



## **Job Description: Head of Finance**

<b>Position:</b>	Head of Finance
<b>Salary:</b>	£40,000 per annum
<b>Hours:</b>	Full time, compressed or part time hours considered
<b>Location:</b>	Home based (UK, with minimum monthly travel)
<b>Contract:</b>	Permanent contract with a 6-month probationary period
<b>Reporting to:</b>	CEO
<b>Start Date:</b>	1st April 2025
<b>Application deadline:</b>	Application deadline is Friday 14th February 2025

Interviews will be held via video conference the week of the 24th February 2025

Kids Club Kampala is a UK charity with a Christian ethos that works to transform the lives of children in the slums of Kampala in Uganda. We help vulnerable kids in Uganda to survive and to thrive by providing for both their immediate needs and strengthening their futures through educating, feeding, protecting, and skilling. We work in partnership with our team in Uganda who passionately lead and implement our projects which are a life line to some of the most vulnerable children in the world. We are an ambitious and growing organisation, and this is an exciting time for a committed and passionate individual to join our friendly and supportive team.

The Head of Finance will be responsible for overseeing the finances at Kids Club Kampala. They will support the growth of the organisation through undertaking financial management, leading on financial reporting, and by providing strategic financial support to the CEO and the Board. The Head of Finance will be responsible for the day-to-day management of financial transactions and procedures, undertaking bookkeeping, budgeting, reporting, cash flow forecasting and foreign exchange hedging. They will be part of the Senior Leadership Team and work closely with the CEO to provide regular management account information, as well as acting



as the financial representative for Kids Club Kampala when dealing with trustees and external stakeholders. They will also work with and provide strategic financial support and training where needed to the Ugandan office finance counterparts.

## **Job Description**

### **Financial Management**

- Own the general ledger, reconciling transactions using Xero accounting software, and ensuring the accounts are accurate and up to date
- Track income and expenditure against budgets and work with the whole team to revise forecasts accordingly
- Monitor reserves and restricted funds, including tracking of grant funding, ensuring compliance with financial policies and controls
- Responsible for cash and treasury management including FX hedging
- Ensure tax compliance including the processing of gift aid claims
- Responsible for managing and reporting on UK office payroll
- Line management of the finance and administration officer

### **Financial Reporting**

- Lead on the preparation of year end accounts for independent examination, including working with auditors on any queries
- Create and present quarterly financial reports to the Board of Trustees and the Finance sub-committee
- Work with the Ugandan office team to ensure sound accountability of spending and where necessary provide financial support and training
- Provide regular management account updates for the CEO and wider team including cash flow position
- Production of pro forma cash flow and accounting reconciliations for the year

### **Strategic Finance and Business Strategy**

- Lead on the creation and development of annual budgets, work plans and cash flow forecasts, presenting to Trustees for approval
- Optimize financial exchange through strategic foreign exchange hedging
- Liaise with both colleagues in the UK and Uganda to create cash flow forecasts, monitoring spend and tracking progress against KPIs
- Regularly review and identify financial risks that could significantly impact upon the organisation and work with the rest of the team to ensure that appropriate steps are taken to manage and mitigate such risks
- As a key member of the Senior Leadership Team, provide strategic financial support and advice, where needed, to the CEO and the Board of Trustees.



## Person Specification

### Essential:

- Professional accountancy experience, ideally in a charity context
- Significant knowledge and experience of financial planning, budgeting and management reporting
- Experience of strengthening financial processes and systems and delivering process improvements
- Experience of producing statutory accounts, including audit and budget preparation
- Advanced MS Excel and/or Google sheets experience and skills, including importing data into accounting systems from third party sources
- Good communication skills including the ability to translate and explain financial information to non-finance colleagues and stakeholders
- Ability to think strategically, innovatively and creatively
- Good, independent judgment
- Ambitious, results and impact-focused
- Good organisational skills and attention to detail
- Ability to work as part of a team and independently, prioritizing your own workload
- Committed to understanding and supporting the vision, values and ethos of Kids Club Kampala

### Desirable:

- Experience using Xero accounting software
- Passion for making a difference for vulnerable children
- Thorough understanding of charity accounting and the charities SORP
- International development experience and knowledge
- Senior management experience in the public, private or voluntary sector

## Benefits

- 25 days of annual leave pro rata and additional 8 days of public holidays
- Flexible, remote working policies
- 5% pension contributions
- Time off for your birthday
- Flexible working hours
- Individual training and development plan / investment in your professional development
- Optional trip to Uganda after your first year of employment



- Monthly team meet ups
- Annual wellbeing day
- Christmas get together
- Annual training days
- Annual training budget

## **How to apply**

To apply, please email your CV along with a covering letter, detailing why you are applying for the job and how you meet the person specification to [info@kidsclubkampala.org](mailto:info@kidsclubkampala.org) before the closing date of Friday 14th February 2025. Interviews will be held via video conference the week of the 24th February 2025.

If you have any questions or need further information about the role, please feel free to reach out via email [info@kidsclubkampala.org](mailto:info@kidsclubkampala.org) or call us on **07971601154**.

## **Our Commitment to Diversity and Inclusion**

At Kids Club Kampala, we are committed to building an inclusive organisation where diversity is celebrated, and everyone feels they belong. We actively encourage applications from people of all backgrounds, particularly those from underrepresented groups. Please note, you must be eligible to work in the UK to apply for this position.