

Head of Finance and Governance

United Nations Association – UK (UNA-UK)



About UNA-UK

UNA-UK is the UK's leading source of independent analysis on the UN and a vibrant grassroots movement campaigning for a safer, fairer and more sustainable world. Founded in 1945 – the same year as the UN – the organisation has a proud record of influencing decision-makers and mobilising civil society in support of UN ideals, and of promoting critical thinking on, and better understanding of, international affairs and institutions.

UNA-UK is a small but high-profile membership-based charity with members and supporters across the UK, some of whom have formed autonomous, volunteer-run local groups organised into branches, regions and nations. Whilst we are completely independent from the UN, we benefit from strong links with key individuals and organisations within the UN, as well as with the UK government and Parliament, civil society organisations, diplomatic missions and the media. We also play a leading role within the World Federation of UN Associations.

About the post

UNA-UK is looking for an outstanding Head of Finance and Governance with excellent finance skills, knowledge of voluntary sector and of governance issues more widely, including legal and regulatory. The role will encompass tasks such as basic accounting functions and premises management, as well as high-level financial oversight and support for the Executive Director, Board and sub-committees.

As UNA-UK and The UNA Trust have recently merged to form a new charitable company, United Nations Association - UK (UNA-UK), the postholder will also be responsible for managing any remaining business of The UNA Trust. UNA-UK's finance and governance functions have been exceptionally well managed in recent years with significant improvements in systems, budgeting, monitoring and accountability. An experienced finance professional is now needed to continue the delivery of high-quality finance and governance functions. The postholder will be expected to have a 'hands on' approach and be willing to undertake the full range of tasks in relevant areas.

The post is full-time (35 hours per week, excluding lunch hours). Working hours are flexible and up to one day per week home working may be possible. The postholder must be willing to work occasional evenings and weekends, with resultant time off in lieu, as some meetings are scheduled outside standard working hours.

Annual salary, including London weighting, will be in the range of £40-45k dependent on experience, plus 7% employer pension contribution.

As part of a small, dynamic team, the postholder will report to the Executive Director, and will work from UNA-UK's offices at 3 Whitehall Court, London SW1A 2EL.

To apply

Please read the job description and person specification below before completing the UNA-UK job application form (available from www.una.org.uk). We encourage applicants to complete our equal opportunities monitoring form.

Completed forms should be sent to Hayley Richardson on richardson@una.org.uk by noon on **2 January 2013**. First-round interviews have been scheduled for 10 and 11 January. Second interviews will be held on 15 January. We regret that due to the volume of applications we receive, only shortlisted candidates will be contacted and feedback can only be provided to those who are interviewed.

Key objectives

- To lead and deliver the financial management functions of UNA-UK
- To lead and deliver the governance functions of UNA-UK
- To manage the administrative and facilities management functions of UNA-UK
- To advise the Executive Director, UNA-UK Board of Directors and its subcommittees in the development, delivery and monitoring of financial, administrative and governance issues
- To maintain and develop UNA-UK's financial and governance reporting systems
- To provide finance and governance expertise in the development and implementation of externally funded work, including reporting to donors.

Main responsibilities

Finance and governance

- To ensure all UNA-UK's financial affairs are maintained and managed in a timely and accurate manner in accordance with current good practice e.g. processing all banking and payment transactions, payroll, tenant and other invoicing, grant record keeping, preparing for audits, etc.
- To undertake all aspects of financial management and control, including budgeting, reporting and producing management accounts and annual statutory accounts in accordance with SORP and legal requirements
- To provide financial management reports and support to UNA-UK's Board of Directors, Audit Committee and Management and Finance Committee, and serve as the Company Secretary
- To contribute to the strategic development of UNA-UK as appropriate
- To contribute to the development, management and administration of UNA-UK's income generation activities
- To handle all correspondence with UNA-UK's nations, regions and branches on governance and financial matters
- To be responsible for the production of Board and Committee papers
- To be responsible for liaising with:
 - Auditors, bankers, insurers, investment managers and legal advisers
 - HMRC
 - The Charity Commission and Companies House
 - Executors of estates leaving legacies to UNA-UK

Operational effectiveness

- To provide legal and management services relating to the premises at 3 Whitehall Court, including dealing with:
 - Tenants
 - Westminster City Council

- Whitehall Court management and the superior landlord
 - External contractors and outsourced service providers
- To ensure that UNA-UK is compliant with health and safety regulations
- To ensure the efficient management of UNA-UK's IT equipment and systems
- To undertake regular reviews of the efficiency, cost-effectiveness and environmental impact of office and management systems

Human resources

- To administer UNA-UK's human resources function, and to keep personnel files and HR policies up to date

Relationships

- To report to the Executive Director
- To work closely with the Chairs of the Management and Finance Committee and Audit Committee
- To act as the line manager of the Administration and Policy Support Officer
- To provide financial support to devolved budget holders
- To provide mentoring to develop the finance and governance capabilities of UNA-UK staff

Person specification

Experience	Essential	Desirable
At least seven years of relevant professional experience in more than one setting. Experience is required in accountancy and in (ideally more than) one of the following: law, voluntary or public sector management, administrative functions, premises management, company secretarial experience	X	
Production of financial statements to meet SORP and other legal requirements; and good knowledge of the implementation of a full cost recovery system	X	
Hands on experience at all levels of financial management	X	
Drafting external service contracts	X	
Servicing and supporting governance committees	X	
Knowledge of audit processes	X	
Human resources management	X	
Drafting constitutional, procedural or other governance documents (Articles of Association, Rules etc.)		X
Acting as the Company Secretary of a limited company		X
Charity management reporting experience		X
Skills & knowledge	Essential	Desirable
Excellent knowledge of SAGE accountancy package and development of automated SAGE management accounts	X	
Excellent experience of preparing statutory accounts to SORP requirements and direct experience of year end audit processes	X	
Knowledge of company law and statutory regulations	X	
Excellent written and oral communications skills	X	
High degree of computer literacy and familiarity with data and information systems software & hardware	X	
Good project-management skills		X
Knowledge of charity law and voluntary sector regulations		X
Relevant accountancy qualification		X
Understanding of international affairs and the United Nations		X
Personal Attributes	Essential	Desirable
High level of attention to detail	X	
Ability to prioritise, multi-task and work under pressure	X	
Ability to work successfully with minimal supervision	X	
Highly committed to team working and supporting colleagues, including the ability to manage staff and mentor colleagues	X	
Ability to use tact and discretion, and to operate sensitively and confidently	X	
Willingness and ability to work outside standard working hours on occasion	X	
Sympathy with the aims and ideals of the United Nations, including a commitment to equality and diversity		X
Strong interest in working in the not-for-profit sector		X