

# CHIEF FINANCE AND OPERATIONS MANAGER

## POSITION DESCRIPTION

**LOCATION:** Home Working Opportunity

**SALARY:** c. £50-55k plus benefits

### ABOUT AWS

AWS is a global membership-based collaboration that connects organisations dedicated to promoting responsible use of freshwater. Our members include businesses, NGOs and public sector organisations. Members contribute to the sustainability of local water-resources through adoption and promotion of a universal framework for the sustainable use of water – the International Water Stewardship Standard, or AWS Standard – that drives, recognises and rewards good water stewardship.

The AWS Standard provides a globally applicable framework for major water users to understand their water use and impacts, and to work collaboratively and transparently for sustainable water management within a catchment context. The AWS Standard system includes third party certification and a network of accredited professional service providers to support and assess the implementation of the Standard.

The AWS Standard System is overseen by a multi-stakeholder governance structure and fuelled by information from members, partners and a growing number of local water stewardship networks, coordinated by our regional partners and representatives. Knowledge and learning are fundamental to both our ambitions for growth and the integrity of the AWS System. By connecting organisations at the forefront of collaboration on water, AWS facilitates the exchange of knowledge to advance the uptake of water stewardship worldwide.

AWS is a growing organisation, still at a relatively early stage of its maturity. Our highly motivated team is dispersed across several countries. We are now seeking a Chief Finance Officer to join our leadership team and play an instrumental role in the future growth and impact of the AWS System.

### ABOUT THE ROLE

The Chief Financial Officer is a key member of the executive team. As Chief Finance Officer you will assist the Alliance in developing and implementing its financial strategy, business model, systems and processes. We are looking for a commercially minded individual with the ability to think strategically; contribute confidentially; direct projects and be comfortable with the hands-on element of the role.

Chief Financial Officer is a pivotal role within the executive team with overall responsibility for the finances of the Alliance. This responsibility includes overseeing all budget and fiscal functions, policies and procedures, reporting and compliance. You will also oversee human resource functions, IT and procurement, with support from external advisors where necessary. The CFO is instrumental in leading and supporting operations to deliver financially viable services.

Key activities include:

- Leading the financial strategy of the organisation
- Establishing systems for operational control
- Supporting the leadership team, Chair and Board in all financial and operational aspects of the organisation

As a qualified accountant you will be fully competent in managing budget setting; you will lead in the provision of timely and accurate financial information, effective cost management and financial assessment of new initiatives. You will work with the team to create budgets and forecasts; monitoring them throughout the year; and work closely with operational budget holders to ensure they understand their financial position.

You will be comfortable leading change with empathy and collaboration, therefore the ability to build internal and external relationships, communicate well and adapt styles to differing audiences is critical.

As a member of the executive team reporting to the Board of Trustees, you will provide support to the Board Finance Committee.

In addition to business as usual, you will also contribute to strategic direction of the organisation and the development of new projects, tenders and grant applications providing oversight on the financial aspects.

### **General Duties**

- Prepare the annual budget and forecasts aligned with the strategy.
- To ensure the appropriateness of the key assumptions included in the financial plans and annual budget proposals, providing advice to senior management colleagues and trustees on these matters.
- Provide interpretation, commentary and recommendations in connection with AWS's financial performance and related matters.
- Ensure management accounts and reports are accurately prepared on time including commentary and variance analysis, for trustees, the leadership team and external partners.
- Manage all financial aspects of grants including the monitoring of restricted and unrestricted reserves, and the control and recording of the release of funds.
- Liaise with external auditors to facilitate statutory accounts at year end, in full compliance with relevant accounting standards.
- Ensure that all corporation tax and VAT returns (if applicable) are accurately completed and filed on time and that all associated payments made.
- Oversight of and accountability for the monthly payroll and year end payroll returns;

### **Management & Relationships**

- Work with the CEO and leadership team to prepare and deliver the organisation's strategic plan

- To work as part of a mutually supportive executive team. Advising on the likely financial consequences of proposed courses of action.
- Communicate regularly with key staff to provide relevant information on financial performance, helping them identify areas requiring attention.
- Establish strong relationships with key staff, particularly operational management, to support them in their work.
- You will liaise with external partners on relevant matters, ensuring that our financial management of projects and partnerships meets or exceeds requirements.
- You will work collaboratively across multiple time zones with Board members, international staff, regional partners, local networks, members and partners to grow the AWS System.

### **Systems & Procedures**

- Lead the development of appropriate procedures and systems, manual and computerised, for use throughout the organisation.
- Oversee the management of external supplier contracts, monitoring renewal dates and delivery, ensuring high performance and advising on cost saving strategies
- Ensure that appropriate policies and procedures are in place to ensure robust financial monitoring and management

### **HR**

- Overseeing HR function to include assisting in the recruitment of permanent staff and contractors, Payroll, developing staff policies, preparing contracts and appraisal process.
- Coach and encourage the team to deliver high standards and review performance

### **Governance & Company Secretariat**

- Attend all quarterly Trustee Board Meetings to provide input on financial and company secretarial matters.
- Oversee company secretarial duties such as maintaining and updating all records with Companies House and the Charity Commission (including online records).
- Guide the CEO, Chair and Board on their responsibilities under the rules and regulations to which they are subject and on how those responsibilities should be discharged.
- Maintain regular liaison with the Head of the Finance Committee

## WHAT YOU'LL NEED TO SUCCEED

This position will suit someone who thrives in a fast-paced working environment, embraces flexibility and enjoys taking on new challenges as part of a team. You will:

- Have proven experience at a senior level role operating at both strategic and operational level.
- Infuse your enthusiasm for sustainability into our organisation's operations and finance, ensuring we are positioned to deliver our mission to inspire leadership in the responsible use of freshwater.
- Be a commercially minded individual with the ability to think strategically with the ability to align colleagues behind strategies.
- Have project management experience, either in managing grants and non-profit partnerships, or comparable for-profit experiences.
- Be educated to degree level or equivalent, with a professional accountancy qualification e.g., ACCA, CCAB, ACA, CIMA.
- Be comfortable communicating effectively both orally and in writing; adapting the message for diverse audiences.
- Have strong analytical and problem-solving skills.
- Have knowledge of Scottish charity law and UK employment law and
- Be able to work independently, manage complex workloads, and support multiple stakeholders.

## SALARY

AWS offers a competitive salary of £50-55k plus benefits based on the experience of the successful candidate.

## HOW TO APPLY

If you think you might be right for this job, please send an email marked "VACANCY: Chief Finance Officer" to [gail@a4ws.org](mailto:gail@a4ws.org). Your email should include the following attachments:

- A covering letter explaining why you are interested in the position and demonstrating how you meet the person specification.
- Your current CV with email addresses and telephone numbers of two referees.

Closing date for applications is 12<sup>th</sup> September 2021.

Only shortlisted candidates will be contacted. Unfortunately, we cannot provide feedback to unsuccessful candidates.