

## Job description

### Group Finance Manager

**Accountable to:** Executive Committee and Board of Trustees  
**Working closely with:** Director of Operations, Operations Manager and Project Managers

**Based:** Kenya, Mozambique, Namibia, South Africa or Zambia

Conserve Global (Conserve) is a registered charity in England and Wales in 2021, with **Charity Number 1195017**. It is also a company limited by guarantee registered in England and Wales in 2020, with **Company Number 12705139**. Conserve's vision is an Africa where wilderness and its constituent biodiversity are effectively secured and recognised as a valuable public good by fulfilling its potential to provide enduring benefits to humanity. To do this, Conserve builds the capacity of local institutions to ensure highly effective long-term management of concession areas and community conservancies. We aim to demonstrate the significant value of conservation as a sustainable land use in rural areas. Conserve is governed by a Board of Trustees that delegates authority to an Executive Committee that is responsible for overseeing the charity's day-to-day management and operations. The Executive Committee comprises the following executives: Director of Strategy, Director of Operations, Director of Impact, Director of Innovative Finance and the Director of Global Fundraising.

## Role Purpose

Conserve seeks an experienced **Group Finance Manager** to provide effective financial and administrative control and management to ensure the charity achieves its strategic objectives and plans. The Group Finance Manager role will be instrumental in maintaining the charity's fiscal health, developing and executing the charity's significant growth plans, supporting income generation, and managing financial risks. The Group Finance Manager will be part of the Executive Committee and will liaise with the Director of Operations on day-to-day financial matters and will provide consistent, expert financial and administrative guidance to the Executive Committee and the Board of Trustees. This role includes overseeing an effective financial management service for the charity, its subsidiaries, and affiliated entities, ensuring financial practices align with short-term operational needs and long-term sustainability goals. Additionally, the Group Finance Manager will serve as the primary interface between management and trustees on all financial matters, ensuring transparency, accuracy, and consistency in financial reporting and decision-making.

The Group Finance Manager will also provide strategic financial direction and oversight to our projects, ensuring robust financial management and proactive financial planning, and support. In addition to managing financial operations, the Group Finance Manager will oversee key administrative functions, oversee donor funds and related reporting, ensure compliance with UK and relevant international financial regulations, and implement systems that promote transparency and accountability across the entire charity's structure.

## Key Responsibilities:

The Group Finance Manager's responsibilities will include but are not limited to:

### Support to the charity, subsidiaries and affiliates

- Provide proactive strategic guidance, leadership, and financial management for the charity, its subsidiaries, and affiliates, advising the Executive Committee, the Board of Trustees of the Conserve, and the Boards of subsidiaries and affiliates on financial and administrative matters.
- Develop and implement financial strategies to support Conserve's goals, ensuring the charity and subsidiaries and affiliates' funds deliver the most positive impact.
- Lead the planning, development, and monitoring of budgets for the charity, its subsidiaries, and affiliates, ensuring alignment with its financial ambition, goals, and strategic priorities.
- Oversee the charity's, its subsidiaries, and affiliates' financial resources in accordance with the policies set by Conserve's Board of Trustees and meeting all regulatory requirements at all times.
- Structure, resource, and supervise any finance and administrative staff for the charity, and through respective Project Managers for its subsidiaries and affiliates.
- Identify and manage key financial risks, ensuring robust controls and mitigation strategies are in place for the charity, subsidiaries, and affiliates.
- Oversee the finance functions for various subsidiaries and affiliated entities, including, but not limited to, Conserve Global Cameroon, Conserve Management Ltd (CML), Conservation Impact Company Ltd, Kunene Conservation, Maputo Conservation Company Lda, Rift Valley Conservation Ltd and Tondwa Conservation Ltd.

### Control and compliance

- Ensure that appropriate financial policies and procedures exist and are adhered to at the Charity and subsidiaries and affiliates.
- Monitor changes to accounting practices to ensure that Conserve, its subsidiaries, and affiliates are prepared and adhere to such changes.
- Develop the financial control and compliance framework and contribute to the risk register and risk management work, offering guidance and advice.
- Ensure that the charity and its subsidiaries/affiliates maintain accurate and up-to-date financial records, with financial reports prepared in a timely manner and distributed as needed.
- Oversee the preparation of annual financial statements, ensuring they meet all relevant regulatory standards, and the consolidation of annual financial statements under the charity.
- Liaise with the Executive Committee and the Board of Trustees for the charity, subsidiaries, and affiliates to manage the appointment of external auditors and coordinate audits throughout the year. This includes drafting the annual financial statements, responding to the auditors' management letter, and preparing necessary representation letters for auditors and trustees.
- Oversee the completion of annual returns – insurance renewals, bank KYC and Enhanced Due Diligence.
- Support the Director of Operations, Executive Committee, and Board of Trustees for the charity, subsidiaries, and affiliates in maintaining overall responsibility for compliance with regulatory requirements, including those related to HMRC, Charity Law, Companies House, PAYE, VAT, Intellectual Property, UK General Data Protection Regulations, the Anti-Bribery Act, Anti-Money Laundering, pension legislation, and international regulations.

- Ensure that financial systems are secure, efficient, based on appropriate technology, and have strong internal control systems in place.
- Ensure that all revenue, employment costs, supplier purchases, and invoices are properly documented and controlled.

