

**Director of Finance and Operations**  
August 2024

## Background

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Saferworld is an independent international organisation working in partnership to prevent violent conflict and build safer lives. We work in solidarity with people affected by conflict to improve their safety and sense of security and we conduct wider research and analysis to contribute to local, national and international policies and practices that help foster lasting peace. Our priority is people – we believe in a world where everyone can lead peaceful, fulfilling lives free from fear and insecurity. We operate on a not-for-profit basis with partners in Africa, Asia and the Middle East and policy centres in Beijing, Brussels, London and Washington DC. Saferworld is registered separately in Belgium, the USA and China as strategically aligned affiliate organisations.

We are seeking an exceptional individual to fill the role of Director of Finance and Operations. This is a pivotal position within our organisation, offering the unique opportunity to shape and drive the financial and operational strategies that will propel our peacebuilding and partnership efforts forward over the next several years to deliver on its 2021-2031 strategy.

As the Director of Finance and Operations, you will guide the development and implementation of our financial plans and operational initiatives. The post holder will model and ensure the embedding a business partnering approach, to support a working environment and internal operating systems that deliver for our programme and our partners. You will join a dynamic senior leadership team that fosters collaboration, innovation, and excellence in all aspects of our work.

We are looking for a visionary leader with a proven track record of strategic financial management, business partnering experience and a passion for making a positive impact in the world. The ideal candidate will possess strong interpersonal skills, a commitment to building effective relationships with stakeholders at all levels and across a range of contexts, a keen eye for detail, a strategic mindset, and a desire to drive meaningful change

Saferworld is committed to providing a safe trusted environment that safeguards our staff, partners and communities. Our organisational integrity is derived from the values and principles that underpin and guide our work.





## The role

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### Job title

Director of Finance and Operations

### Location

London, Nairobi, Kampala, Bishkek or other locations where Saferworld has a presence may be considered. National T&Cs will be offered and the right to work in that specific country will be required.

### Reporting to

Chief Executive Officer (CEO)

### Management responsibility

Up to seven direct reports (the exact structure of the portfolio will be shaped by the successful candidate)

### Type of position

National

### Grade and salary

Salary commensurate with seniority of the post. Based on the location of the applicant, the National Salary structures of the corresponding country will apply

### Contract terms and hours

Open contract. Full-time 37.5 hours/week

## Job purpose

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As a key member of Saferworld's senior leadership team, the Director of Finance and Operations will be instrumental in helping to shape the organisation's strategic direction. The role will strive to ensure financial sustainability, and the embedding of a business partnering approach to achieve Saferworld's mission. This post-holder will provide strategic guidance and hands-on oversight of all critical financial and contractual aspects of our operations, and lead other key organisational functions, such as security and IT systems, enhancing resource management efficiency and organisational effectiveness.

The Director will assess and optimise business processes and controls ensuring they are rooted in our strategy, identify and mitigate risks, and foster a culture of continuous improvement and sustainability.

# Roles and responsibilities

## Strategic planning and cross-organisational cohesion and learning

- Collaborate with Saferworld's Senior Management Team to shape long-term organisational strategy and support the CEO in guiding the organisation, especially on finance management.
- Lead or contribute to cross-cutting organisational development projects as delegated by the CEO.
- Spearhead organisational strategies and plans encompassing finance, operations, security, IT and risk management.
- Assist in formulating and implementing Saferworld's strategic and annual business plans related to financial management and financial sustainability.
- Overseeing the development and implementation of annual business plans related to operations, governance, security and IT
- Offer expert financial advice and analysis to aid management teams in strategic decision-making, ensuring performance and key trends are effectively communicated to stakeholders, including the CEO and

Senior Managers; and the Board of Trustees and the Finance and Audit Committee.

- Assist the Fundraising Team in the development of financial aspects of competitive fundraising activities and work with funding and programme teams to develop the skills necessary to deliver quality submissions including those of a commercial nature.
- Support the CEO in risk management and embed a culture of risk management within the organisation: oversee the implementation of relevant policies and procedures, manage and monitor the organisational risk register and produce appropriate analysis for numerous stakeholders

## Organisational leadership

- Working with relevant committee chairs to ensure the smooth running of the Finance and Audit, and Risk and Security Board Committees with active contribution to the Board meetings.
- Actively participate in Saferworld's Senior Management Teams leading and contributing to organisational discussions and decision-making.

