

JOB PROFILE

Job Title:	Director of Finance and Operations
Location:	London or Cardiff
Reports to:	CEO
Budget Responsibility:	Oversight of all Elrha activities, £20m per year
Line management responsibility:	Yes
Child Safeguarding Level:	1

ABOUT US

Overview

We are [Elrha](#). A global charity that finds solutions to complex humanitarian problems through research and innovation. We are an established actor in the humanitarian community, working in partnership with humanitarian organisations, researchers, innovators, and the private sector to tackle some of the most difficult challenges facing people all over the world.

We equip humanitarian responders with knowledge of what works, so that people affected by crises get the right help when they need it most. We have supported more than 200 world-class research studies and innovation projects, championing new ideas and different approaches to evidence what works in humanitarian response.

Our Programmes

Elrha has two successful humanitarian programmes; [Research for Health in Humanitarian Crises](#) (R2HC) and the [Humanitarian Innovation Fund](#) (HIF).

R2HC:

The R2HC programme aims to improve health outcomes for people affected by humanitarian crises by strengthening the evidence base for public health interventions.

This globally recognised research programme focuses on maximising the potential for public health research to bring about positive change in humanitarian response and helps inform decision making in humanitarian response.

Since it was established in 2013, it has funded more than 50 research studies across a range of public health fields, bringing together researchers and humanitarian practitioners to undertake vital research.

The HIF:

The HIF programme improves outcomes for people affected by humanitarian crises by identifying, nurturing and sharing more effective, innovative and scalable solutions.

The HIF is a globally-recognised programme leading on the development and testing of innovation in the humanitarian system. Established in 2011, it was the first of its kind: an independent, grant-making programme open to the entire humanitarian community. It now

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leads the way in funding, supporting, and managing innovation at every stage of the process.

The HIF's portfolio of funded projects has informed a more detailed understanding of what successful innovation looks like, and what it can achieve for the humanitarian community. This work is leading the global conversation on innovation in humanitarian response.

OPERATIONAL CONTEXT

Elrha is a charity and wholly owned subsidiary of Save the Children. It is accountable to its Board of Trustees and is able to benefit from core services provided by Save the Children UK.

JOB PURPOSE

The Director of Finance and Operations is responsible for ensuring the ongoing effective operational performance of Elrha, with a focus on continuous improvement. The post-holder is responsible for monitoring Elrha's financial health and sustainability. This role will evolve as Elrha evolves, as its business model matures, and its strategy develops.

KEY ACCOUNTABILITIES

STRATEGY

- Contribute to the development of the Strategy and ensure the strategy is feasible within the operational parameters of the organisation
- Ensure the strategy and organisational plans are underpinned by strong and feasible financial plans

MANAGE ELRHA'S GOVERNANCE FUNCTIONS

- Lead the development of Board meeting agendas: ensure papers are distributed in a timely manner and are of good quality, and, with the CEO and Chair, ensure meetings function well.
- Responsible for the governance processes to ensure legal compliance: ensure appropriate decisions are taken at Board and Member level, and that these are recorded and filed in the right way. Oversee Companies House and Charity Commission reporting processes.
- Ensure Elrha's Advisory Groups, Technical Working Groups and Funding Committees function appropriately, with clear Terms of Reference and accountability mechanisms.
- Ensure all governance groups adhere to appropriate ethical standards such as Elrha's Conflict of Interest policy, Code of Conduct, etc.
- Facilitate Senior Management Team (SMT) and All Staff meetings.
- Ensure appropriate financial oversight within Elrha.

The logo for Elrha, featuring the word "elrha" in a bold, lowercase, blue sans-serif font.

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DELIVERY

- Responsible for Elrha's Risk and Audit functions, including the creation of the Annual Report
- Responsible for Human Resources including Learning and Development
- Responsible for legal and regulatory compliance
- Responsible for overseeing procurement within Elrha
- Manage Safeguarding and Incidents at Elrha in collaboration with other relevant team members
- Responsible for Elrha's Finances, ensuring compliance with donor requirements and accounting standards
- Responsible for the due diligence and contracting process with grantees
- Responsible for monitoring Elrha's cash flow, reserves, short and long-term financial health and ensure that financial reporting, both internally and externally, is timely and accurate
- Oversee the IT, Insurance, Pensions, and Facilities functions through third party providers

OPERATIONAL SYSTEMS & PROCESSES

- Oversee the creation of an annual operating plan. Ensure activities across Elrha are feasible.
- Ensure systems and processes are efficient and effective, including being cost effective. Seek to continuously improve the way we do things to this end.
- Ensure Elrha has appropriate services provided through third party suppliers
- Establish new policies and procedures on an ongoing basis, ensuring Board approval

FUNDRAISING/INCOME GENERATION ACTIVITIES

- Ensure the Senior Leadership team in Elrha are fully aware of Elrha's long-term financial needs, both restricted and unrestricted, to fulfil Elrha's ambitions
- Ensure operational systems are in place to support Elrha's fundraising diversification, such as setting up trading entities if needed

OTHER

- Oversee the recruitment and development of all operations staff.
- Support the development and well-functioning of new aspects of the business model or strategy as they develop, for example, Elrha's consultancy offer
- Provide guidance to hosted entities to support effective delivery and ensure compliance with relevant policies and procedures
- Support the whole organisation as needed, including supporting the Programme teams when necessary.

Working contacts:

Internal: Elrha CEO, Director of Programmes, Director of Policy & Communications, SMT and Staff, Board Members, Save the Children UK.

External: External agencies e.g. bank, lawyers, auditors, investment advisers, service providers and donors.

PERSON SPECIFICATION

ESSENTIAL

- 5 + years' post qualifying experience in senior operational delivery roles.
- Experience of developing, delivering, and monitoring operational strategy and business development
- Experience in the analysis and monitoring of complex budget and financial management information
- Experience in the development and establishment of operational processes, procedures and frameworks
- Experience of change management processes such as organisational growth or restructuring
- Understanding of the particular processes and controls required for working within an international grant-making organisation
- Awareness of company secretarial, legal and tax issues relating to companies and ideally charities
- Excellent communication skills with the ability to present to a broad range of people internally and externally including non-financial specialists
- Extensive experience of leadership and management at a senior level
- Excellent analytical and interpretive ability
- Strong and proven problem-solving skills
- Excellent working knowledge of the Microsoft Office package

DESIRABLE

- Qualified Accountant (ACCA, ACA, CIMA CIPFA)
- Excellent working knowledge of accounting systems
- Exposure to managing complex stakeholder relationships
- Good understanding and experience of interagency collaboration and partnerships
- Grant management: experience and knowledge of institutional and non-institutional donors
- Experience within an environment of shifting priorities and evolving job responsibilities

Child Protection level

Level 1 - the responsibilities of the post do not require you to have contact with children or young people.

We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. This post is subject to a range of vetting checks including a criminal records disclosure.