

**JOB DESCRIPTION**

AMNESTY INTERNATIONAL INTERNATIONAL SECRETARIAT (AIIS)

JOB TITLE: Head of Finance Operations**DEPARTMENT:** Finance**JOB PURPOSE:**

To lead the Central Finance team of the International Secretariat of Amnesty International ("the Secretariat"), including the financial accounting, payroll, financial governance, finance systems, treasury and accounts payable functions.

DEPARTMENT PURPOSE:

The Finance department oversees a £95 million budget of the Secretariat and reports on the c€330m of the wider Amnesty International movement budget for human rights work across the world. The finance department consists of two teams:

- 1) Central Finance – Responsible for financial accounting, payroll, governance, finance systems, treasury, accounts payable, procurement and statutory reporting
- 2) International Finance – Responsible for the consolidated financial information of the Secretariat and its 70 global partners to ensure effective planning, control and monitoring of global income and review of global resource allocation; financial information and analysis of the programmes of work undertaken by the Secretariat

The IS Finance department ensures accountability of funds donated and granted to Amnesty International, from effective resource allocation, to reporting to donors on project spend, to assisting in global income growth. We have a responsibility to maximise the effectiveness of our funding to further the cause of improving human rights globally.

ORGANISATION PURPOSE:

The Secretariat operates from 16 sites around the world, and gathers and communicates accurate and action-oriented human rights information globally. We campaign for meaningful human rights change; enable effective human rights activism and work to persuade governments and other actors to uphold universal human rights standards. We provide strategic leadership, support and advice to the Amnesty International movement globally, fostering Amnesty's contribution, presence and public accountability throughout the world.





WORKING RELATIONSHIPS:

Reporting to: Chief Finance Officer

Posts that this job manages: Financial Accounting Manager, Procurement Manager and Systems Accountant. This post has three indirect reports in the Financial Accounting team. Dotted line management of Finance and Office Managers at Regional Offices.

Other key relationships: Staff in the Johannesburg Finance Services Unit ("FSU"), managers in the CFO Directorate, Regional Office finance staff, International Treasurer, Finance and Audit Committee, Amnesty International Charity Board, external auditors, banks, tax authorities, foreign exchange providers, systems suppliers

USEFUL INFORMATION:

Location: International Secretariat, London



**MAIN RESPONSIBILITIES:**

Recruitment, training, development and motivation of suitably qualified staff to enable the Central Finance Team to deliver on its agreed objectives

Financial Accounting and Control

- Oversee delivery of the annual financial statements and the relationship with the auditors
- Ensure that all other statutory obligations of the organisation are fulfilled including those for Amnesty International Charity, corporation tax and VAT filings
- Embed effective financial control environment
- Ensure effective risk management across the Secretariat including reporting of risk management/mitigation to senior leadership and governance bodies
- Lead the development and delivery of the fraud mitigation strategy
- Ensure the balance sheets are reconciled and reviewed on a timely basis in order to report an accurate financial position
- To ensure adaption or adoption of new processes to align with functionality of Microsoft Dynamics 365

Governance

- Develop and maintain finance policies and processes to ensure control over expenditure, reserves and treasury
- Managers and staff are informed of current and new financial policies and procedures and supplied with the necessary support including structured training programmes to enable compliance.
- Lead the development and implementation of systems and processes to enhance the efficiency of the Finance function, in particular MS Dynamics 365
- Oversee the development and management of the Finance department's own activity budget and ensure accurate and timely forecasting
- Support the Regional Offices with implementation of financial control and process recommendations

Treasury

- Manage and develop an effective Treasury function, including currency hedging and cash flow forecasting
- Maintain effective working relationships with external service providers, particularly, bankers and other financial institutions

Regional and Overseas Offices

- Maintain effective relationships with finance colleagues at Regional Offices and Overseas Offices
- Ensure that policies, processes and systems are effectively implemented at all Regional Offices and compliance is periodically monitored

Accounts Payable

- Oversee an effective accounts payable function, primarily dealing with supplier payments
- Work with the Regional Director and Finance & Office Manager for the Regional Office to complete and embed the Financial Services Unit expansion project
- Ensure excellent customer service provided by the Accounts Payable function and targets in the Accounts Payable Service Level Agreement are met

Payroll

- Ensure timely, accurate and efficient processing of payroll
- Lead and maintain excellent working relationships with the People & Organisation Development (Human Resources) team

Systems

- Ensure that all finance systems deliver required functionality to support organisational needs





- Maintain effective working relationships with external finance systems service providers and ensure supplier performance and value for money is optimized
- Finance Lead for the Business Systems Implementation Project (migration of the current finance and procure to pay systems to Dynamics Finance and Operations).

MAIN RESPONSIBILITIES (CONT):

Other

- Support the delivery of organisational cost savings and lead the related cross-functional working group for travel and events
- Support the CFO and head of international finance with other projects as required

WHAT DOES SUCCESS LOOK LIKE IN THIS JOB?

- The systems and processes in the Central Finance team are optimised to enable the team to work to maximum efficiency and effectiveness and deliver excellent customer service
- Statutory reports are timely and accurate, with minimal audit issues or management letter points raised
- Expenditure is controlled and authorised in UK and regional offices in accordance with our governance rules
- Cash resources are managed effectively to ensure the continuing financial viability the Secretariat and foreign currency exposure is minimised
- Fraud risk is minimised across the organisation



**SKILLS AND EXPERIENCE:****Knowledge and experience**

- CCAB qualified with supporting professional training
- Team leadership, including planning, delegation, review, coaching, performance improvement and team building
- Strong financial accounting and control experience, including development and implementation of organization-wide financial policies and experience of managing the production of statutory accounts
- Experience in working in an international organisation (preferred)
- Experience of problem solving in a finance context with the ability to identify barriers to success and, alternative approaches
- Treasury experience or detailed understanding, including foreign exchange risk management
- Experience in effective communication to senior management including presentation of financial information to Boards or similar
- Experience in project management including liaison with senior stakeholders
- Fluent in written and spoken English. Competency in other languages advantageous
- Systems experience:
 - Excel: intermediate - essential, advanced - desirable
 - Dynamics 365 (preferred)

Working style and personal attributes

- Ability to motivate, coach and inspire staff to deliver excellent results and achieve the team's vision
- Excellent communication and influencing skills with people of different teams, seniority and countries
- Personally credible, with a professional demeanor that generates trust and confidence
- Collaborative and supportive of colleagues and the ability to be assertive when appropriate to people at all levels
- Conducts themselves professionally in terms of dealing with peers and management
- Effective project and time management skills, Able to prioritise, track and organize own work and work of team effectively
- Takes the initiative to improve the status quo, and open minded to suggestions of new and improved ways of working
- Values accuracy and attention to detail but delivers to agreed deadlines
- Ability to identify and apply opportunities for own learning and development.
- Able to work in a manner that is consistent with the organisation's core behaviours and competencies

EQUALITY STATEMENT

Equality and diversity is at the core of our values and staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

CONFLICT OF INTEREST

Public or other activity, affiliation to or support for any group or organization, personal association or other factor which may generate a real or perceived conflict of interest with Amnesty International's principles (specifically independence and impartiality), or raise a security concern, or otherwise prevent the candidate from carrying out key functions of the specific post and would therefore disqualify the candidate from being appointed.

Updated by: Rohan Hewavisenti Date agreed: May 2022

