

Interim Head Finance Business Partnering

Duration:	Fixed Term 6-9 months
Salary:	£65,000 per annum pro rata
Job Level:	2
Hours:	35 hours per week. Other flexible arrangements will be considered
Disclosure Level:	Basic - This role involves no direct or indirect work with children
Reports to:	Director of Finance
Location:	Hybrid working. Office location 1 Westfield Avenue, London E20 1HZ

At the UK Committee for UNICEF (UNICEF UK), we pull together to achieve the best possible results for children in danger around the world. We believe in an inclusive workplace and in the power of fulfilled colleagues who share the same values and goals, enjoy their work and are motivated to do their utmost for children.

Our work is guided by the UN Convention of the Rights of the Child (UNCRC) and the Sustainable Development Goals (SDGs), which recognise the universality of children's rights.

ABOUT THE TEAM

The Finance Team incorporates a range of functions including Financial Control and Reporting, Donations Processing, Finance Business Partnering and Procurement. The Team is part of a wider Directorate, which includes the Legal and Information Teams.

The Finance Team contributes to Unicef UK's positive impact for children by working with the wider organisation to maximise the value of our supporters' donations and to safeguard our funds and assets.

ABOUT THE ROLE

This vital role for the organisation is currently vacant while the existing postholder takes Early Moment Leave.

The role provides a vital link between the Finance Team and the wider organisation.

Reporting to the Director of Finance, you will lead the team responsible for organisational financial planning and analysis, partnering with budget holders across the organisation and delivering vital and timely information and analysis to support key strategic decisions and the delivery of the strategic plan.

In addition, you will lead on financial reporting requirements to global UNICEF and will commercially appraise new ventures and business cases.

We are also currently undergoing an exciting transformation programme involving implementation of a new financial system (Unit 4), redesign of processes and controls, and improved reporting. You will be working closely with our project team to ensure the Financial Planning and Analysis (FP&A) deliverables are achieved. We expect the new system to go-live in July 2024.

What we will expect you to achieve

- Manage and develop a newly formed team, currently including a Senior Financial Analyst, Business Partner and Finance Partnering Officer.
- Work closely with our transformation project team to ensure the FP&A aspects of the transformation project are delivered.
- Directly partner with our Partnerships and Philanthropy, and other teams, providing analysis to help them maximise their income, identify cost savings and meet targets. You will be supported by the Finance Partnering Officer partner who you will coach and develop.
- Lead on delivery of the organisational budget and reforecasting exercises, ensuring the processes are as simple and efficient as possible and that your team partners with budget holders, providing support to meet relevant deadlines.
- Leading the production of financial performance reports for distribution to the Executive Team and Board of Trustees. This will involve working with the Head of Financial Control and your team to ensure variances to budget/forecast are understood.
- Maintain an early warning system that alerts senior management and budget holders of potential overspends and other key sensitive financial and commercial information.
- Responsible for organisational KPI reporting aligned to organisational strategy, working closely with the Strategy Team and operational leads to agree appropriate measures and indicators.
- Key contributor in the assessment and review of new ventures, partnership arrangements and business cases, to assess financial viability and provide technical advice e.g., VAT treatment, accounting treatment, ensure alignment with financial controls and processes.
- Preparation of key reports and analysis for various stakeholders, including Trustees, Senior management, budget holders and UNICEF.
- Keep up to date with external trends and best practice. Use networks and personal learning to help innovate and advance our work.
- Clearly and concisely present and explain the implications of financial analysis and reports to the organisation or stakeholders via the most appropriate communication tools.
- Demonstrate and model a commitment to our shared values, behaviours and inclusive practices (known as [Our Shared Commitment](#)) in all aspects of your work.

BEHAVIOURS, EXPERIENCE AND SKILLS

This section contains the essential behaviours, experience, knowledge and skills needed in order to be effective and successful in this role. All criteria in this section are essential.

Effective Behaviours

Analytical

- Analyses available information to make logical and sound judgments
- Questions assumptions and seeks further insight to inform decision making

Efficiency and effectiveness

- Manage conflicting priorities to ensure that objectives are achieved, and deadlines met
- Anticipates risks and puts plans in place to minimise their impact
- Suggests simplifications to overly complex ways of working to improve results

Good Management

- Encourages a supportive and positive working environment where questions/opinions can be expressed appropriately
- Monitors developing conflicts such as excessive demands on people and resources and proactively addresses them
- Delegates work appropriately, encouraging and empowering people to act on their initiative and make decisions within agreed parameters

Communication

- Anticipates and responds to the needs of an audience, adapting content, style, language and use of channel to deliver maximum clarity
- Conveys complex ideas using a variety of methods to engage an audience and win understanding and support

Collaboration

- Values diversity, respecting and drawing on colleagues' different perspectives, skills, experience and knowledge

Relevant experience

- Experience of working in Business Partner or FP&A role
- Evidence of managing and developing a high performing team

Specific knowledge and skills

- Strong commercial awareness
- Strong Excel and other data analysis tools
- Accounting standards and their application to charities (e.g. FRS 102/Charities SORP) advantageous.
- ACCA, ACA or CIMA qualified (or international equivalent).
- Experience with Unit 4 advantageous.