise on all financial and operational aspects of BRAC UK's business
- Prepare and present financial reports and analysis to the BRAC UK Quarterly board meetings
- Prepare year-end figures, statutory accounts and all relevant documentation for the annual

audit, facilitate the audit process in liaison with auditors and Treasurer, and follow up any actions from the audit as required.

- Ensure submission within legal time limits of statutory accounts to the Charity Commission and Companies House.
- Work with the CEO, board and communications team to produce the Annual Report, ensuring the financial data is aligned properly with the narrative and presents an accurate picture of BRAC UK's finances

Donor funding

- Oversee the preparation of budgets for donor proposals, liaising closely with the BRAC UK Partnerships Team and in close collaboration with finance staff in BRAC country offices
- Work with colleagues to ensure all relevant costs are included in project budgets, full recovery of BRAC core costs, and that the budget is accurate and comprehensive
- Oversee the set up the relevant computer-based accounts and any other systems, forms, reports or procedures required to service any new donor fund, and submission of invoices in line with donor or other requirements to ensure timely payment. Work with the relevant team members across BRAC to ensure all the relevant reports on external funding are produced to a high quality and on time. Oversee the maintenance of donor accounts and contract tracking for each unique donor fund, alerting the relevant account manager in Partnerships Team and where necessary, the BRAC International Finance team and BRAC UK's Deputy CEO and Director of Partnerships and Chief Executive, of any anomalies or significant variance.
- Ensure that BRAC UK provides accurate and up to date information to public bodies such as the IATI (International Aid Transparency Initiative), Charity Commission and donors.

Human Resources (financial aspects)

- Oversee the management and administration of the NEST pension system adhering to all legal requirements and time scales, and according to the HR policies of BRAC UK
- Prepare the monthly payroll summary report for approval by the CEO and for processing by BRAC UK's outsourced payroll provider

Governance

- Ensure that meetings of the Finance, Audit and Risk Committee meetings are efficiently organised, minuted and actions and decisions implemented in liaison with the Committee Chair and CEO
- Ensure compliance with Charity Commission and Company House regulations and advisory guidance in particular in relation to reporting of serious incidents of a financial nature

Office Management

- Ensure that BRAC UK's office current and future accommodation needs are met through identifying new premises as and when needed
- Oversee the liaison with the office landlord in relation to maintenance of the office premises and facilities
- Ensure that the office facilities, IT service contracts, printing and copying, heating and lighting remain fit for purpose and provide a conducive working environment

- Oversee the provision of IT services to the BRAC UK office and staff by our IT service provider

Contracts and Legal

Contracts

- Review any donor contract from a financial, legal and risk perspective to ensure that BRAC UK fully understands the financial, contractual and legal obligations and requirements under the contract before it is signed. Seek external legal advice and contractual review where risk levels are higher, in particular from BRAC UK's legal service providers
- Ensure all supplier contracts are maintained and regularly reviewed for value for money, service standards, fit with BRAC UK's needs and regulatory compliance.

Legal

- Maintain contracts and relationships with external advisors including legal, IT and audit to ensure advisory services are available as and when needed
- Oversee the management of contracts with external advisors

General Administration

- Undertake such other duties and responsibilities as the Chief Executive may from time to time request
- BRAC UK is a small team and all staff are occasionally called upon to support the work of others.

People Development

- Ensure team members are appropriately trained, supported and have access to resources regarding issues that are identified and actioned in accordance with the safeguarding policy and procedure.

JOB REQUIREMENTS (Education, Experience and Competencies)

Education

- Recognised Professional Qualification in Finance and Accounting such as Certified Accountant (ACCA) or Chartered Accountants of ICAEW (Institute of Chartered Accountants in England and Wales) or Chartered Management Accountants (CIMA) UK.

