

# Lively Minds Job Description – Head of Finance

**Reports to:** Chief Executive Officer

**Based:** Either Devon with 1-2 days per week in Totnes, or flexible in the UK. Depending on your circumstances we would also be keen on a secondment to Ghana in your first year. The postholder will be expected to undertake frequent travel to Ghana and Uganda.

**Salary:** Starting salary 46,575 GBP rising to 51,750 GBP in year 2 subject to performance

**Hours:** Full time

**Contract:** Permanent

## About us

Our mission is to get preschool children in rural Africa school-ready. At present over 250 million children worldwide fail to receive the education and care they need in their early years which means they are less likely to do well in school, find gainful employment, and are at greater risk of early marriage, early parenthood and even criminality. Current approaches to solving this crisis are not proving effective or scalable in lower middle income countries.

That's where Lively Minds comes in. We have developed an award-winning Early Childhood Development programme that has been proven to get pre-schoolers in hard-to-reach communities school-ready, so they have a greater chance of succeeding in school and in life. The programme provides marginalised Mothers with a parenting course that empowers them to run educational Play Schemes for pre-schoolers and to provide better home-based care, using cheap local resources. The programme is delivered through government partners, is cheap and highly scalable. It genuinely has the potential to play a transformative role in ending the global ECD crisis.

Over the past few years the Lively Minds programme, currently operating in over 1000 communities in rural Ghana and Uganda is reaching over 120,000 children, with this figure set to triple over the next few years. During COVID we launched a radio programme for parents and this is now reaching over 2 million households each week. We are extremely proud that the Government of Ghana have now adopted the programme and we have a ground-breaking partnership with them to support them to institutionalise it, fund it and to scale it to 60 education districts, reaching over 4000 communities and 1 million children. We see this partnership as the test case that will provide the blueprint to take the programme to scale in Uganda and elsewhere within the next 5 years.

To find out more about our programme, please visit [www.livelyminds.org](http://www.livelyminds.org)

## About the role

This is a unique opportunity for a Finance expert to join a fun, high impact, mission driven organisation. This could be an ideal opportunity for a Finance expert who's gained experience in another sector and is looking to transition to a not for profit. Lively Minds is a dynamic and fast-growing organisation. You will have the opportunity to work on varied and cutting-edge topics and contexts. You'll be part of a lively ambitious organisation, determined to have a major positive impact on the world. We work hard, at a fast pace, in a challenging environment. Our work is demanding but provides plenty of opportunity for innovation, responsibility, growth, collaboration, creativity and fun. We want all staff to be happy, fulfilled and to feel appreciated and valued in their work. . You will be offered the opportunity to develop through targeted learning support which will include external learning opportunities or Coaching.

We are looking for a Head of Finance to manage all aspects of the organisation's finances. Our current annual budget is approximately £3m and we plan to grow this to £5m by 2025. Your role includes, setting and managing budgets, supporting fundraising strategy and proposals, overseeing spend and financial controls and processes. You will lead the finance teams in Ghana and Uganda made up of a Finance Manager in Ghana, four Finance Officers, and a Procurement and Logistics Officer.

### Main Duties and Responsibilities

#### *Strategic development*

- Contribute to the development and implementation of the organisation's scale and income-generation strategy.
- Develop and strengthen robust cost models (including sensitivity analyses/stress testing) to guide decisions around the pace and rate of scale, staffing & resource requirements, ensure value for money and maximise cost efficiencies.
- Facilitate the development of budgets with managers to ensure that they have the resources they need to deliver against strategic goals, and that they have the tools to track and control expenditure.
- Analyse actual expenditure against the model and budgets to test assumptions, measure cost-effectiveness, manage risk and leverage opportunities
- Identify and drive forward sustainable funding opportunities for the organisation (including consultancy services, outcome bonds, partnerships, licensing materials)

#### *Financial management*

- Ensure that the organisation-wide financial systems, policies, procedures and internal controls and audits are robust, compliant and support current activities and future growth
- Lead and coach the finance team to maintain and deliver operational excellence & financial rigour, closely monitoring the operating and financial reports against plans and budgets
- Lead monthly financial reviews and oversee timely production of monthly, quarterly and annual financial reports to the Board, donors and management team.
- Work with Finance team to ensure processes and controls are in place to oversee the day-to-day operation of financial systems and resources, including cash flow monitoring, bank reconciliations, invoicing, banking, petty cash and payroll, stock control.
- Advise on ways to control for currency exchange rate fluctuations including exchange forwards, managing cash transfers between organisations, managing reserves and cash flow issues.

