

New Position – AGI Head of Finance

About the Africa Governance Initiative

The Africa Governance Initiative (AGI) is a small, innovative charitable organisation, working for a future in which Africa's development is led by Africans, with governments that are capable of setting and achieving priorities that reflect the rising aspirations and expectations of their citizens. To achieve this vision, we provide practical advice and support to help African leaders to bridge the gap between their vision for a better future and the capacity of their governments to achieve it. We work with countries – currently Sierra Leone, Liberia and Rwanda, but with plans for growth – that are at turning points and where we have had an invitation from the Head of Government to provide capacity development support.

Job Summary

Founded by Tony Blair in 2008, AGI is a young, growing organisation, which currently has programmes in 5 African countries, and which is looking to grow into other African countries over the next 12-18 months. Our London headquarters sets the strategic direction and provides essential fundraising, financial and operational functions for the organisation as a whole.

Having just agreed AGI's 5 year strategy, now is an exciting time to develop the financial operations that will support our development and growth. We are looking for an outstanding individual with a creative and entrepreneurial attitude and proven experience in financial control and management to join our small and dynamic team in London.

The Head of Finance will be responsible for managing the day-to-day accounting and financial processes as well as providing strategic direction to the Chief Operating Officer (COO), CEO and Board. The Head of Finance will report directly to the COO and work closely with the CEO and Board in preparing the annual accounts, as well as with AGI's Africa-based staff. The Head of Finance will have access to administrative support on invoice processing, payments and posting onto the accounting system.

This is a new position within the organisation, and will be suited to an individual who is willing to develop this role to suit the organisation's needs. There will be scope for the right individual to grow with the position, and for the role to take on wider responsibilities for the operations and governance of the organisation, and/or to develop into a Director of Finance position in the years to come.

Main responsibilities

The Head of Finance will be responsible for:

- Providing sound financial advice to the Trustees, CEO and COO and acting as a leading interface between Management and Trustees on financial matters
- Providing external interface with banks, auditors, consultants and other charity finance specialists and liaising with all statutory authorities on all tax matters, including VAT, Corporation Tax, PAYE and National Insurance contributions
- Ensuring that all Charity Commission Guidelines in respect of financial management and controls are followed
- Ensuring appropriate financial controls and procedures are in place, at both the strategic and operational level; proactively reviewing and developing these as the organisation grows

- Preparing and presenting regular management accounts to the CEO and Board of Trustees; preparing the Annual statutory accounts
- Managing the process of annual budget preparation, and managing organisational cashflow
- Managing the system for financial reporting from field offices to London headquarters, and supporting the field offices in meeting all their finance requirements
- Ensuring that all financial reporting obligations are met in relation to funder requirements, and providing financial input for funding applications
- Line managing and over time developing a small financial support team

There is also scope for the role to take on responsibility for the non-financial aspects of AGI's governance (e.g. employment law, contracts, Charity Commission reporting, Bribery Act compliance, internal audit etc).

Person Specification

- Qualified Accountant (ACA, ACCA or CIMA) with a minimum of 3-5 years post-qualification experience
- Clear understanding of risk, and an ability to monitor this effectively
- A self-starter, able to work with minimum supervision. Proactive, problem-solving, practical attitude and approach; willing to be hands-on
- An effective communicator with strong interpersonal skills, able to communicate complex information effectively across the organisation, and to build strong relationships remotely and across multiple geographies
- Strong analytical and report-writing skills
- Experience of staff management desirable
- High levels of personal drive and empathy with the charity's aims and values
- Experience in the charity sector useful but not essential; we welcome applications from all sectoral backgrounds

Job information and how to apply

We are looking for candidates to start 1 April 2012 and who can commit for at least two years in our central London office. The role will also involve occasional travel to Africa. Remuneration will be competitive within the charity sector and dependent on experience.

Applications should be submitted – in confidence – to :

Richard.cawthra@tb-agi.org or

Richard Cawthra
Tony Blair Governance Initiative
PO Box 60519
Paddington
London
W2 7JU

Closing Date for Receipt of Applications : **Friday 10th February 2012.** Interviews will be held February 2012

For more information on the Tony Blair Africa Governance Initiative you may wish to refer to www.africagovernance.org . For further information on our organization or the role, please contact Richard Cawthra – acting Head of Finance at the email address above.