Experience

Previous / current experience in:

- Experience at a senior level in financial management
- Experienced in project budgeting and financial reporting with experience in a leadership role
- Managing teams of culturally diverse employees, capacity building and training finance staff
- Maintaining complex accounting and finance system, including reporting, budgeting, audit

Competencies

- Strong understanding and experience with managing the finance for donor funded contracts in international development – especially FCDO, Foundations and other bi-lateral donors
- Understanding and experience commercial contracts and especially financial aspects and risks with these contracts
- Strong experience and knowledge of charity accounting and SORP
- Experience on leading organisational statutory audits
- Highly organised and an ability to support multiple stakeholders across BRAC, partners and funders with accurate financial data and analysis
- Ability to work effectively across cultures and with stakeholders at a range of levels in BRAC and partner/donor organisations
- Experience and ability to develop policy

<p>and compliance</p> <ul style="list-style-type: none"> Organisational finance, management accounts and reporting to a board 	<p>documentation in finance and administration and understanding of effective strategies to ensure that the policies are implemented</p> <ul style="list-style-type: none"> Ability to travel to Africa and Asia on a regular basis An effective communicator and ability to communicate complex financial data to stakeholders including trustees, staff and partners across the world Strategic thinking and ability to develop organisational business models and plans Ability to work effectively with senior colleagues across a global organisation, with limited in person interaction
<p>MAJOR CHALLENGES</p>	
<ul style="list-style-type: none"> Need to work under time pressure to ensure all deadlines are met. Working with diversified stakeholders and beneficiaries. Remote working with BRAC teams spread across various parts of the world. Different regulatory systems, taxation policies in diversified country contexts. 	
<p>KEY PERFORMANCE INDICATORS</p>	
<ul style="list-style-type: none"> Effective running of BRAC UK Finance and administration, ensure all reporting and regulatory activities are conducted without exception Financial planning undertaken to support the achievement of BRAC UK's strategic goals Effective preparation of audited accounts, long term forecast of BRAC UK cash flow to proactively arrange funds for smooth running of operations Delivery of annual budget and ensure actual performance is in line with budget targets Ensure capacity enhancement by completing staff performance reviews and development plans 	

Equal Opportunity Policy

BRAC UK has an equal opportunity policy and implements a programme of positive action to make this policy fully effective by ensuring that no job applicant or employee receives less favourable treatment on the grounds of age, colour, culture, disability, ethnicity, gender, HIV status, marital status, nationality, religion or sexual orientation. The principle applies to recruitment, pay, terms and conditions of employment, promotion, training, career opportunities and service delivery.

Terms

The position is permanent. It is subject to six month probationary period. The working week is 35 hours based in our office in Southwark. We are currently trialling a hybrid home office working arrangement where staff are required to attend the office a minimum of twice per week.

Salary and pension

The salary for this post is £60,000. Salary increases are considered annually although the organisation is under no obligation to increase salaries year on year. New employees are eligible to join the NEST pension scheme, to which the company makes a matched contribution of up to 6% of salary per annum.

Holidays

Leave entitlement is at the rate of 25 days per annum pro rata in addition to the statutory holidays, increasing by 1 day per year (after one full calendar years' service), to a maximum of 30 days.

Your Privacy

As part of any recruitment process, BRAC UK collects and processes personal data relating to job applicants. BRAC UK is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the GDPR (General Data Protection Regulations). Please see our [applicant privacy notice](#) for more information.

Location

This post will be located at BRAC UK office in Southwark. Our office is a short walk from Waterloo Station.

Safeguarding

BRAC UK takes its safeguarding responsibilities seriously, and has a range of policies to support effective training and reporting to protect people, particularly children, at risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with BRAC UK.

Next steps

Candidates must have existing eligibility to work in the UK and this will be verified prior to interview. Please do not apply unless you can demonstrate this eligibility.

Send your CV and a covering letter outlining how you meet the requirements of the role in no more than 2 pages to recruitment@bracuk.net (mark 'Finance and Operations Director' in the subject line).

Please note only shortlisted candidates will be contacted. If you have not heard from us within 3 weeks of submitting your application then you have not been selected. Closing date is **Sunday 4th September**; however suitable applicants may be contacted and interviewed during the application period.