Dear Candidate

Thank you for your interest in applying for the Head of Finance at The Global Steering Group for Impact Investment (GSG). This is a key role in our organisation that requires someone who is as confident presenting to highly influential stakeholders as they are getting into the detail.

The GSG is an independent global network established to catalyse impact investment and entrepreneurship. The GSG brings together leaders from the worlds of finance, business, government and philanthropy, and works with country-led National Advisory Boards (NABs), network partners and other key stakeholders. We identify global impact investing priorities, deliver initiatives, raise awareness and advocate for increased impact investment, which we believe is a key driver for the successful delivery of the Sustainable Development Goals.

The Head of Finance works with me, supervises the part-time Finance Officer and attends the Board’s Finance Committee meetings. The full-time role will appeal to a qualified accountant who is comfortable producing accurate and timely information and who wishes to gain strategic experience in a fast-growing organisation with ambitious aspirations, and importantly is willing to be hands-on when needed. The successful candidate will gain exposure to all aspects of running an organisation and will have contact with extremely high-level stakeholders from across the private, public and philanthropic sectors globally.

The ideal candidate will be a self-starter; an initiative taker; someone who is used to working in a flexible environment and comfortable being in a small enterprise with minimal structure. The role is home-based with anticipated monthly in-person meetings in London with me, the Finance Officer and other colleagues.

If you are excited by the opportunity to work at the forefront of global impact investing, with an outstanding group of individuals, then we would love to hear from you.

Warm regards,

Deborah Harris
Chief Operating Officer
About GSG

The GSG’s roots are in the Social Impact Investment Taskforce established in 2013 under the UK Presidency of the G8. It was incorporated as a CLG and registered as a charity in 2017, and is funded by philanthropic donations and grants. During the UK’s G7 Presidency in 2021 we again provided support for the Impact Task Force and this work continues into 2023. The charity has a wholly owned subsidiary, GSG Trade Ltd, which is the conduit through which any non-charitable activities are channelled (events, sponsorship).

Our work primarily consists of working with our network of 35 NABs to deliver a wide range of support, high profile meetings (including a Global Leadership Meeting and the Annual Summit) in multiple countries, and producing policy and research. We are building the network to have 55 NABs by 2025 to represent over two-thirds of the global population and 50% of the world’s poorest people. Currently our team of 21 staff works out of 7 countries, with a global Board representing our NAB partners.
GSG’S 2022 Strategic Focus

The focus in 2022 is on system change, implementation, and outcomes at scale through collaborating with the NABs and partners across the world on workstreams, all aligning with the Impact Taskforce recommendations, including:

1. Development of country impact ecosystems to harness private capital for public good (SDG 17)
2. Informal settlements and refugee social equity solutions through impact investment (SDGs 1-11)
3. Multilateral development banks (MDBs) and Development Finance Institutions (DFIs) increasing impact investment & mobilisation of private capital for public good – focus on SME finance mobilisation in emerging markets, especially in Sub-Saharan Africa (SDGs 8-9 & 17)
4. Impact transparency, standards harmonisation & regulation, value reporting (SDGs 9-12)
5. Supporting Just Transition initiatives and other G7 ITF and G20 engagement recommendations (all SDGs)
Job Description

Job Title: Head of Finance
Reporting to: Chief Operating Officer
Salary: £70,000 – 75,000 per annum, dependant on experience
Location: Home-based, with travel to London for in-person meetings as required

Job Purpose

The key purpose of the role is to ensure all financial information, systems and controls are of the highest integrity, to deliver useful and timely reporting internally in the organisation, to the Board, and to external stakeholders including donors. In addition this person will provide budgetary support, business partnering and technical advice to non-finance staff, and build strong relationships across the organisation including the opportunity to get involved at a strategic level with the Trustees.

Specific Job Requirements

Strategic
• Work with the COO to develop an agenda for the Board’s Finance Committee and prepare reports, lead discussions, implement agreed actions
• Assist in financial recommendations, and implementation of those recommendations, with respect to interaction between charity and trading subsidiary, and which activities should be in which organisation
• Assist with financial matters across the global network, for example this include reviewing NAB budgets and funding requests that may be channelled to the GSG

Internal Reporting, Planning and Forecasting
• Responsible for the accurate processing of all financial information including supplier invoices and team expenses
• Production of monthly and quarterly management accounts and financial commentary to the Board of Trustees to include actual v budget, cash flow forecasting, and performance of key donor contracts
• Management and production of internal departmental budgets working with team members
• Assist in the production of annual budgets and in-year forecasts

External Reporting
• Responsible for the production of annual statutory accounts, including being the main point of contact for the external auditors, leading the audit planning process, following up on any audit management letter points
• Responsible for other reporting such as tax and VAT returns for both companies
• Responsible for production of relevant reporting to donors, working with the Chief Operating Officer and Chief Funds Officer
• Responsible for other reporting requirements such as Charities Commission and Companies House
• Responsible for the monitoring of an annual calendar of all reporting requirements and timely advance notice to relevant parties to ensure successful execution

Other
• Control and payment of invoices
• Management of UK and International payroll (outsourced)
• Champion continual improvement in financial management across the organisation and suggest changes for ongoing efficiency
• Maintain good working relationships with suppliers and be focused on continual value for money
• Assist in other areas of the business such as IT, data management, GDPR to ensure the organisation has all appropriate policies and controls in place
• Provide support on ad hoc reporting needs
Person Specification

Knowledge & Experience

Essential
- A fully qualified (UK-recognised) accountant with all-round strategic and operational experience gained in an international, ideally charitable, environment.
- Understanding of donor grants & reporting; preparation of proposal budgets; restricted/unrestricted funding and core costs coverage.
- Robust of internal controls and financial systems experience, with the ability to report to the Board on financial performance and risk management.
- Excellent financial accounting and controls experience; ensuring statutory and regulatory compliance with HMRC, Charity Commission and Companies House; managing audit process, producing Trustees’ Report and statutory accounts.
- Understanding of VAT rules and their application to a charity and its trading subsidiary and the reverse charge rules. Preparing and submitting quarterly VAT returns for both charity and trading subsidiary.
- Experience of optimising multicurrency assets, executing foreign exchange trades and FX revaluations.

Desirable
- Strong systems development experience, including knowledge of working with Xero
- Experience of working in an internationally dispersed team

Skills & Abilities
- Ability to work with international partners, carrying out due diligence, donor reporting, etc.
- Able to lead the budget planning cycle, and skilled at taking a business partner approach to working with colleagues, providing support and coaching.
- Exceptional communication skills, with the ability to present to an influential and globally dispersed range of stakeholders.
- Strong leadership skills, with the genuine enthusiasm to mentor and develop junior staff.

Behaviours
- Strong team spirit with a desire to play a leading role in a high-performing team
- Excited by a dynamic role with ambitious goals and being confident to use initiative
- Excellent attention to detail and desire to take pride in producing excellent work.
- Willingness to travel globally when required (anticipated Turkey, Spain in 2023)
How to apply

Tall Roots is acting as an employment agency partner to GSG. Applications should be made online at https://www.tallroots.co.uk/gsg-hof and include:

- a CV
- covering letter (no more than two pages), explaining your motivation for applying for the role, along with how you meet the criteria in the Person Specification.

The closing date for applications is Friday 18th November 2022.

Final panel interviews with GSG are planned for during w/c 28th November & 5th December 2022.

If you have any questions relating to the role, or would like any adjustments made to the process to accommodate your needs, please contact Mark Crowley at Tall Roots via mark.crowley@tallroots.co.uk.