- Help to identify and address leadership and management challenges and opportunities, especially as they relate to finance and operations, and working with management teams across Saferworld to address them.
- Foster organisational coherence around finance and operations and develop systems and policies aligned with Saferworld's values and our organisational strategy.
- Lead by example, embodying leadership behaviours and processes consistent with Saferworld's values.
- Embody a business partnering approach in the work and ensure this is centred in the approach of their team.
- Represent the Senior Management Team on relevant internal staff bodies.
- Uphold high standards of governance, ensuring compliance with relevant regulations, policies and ethical standards; monitor and evaluate governance performance, identifying areas for improvement and implementing corrective actions as necessary.
- Provide guidance and support on governance matters, facilitating transparency, accountability and ethical decision-making; stay abreast of regulatory developments and changes in governance frameworks, ensuring compliance and adherence to relevant standards.

## Financial management performance

- Provide overall leadership to Saferworld's finance division: ensure finance systems and analyses are understood and aligned with all areas of Saferworld's work and are fit for purpose.
- Follow acknowledged accountancy standards in developing/strengthening financial management policies and procedures; embody best practices and ensure control systems are robust, legally compliant and regularly updated.
- Engage actively with Saferworld's programme teams and core function departments to ensure financial performance is reviewed and accurately reported on:
  - oversee the process by which all financial information, including monthly management accounts, cash flows and annual reports are produced on time, accurately, and in a format that is understood by the organisation, especially non-finance colleagues;
  - lead the relationship with Saferworld's auditors and ensure accounts are filed accordingly;

# Roles and responsibilities

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- ensure all statutory requirements are complied with across the portfolio of registrations and that all accounting is in accordance with the organisational finance policies.
- Lead on the process of budget (re) forecasting and the setting and reviewing of Saferworld's annual budget and rolling multi-year budgets aligned with Saferworld's strategic plan and priorities
- Provide appropriate support, data and guidance for organisation-wide fundraising efforts, including reviewing funding proposal budgets.
- Lead on the achievement of 'value for money' and 'cost recovery' goals, working closely with the funding and programmes and policy departments on financial aspects of fundraising and grant management.
- Develop user-friendly policies and procedures to assist Saferworld's partners with the fulfilment of financial reporting requirements and ensure international payments are arranged according to agreed practices

## Global Operational Activities

- Oversee organisational security systems and processes in collaboration with the Global Security Advisor.
- Oversee global governance including registrations, compliance and legal representation in collaboration with the Global Operations Manager.
- Ensure the development of IT procedures to ensure secure data storage and compliance with data protection policies.
- Identify and implement improvements in resource management systems for enhanced efficiency.
- Support the implementation of robust systems for operational activities, including insurance, facilities management, legal provisions, procurement, and contracts.

## Team leadership and people management

- Drive the recruitment and cultivation of high-performing teams within the Global Finance and Operations division, ensuring the delivery of top-tier financial systems and processes.
- Oversee the line management responsibilities for key roles including the Finance Business Partner, Global Operations Manager, Security, and Audit functions, fostering a culture of excellence, problem-solving, and continuous improvement.
- Model and ensure that a business partnering approach is centred in how the Global Finance and Operations division works.

- Implement performance management systems and conduct reviews for direct line reports.
- Provide support, advice, and mentoring to team members as needed.
- Ensure adherence to organisational code of conduct and safeguarding policies, security protocols and duty of care standards, and IDEAS commitments.
- Develop mechanisms to attract, retain, and advance talent through innovative learning and development processes.

## Key working relationships

**Chief Executive Officer** – provide technical advice and support in relation to own areas of expertise, work collaboratively on cross-cutting themes, and receive direction and line management support

**Director of Policy and Programmes** – provide technical advice and support in relation to own areas of expertise, work collaboratively on division budgets

**Head of Programmes** – provide technical advice and support in relation to own areas of expertise, work collaboratively on division/country programme budgets

**Head of Fundin** – ensure the provision of technical financial support to the costing of major funding bids and budgets as required

**Heads of Sections** – provide technical advice and support in relation to budgeting and financial management

**Head of People and Culture and team** – provide technical advice and support in relation to budgeting of compensation and benefits, and any costed reviews of the package

**Global Operations, IT & Security Team** – provision of technical leadership and oversight

**Board of Trustees** – provide technical advice and support in relation to financial strategy and risk management and ensure the provision of timely financial information to support the discharge of the Board's fiduciary responsibilities; work collaboratively and supportively with the Treasurer as required; Support the Company Secretary ensuring all statutory and compliance obligations are fulfilled

**Donors** – contribute to high-level donor meetings as required in relation to financial information and reporting

**Financial leads in other INGOs** – keep relationships with similar post-holders in other organisations to exchange relevant information and experience on best practices

**Statutory and regulatory bodies** – lead responsibility for any tax-related negotiations on behalf of Saferworld; lead responsibility for submission of financial statements and reports as required by statutory and regulatory bodies