### **Organisational and Financial Planning**

- Develop and oversee the delivery of a funding and finance strategy with the Executive Committee and the Board of Trustees that supports the allocation of resources to deliver our strategy, drives sustainability and supports investment in growth and innovation to ensure we are fit for the future.
- Prepare multi-year strategic financial plans, an annual financial budget, and cash flow projections.
- Collaborate with the Operations Manager, Director of Operations, and respective Project Managers in developing project budgets.
- Report to and advise the Executive Committee and Board of Trustees on long-term financial forecasting and business planning.
- Set clear timetables and develop tools to enable budget holders to formulate budgets and forecasts.
- Compare actual figures against the budget and identify variances.
- Compile forecasts and estimates and implement cost control measures.
- Provide management information and KPIs to monitor financial performance.

### **Management of creditors and debtors**

- Generate and distribute invoices to debtors as required.
- Review and authorise on invoices.
- Manage amounts owed to creditors, ensuring timely payments.

- Review and manage supplier agreements to optimise costs and ensure adherence to contractual terms.

### **Cash book management**

- Oversee cash resources through Project Managers, ensuring safe returns on excess cash balances.
- Develop and implement foreign currencies risk management strategy.

### **Liaison with Auditors and Tax Consultants**

- Manage income tax payments and VAT reconciliations.
- Coordinate with the Director of Operations and the Executive Committee to arrange for internal audits conducted by internal or external personnel at appropriate intervals to safeguard financial operations.
- Assist tax consultants with income tax submissions.
- Coordinate project level audits and respective consolidation of project annual financial statements to the charity.
- Prepare for year-end accounts audits and respond to audit queries.
- Identify and correct audit issues, while designing and maintaining internal audit controls.
- Ensure all necessary documentation and reports for audits are prepared and submitted in a timely manner
- Address any findings or recommendations from auditors to enhance financial management practices.

### **Banking and Treasury**

- Manage relationships with the charity's bankers, ensuring sufficient short, medium, and long-term financing arrangements are in place.

- Monitor the charity's compliance with banking covenants to maintain sound financial standing.

### **People Management**

- Coordinate pay, pensions, and benefits of core charity staff.
- Ensure adequate payroll management systems are in place, complying with relevant legislation, and oversee payroll preparation.
- Supervise the charity's pension obligations, ensuring compliance and effective management.
- Provide training and development opportunities for finance and other staff, ensuring colleagues are equipped to fulfill their roles effectively.
- Manage the recruitment, allocation, and supervision of all finance staff, including setting clear objectives, conducting regular reviews, and fostering professional development.

### **Resource and Asset Management**

- Ensure fixed asset registers are maintained at all projects.
- Control inventory value levels and coordinate physical inventory counts with variance reporting.

### **Reserves and Investments Management**

- In coordination with the Board Treasurer, create and maintain clear policies for reserves and investments that outline objectives, levels, and usage.
- Regularly monitor reserve and investment levels, providing detailed reports to the Board of Trustees and the Executive Committee on their status and performance.
- Evaluate financial risks related to both reserves and investments, recommending adjustments as necessary to mitigate potential impacts.

- Manage any of the charity's investment portfolio, including asset allocation, diversification strategies, and alignment with the charity's mission.
- Ensure that both reserves and investments are managed in accordance with regulatory requirements and the charity's policies.
- Communicate relevant information regarding reserves and investment strategies to donors and stakeholders, ensuring transparency and alignment with organisational goals.

### **Financial Reporting**

- Collaborate with the Director of Strategy and other members of the Executive Committee to contribute to the charity's annual report, which includes financial reporting and performance.
- Ensure prompt financial reporting to donors as per respective grant agreements and contracts.
- Conduct regular analyses comparing budgeted figures to actual financial performance.
- Prepare variance reports that explain significant differences and provide insights into operational efficiency and effectiveness.
- Provide quarterly financial updates to the Executive Committee and Board of Trustees, summarising key financial metrics, trends, and forecasts.
- Establish a system for internal reporting that keeps the Executive Committee, and the Board of Trustees informed about financial performance, cash flow, and funding status.
- Engage with stakeholders, including donors, beneficiaries, and partners, to present financial reports and discuss the impact of funding.
- Collect feedback from donors and other stakeholders regarding financial reports and communications.

## Person Specification

### *Essential*

- Commitment to Conserve's mission and values.
- Fully qualified Accountant (FCA, ACA, CIMA, and CACCA) with MBA.
- Minimum of 10 years management experience in an INGO environment, of which 5 years at a management level within the finance department of an international organisation.
- Strong planning, budgeting, and cash management skills.
- Prior experience in providing financial analysis and insight to guide executives and board decision-making.
- Excellent communication skills with exceptional interpersonal and leadership skills; and effective report writing and presentation skills
- Ability to balance priorities and work well under pressure to achieve deadlines.
- Ability to demonstrate leadership and vision in managing staff groups, and able to manage specialist and professional staff effectively.
- A collaborative, supportive and inclusive management style.
- Experience of complex grants and legal contracts.
- Experience of working in an international environment with people from many cultures and backgrounds.

### *Desirable*

- Experience of developing long-term financial and funding plans.
- Demonstrable commercial acumen.
- Sound understanding of compliance requirements of key donors (USAID, DFID, Sida, EU, UN agencies etc.).
- Experience of dealing with unrestricted/private fundraising income.

## How to apply:

Please send your CV and cover letter to the Director of Operations at [matt@conserveglobal.org](mailto:matt@conserveglobal.org)

### Timeline

Application deadline: 25<sup>th</sup> October 2024

Shortlisting: 2<sup>nd</sup> November 2024

1st stage interviews: week of 11<sup>th</sup> November 2024

2nd stage interviews & offer: 23<sup>rd</sup> November 2024

Please note that these dates are only indicative at this stage and could be subject to change. We will try and offer as much flexibility as we can, but it may not be possible. Therefore, you are asked to note the above timetable, exercising flexibility through the recruitment and selection process.