

JOB DESCRIPTION & PERSON SPECIFICATION

HEAD OF FINANCE DEPARTMENT

Job Title	Head of Finance Department	Service Area	Finance & Corporate Services
Job Family	Finance & Governance	Line Manager	CEO / Board of Trustees (Treasurer)
Department	Finance Department	Location	London HQ
Direct Reports	Finance Officers, Bookkeepers, Payroll/Accounts Assistants		

JOB PURPOSE

To lead and direct the financial management, accounting operations, strategic financial planning, and financial governance of iERA worldwide. The Head of Finance Department provides departmental leadership and strategic financial direction, maintains rigorous internal controls, leads budgeting and forecasting, oversees timely management and statutory accounts in accordance with UK Charity SORP, and ensures the highest standards of financial stewardship so that the charity's funds and resources are deployed transparently and effectively in support of global dawah.

1. Financial Management, Accounting & Controls

- Lead and oversee the Finance Department's day-to-day and strategic financial operations, including ledgers, bank accounts, reconciliations, cash flow management, and financial controls.
- Design, implement, monitor, and continuously improve robust internal financial controls and procurement systems to protect charity assets and mitigate financial fraud risks.
- Oversee multi-currency international transactions, foreign exchange risks, and regional office disbursements across multiple jurisdictions.
- Oversee payroll operations, pension schemes, HMRC compliance, Gift Aid reclaims, and VAT/tax considerations.

2. Budgeting, Reporting & Strategic Oversight

- Lead the annual organisational budgeting process across all HQ departments and global continental offices, ensuring budgets align with strategic priorities and available resources.
- Produce and oversee high-quality monthly management accounts, variance analysis, and cash-flow forecasts for the CEO, senior management, and Board of Trustees.
- Provide strategic financial leadership and guidance to departmental directors, supporting informed decision-making, value-for-money, financial sustainability, and effective resource allocation.
- Lead the preparation of annual statutory accounts in full compliance with the UK Statement of Recommended Practice (Charity SORP FRS 102).

3. Statutory Compliance, Audit & Charity Governance

- Serve as the senior finance lead and primary liaison with external auditors, regulatory authorities (Charity Commission, Companies House, HMRC), and financial institutions.
- Direct and coordinate the year-end audit process, including audit schedules, notes to accounts, management responses, and timely statutory filings.
- Advise and support the Board of Trustees and the Audit/Finance Committee with governance papers, risk registers, financial policy reviews, and strategic financial matters.
- Ensure full compliance with international anti-money laundering (AML) and counter-terrorist financing (CTF) frameworks for international wire transfers.

4. Systems Development & Team Leadership

- Lead, supervise, mentor, and develop the HQ finance team, setting departmental priorities, building capacity, allocating workloads, and promoting a culture of precision, accountability, and integrity.
- Champion the development and optimisation of accounting systems (e.g. QuickBooks, Xero, ERP tools), workflow automations, and expense management tools.
- Provide financial leadership, training, and guidance to non-financial managers across HQ and regional field hubs.

5. General & Professional Duties

- Maintain up-to-date knowledge of UK charity legislation, financial reporting standards, and regulatory developments, and ensure the department responds appropriately to changes.
- Undertake or commission complex financial reviews and ad-hoc investigations as directed by executive leadership or the Board.
- Contribute to iERA's organisational strategy and provide senior financial input into decisions affecting financial sustainability, governance, risk, and resource allocation.
- Commitment to the mission, values, and strategic ambitions of iERA.

COMPLIANCE & ORGANISATIONAL POLICIES

The role holder is responsible for upholding statutory financial regulations and core iERA policies:

- Anti-Money Laundering & Counter-Terrorist Financing
- Anti-Bribery, Fraud & Financial Crime Policy
- Charity Commission Governance Code & SORP FRS 102
- Risk Management & Whistleblowing Policies
- Data Protection & GDPR Compliance
- Extremism & People Platform Policies

PERSON SPECIFICATION

CATEGORY	JOB SPECIFIC REQUIREMENT / EXPERIENCE	ESSENTIAL	DESIRABLE
Professional Qualifications	Fully qualified accountant (ACA, ACCA, CIMA, or CIPFA) with valid professional membership.	✓	
Experience	5+ years of post-qualification financial management/leadership experience, ideally within the UK charity/non-profit sector.	✓	
Experience	Demonstrated expertise in UK Charity SORP (FRS 102), fund accounting, and statutory annual audit management.	✓	
Financial Controls & Systems	Proven ability to develop, enforce, and audit internal financial controls and multi-currency operations.	✓	
Financial Controls & Systems	Experience in managing international wire disbursements and navigating AML/CTF banking due diligence.	✓	
Team Leadership & Management	Experience leading, mentoring, and developing a finance team while managing departmental workloads and priorities.	✓	
Strategic Leadership	Experience providing senior financial advice to executives/trustees and contributing to organisational strategy, risk management, and resource allocation.	✓	
Analytical & Software Skills	Advanced financial modelling capabilities in Excel and hands-on experience with modern cloud accounting packages.	✓	
Mission Alignment	Empathy and strong alignment with iERA's mission, vision, and core dawah objectives.	✓	

QUALIFICATIONS & CORE COMPETENCIES

CATEGORY	REQUIREMENT	ESSENTIAL	DESIRABLE
Education	Relevant university degree (Accounting, Finance, Economics, or Business Administration).	✓	
Technical Knowledge	Thorough working knowledge of Gift Aid legislation, partial exemption VAT, and payroll statutory reporting.	✓	
Communication	Ability to explain complex financial data clearly to non-financial executives, trustees, and international colleagues.	✓	

MAIN WORKING RELATIONSHIPS

Internal: Chief Executive Officer, Board of Trustees / Treasurer, Operations Director, Departmental Heads, Programmes Team.

External: External Auditors, Bankers, HMRC, Charity Commission, Regional Office Finance Leads, Legal Counsel.

Created By: Executive Board Date: 1 October 2026

Approved By: Board of Trustees (Treasurer) Version: 1.1 (Head of Finance Department)