**Banks** – lead responsibility for negotiating terms with banks for accounts management and treasury management

**External Auditors** – jointly responsible for the appointment of external auditors; work supportively with the Auditors when completing annual audits

## Scope and accountability

### Decision making and limits of authority

- Member of the Senior Management Team with shared responsibility for organisational strategy and budget

### Financial resources

- Overall responsibility for the management of Saferworld's financial accounting and reporting (c.£18m+)m

### Other resources

- Overall responsibility for Saferworld's Operations, Security and ICT resources and contracts
- Overall responsibility for procurement

### People management

- Line management of:
  - -2-3 x Business Partners
  - -Global Operations Manager
  - -Global Security Manager
  - Internal Auditor (shared management with the CEO)
  - Finance & Systems Manager
  - Finance Officer
- Overall team size approx. 8
- Technical line oversight to Regional and Country Finance Managers

### Legal, regulatory and compliance responsibility

- As a member of the Senior Management Team, contribute to ensuring Saferworld establishes policies and procedures that reflect legal and regulatory requirements, particularly where this relates to own division's activities (e.g., financial policies and procedures, ICT policies and procedures, data compliance)
- Responsible for ensuring compliance within own division with Saferworld's policies and procedures (which in turn ensure legal and regulatory compliance)
- Responsible for ensuring compliance across Finance, Governance and other areas in all Saferworld operating countries.

# Person specification

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## Knowledge, qualifications and experience

- Accountancy qualifications, preferably CIMA, ACA and ACCA, and a clear understanding of Charity Fund accounting (SORP 2008 and the Charities Act 2003)
- Extensive experience in financial management and interdepartmental budgeting in a senior leadership position in an international organisation (preferable and international charity/non-for-profit).
- In-depth understanding of the complexity of overseeing and managing finances in an international context, particularly in contexts of conflict and/or war, including complexities of banking, tax, cash-flow management, exchange rate fluctuations and impact on budgets and forecasts, financial reporting, legal compliance, and transferring of funds to civil society and community-based organisation within different contexts, including conflict-affected areas.
- Senior leadership experience within the charity/not-for-profit sector and an understanding of costing funding bids and ensuring financial reporting systems meet funder requirements

- Experience of engaging and working with diverse funding streams including institutional donors, commercial contracts and Trust and Foundations and multiple currencies and geographic jurisdictions,
- Experience of working with a business partnering approach to achieve with others joint goals.
- An understanding and experience of project management delivery across an organisation, including an ability and willingness to undertake 'hands-on' tasks, such as preparing budgets, cash flows and other financial planning, management and control processes if required
- Operational experience in overseeing and supporting IT systems, especially in financial systems development – experience with the SUN system is especially desirable
- Experience working with a Board of Trustees and other governance levels of an organisation
- A track record in proven line and stakeholder management skills with the ability to work collaboratively and effectively with others to deliver shared results
- Experience in communicating effectively across cultures and with diverse audiences, both verbally and in writing

## Skills and abilities

- Excellent strategic thinking, analytical and problem-solving skills to support the smooth running of finance within a complex organisation
- An entrepreneurial mindset focused on influencing organisational development and change and raising team performance in pursuit of Saferworld's organisational strategic objectives
- Proven ability to lead, manage, inspire and motivate staff at all levels, including motivating technical staff within a matrix structure
- Excellent written and oral communication skills, including experience in communicating effectively across cultures and with diverse audiences
- Fluency in written and spoken English
- Ability to cope with a rapidly changing environment and handle high levels of pressure and multi-tasking



## Personal qualities

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- Commitment to the vision, mission and values of Saferworld
- Commitment to and compliance with Saferworld's safeguarding principles
- Commitment to respect and value equality and diversity and understanding of how this applies to own area of work
- Active listening and effective communication with colleagues working in diverse contexts
- Commitment to own continuing personal and professional development

## Other requirements

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- Some international travel will be required – not more than 4 times a year – to conflict-affected contexts

## How to apply

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**To apply:** Send your CV and a covering letter addressing the person specification and why you feel your experience matches the requirements of the role and send to [jobs@saferworld-global.org](mailto:jobs@saferworld-global.org) quoting the role reference REF:DOFO

More information about the role and Saferworld can be found here [www.saferworld-global.org/jobs](http://www.saferworld-global.org/jobs)

**Recruitment timeline:**

**Closing date:** 2 September 2024

**Interviews:** w/c 9 September



Photo credit: Saferworld/Natalia Jidovanu

**SAFERWORLD**  
PREVENTING VIOLENT CONFLICT. BUILDING SAFER LIVES

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