- Lead procurement exercises for major purchases

### **Financial support to government**

- Work with our COO and programmes team to develop financial systems so that direct financial support is provided to local government partners and they are able to take on responsibility for and account for programme budgets
- Work with programmes team to build the capacity of local government partners in financial management, procurement, and budgeting so that they will eventually be able to fund and sustain the Lively Minds programme themselves.
- Support the work at national government to identify ways to integrate the programme into and fund it from existing budgets and budget cycles

### **Grants and donor reporting**

- Create the budgets, financial information, documentation and materials for funding proposals;
- Oversee the creation of all financial reports for funders, ensuring mechanisms to track and report against restricted income are robust.

### **Leadership and team development**

- Actively manage the performance and build the capacity of direct reports through training, coaching, holding 1to1s, setting performance goals, appraisals, developing new policies and practices
- Where necessary interview, recruit and train staff and/or contractors

### **Governance/Legal/HR**

- Provide monthly and quarterly management accounts for trustees
- Attend trustee meetings, present information to the Board and liaise with Board members
- Ensure that the Statutory Accounts for all entities are prepared: ensuring internal information is collated and provided, external auditors are instructed and deliver to standard.
- Ensure all organisations are compliant with tax, regularity and legal requirements (e.g payroll, tax, NGO registration, insurance, registrations with regulatory authorities)
- Work with Head of Human Resources to support HR policies: ensuring practices, policies and procedures are in place (particularly related to finances, expenses, allowances) and all legal requirements are complied with; pay reviews and benchmarking exercises are conducted

*You may be assigned any other responsibility in agreement with your line manager, in contribution to Lively Minds work and in recognition of your experience and skills. It is therefore expected for staff to be flexible and willing to contribute to the work of the wider team.*

## To succeed in this role you will need....

- to be comfortable delivering a complex programme to the highest standards, working at pace with a high degree of autonomy
- to be innovative & results-oriented. We operate in resource-poor settings, with challenging stakeholders and with limited financial resources and capabilities.
- to be willing to go the extra mile. We need you to be proactive and constantly seeking ways to do things better.
- to be business-minded. In order to spread our impact, we need you to help us secure sustainable income, gaining the support of government, funders and key stakeholders
- to be a leader. You will need to role model professionalism, determination & resilience, a growth mindset, and passion for the work and our organisational values.
- to be actively involved in delivering growth; as a small charity, we need you to be adaptable, with the ability to advise on strategic finance matters, as well as being hands-on when necessary

## Technical Abilities

### Essential

- Professional accounting qualification (ACA, ACCA, CIMA)
- 5 years post qualification experience delivering full range of financial and accounting services required by a charity or small business
- Wide experience of managing grants and donor reporting
- Experience in maintaining strong financial controls
- High proficiency in financial modelling and advanced Microsoft Excel with the ability to present complex information effectively to a non finance audience (including experience in VBA automation and using Excel's data model to directly interact with other systems)
- Experience of managing and developing people
- Excellent communication skills (written and oral)

### Desirable

- Experience working with remote teams
- Experience working in Africa

## How to apply

If this sounds like you, please send your CV and a cover letter to [emma@livelyminds.org](mailto:emma@livelyminds.org) by **11:59pm GMT on Sunday 29<sup>th</sup> May 2022**.

We love a well-written cover letter, please ensure you outline why you would be perfect for the role.

Due to resource constraints, we apologise, but we will only respond to shortlisted candidates. Lively Minds operates a strict Child & Vulnerable Adult Protection Policy, and we therefore check suitability of successful candidates through background checks consisting of references and police checks.

Lively Minds is fully committed to equity, diversity and inclusion. We want this to be reflected in the diversity of the people who work for us and we welcome applications from people from all backgrounds and identities.