



Finance Lead

Remote working with flexible hours | 3 days per week | £350/day | Initial 6-month contract with rolling extension

This is a pivotal role supporting our Senior Management Team to make the future fairer and improve the sustainability of our business.

ABOUT THE SCHOOL OF INTERNATIONAL FUTURES (SOIF)

School of International Futures (SOIF) is a global non-profit collective of practitioners in strategy and policy for current and future generations.

Our vision is a better, fairer, more sustainable world for current and future generations. We achieve this by empowering people to use participatory futures and foresight to drive societal transformation through their organisations, communities, and countries.

We are a values-led organisation. We have always worked with people using foresight to create positive change and hope. And our approach ensures that the end of any foresight journey is rooted in impact. We improve outcomes at three different levels:

- Citizens are involved in shaping their desired futures: citizens — especially next generation voices — have the power to make and shape their desired futures by participating in decision-making.
- Organisations and sectors are prepared for the future: Organisations, social movements and sectors can engage with upcoming signals of change and navigate an uncertain future
- Leaders make intergenerationally fair decisions: Leaders are supported and enabled to take the interests of future generations into account in their decisions.

We are passionate about creating a fairer world and committed to building a diverse and inclusive organisation. We have an international workforce and clients and are keen to hear from applicants across different countries and sectors. We offer flexible contracts and enable our people to balance interests and caring commitments outside SOIF. We are open to flexible working and job shares. Our team is based across different time zones and there is a lot of flexibility about when you work and in which time zone.

WHAT WE ARE LOOKING FOR

We are looking for a Finance Lead to support our agile and values-driven non-profit business to grow whilst balancing financial sustainability. Reporting to the Operations Director, this role will involve working with our Senior Management Team to shape our financial strategy, deliver our plans, and improve the way we work. You will manage a financial accountant. They carry out all routine finance processes and this role is focussed on quality assurance, finance strategy, and

developing our approach to managing grants. We use Xero for our financial platform and most of our financial management tools and reporting are in Google Sheets, slides, and docs.

We achieve impact by bringing together self-employed contractors to work on projects and grant-funded programmes for international clients who are in a position to make decisions affecting future generations - often governments, multilaterals, or foundations. We are a non-profit and we invest any surplus back into our goals.

Our approach to resourcing teams, the international nature of our work, our funding sources, and our mixed business model covering surplus-generating and non-profit activities all bring complexities. We need to carefully manage this blend of work to cover our infrastructure and running costs. The proportion of our funding from grants has grown in recent years and we need different policies, processes, and practices for our grant-funded and contract work. We are looking for somebody who can both help us to manage our current business effectively and develop our financial strategy and approaches to align with the evolving mix of work, especially on grant funded programmes.

You will be experienced in working at a strategic level, ideally within a smaller organisation (<50 people). This means you will be equally comfortable making decisions and pitching in yourself to get things done. You will have experience in setting up and managing finances for grant-funded programmes and the confidence to apply this knowledge to SOIF's particular circumstances. You will also have a breadth of experience - across management accounting, financial controls, forecasting, financial statutory compliance, managing cash flow, short-term treasury management, and liaising with auditors, clients/partners, and external experts. This role is a great opportunity for somebody up and coming looking for a stretch or somebody experienced and looking for a more meaningful role.

Whilst our team and clients are international, our business is registered in the UK and this role requires experience in UK accounting and legal frameworks. Experience working with an international client or partner base would also be beneficial. Above all, you will be a creative thinker and problem solver who is confident using your own experience and commissioning expert input to come up with simple frameworks to address any new challenges that our exciting portfolio of work brings.

RESPONSIBILITIES

These include

Finance strategy	<ul style="list-style-type: none"> ● Working with the Senior Management Team to set the financial strategy including margins, reserves and policies ● Overseeing the budget setting process ● Establishing and overseeing financial controls ● Giving steers on VAT and bringing in experts when needed
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Grant management	<ul style="list-style-type: none">● Establishing best practice policies and processes for grant budgets, management, and reporting - including when we are co-implementing with networks and partners● Supporting teams to take on more grant management and manage grants effectively● Ensuring that the financial policies across our portfolio of contract and grant-funded work can cover infrastructure and running costs● Quality assuring grant reporting prepared by the Financial Accountant
Management Information	<ul style="list-style-type: none">● Coordinating a quarterly reporting process across practices that brings together financial information with impact reporting from Practice Leads to support decisions on the strategy and budget● Quality assuring the monthly management accounts and risk reporting prepared by the Financial Accountant
Cashflow management	<ul style="list-style-type: none">● Checking monthly team payment run prepared and executed by the Financial Accountant● Reviewing the monthly cashflow report prepared by the Financial Accountant● Identifying risks and implementing strategies to address any issues
Process improvement	<ul style="list-style-type: none">● Reviewing spreadsheets for routine reporting e.g. cashflow and revenue recognition● Identifying opportunities for streamlining, systematising, and reducing manual input across the Google Sheets tools we use to manage finances

EXPERIENCE AND SKILLS

We are looking for somebody with the following capabilities:

- Experience in supporting and challenging a diverse range of senior stakeholders and adapting your approach to achieve results
- Experience in setting up and managing grants including establishing policies and processes
- Experience in preparing and overseeing forecast and budget processes and ability to tailor these approaches to meet organisational needs
- Excellent skills in interpreting and sharing financial information in a way that supports better decision-making
- Experience in managing cash flow and financial risk in a small or growing organisation including short-term treasury management

The following are essential skill requirements for this position:

- Accountancy qualification - AAT, ACA, ACCA or CIMA
- At least 5 years' experience working as a Finance Lead or at a senior level in an organisation that delivers project-based and/or non-profit work



- Fluent English speaker with excellent written English (additional languages a bonus)

Experience in using Xero (our finance platform) and Google Sheets is desirable.

Equal Employment Opportunity Statement

SOIF is proud to be an equal opportunity workplace. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Application process

To apply, please upload your CV, and a tailored cover letter that outlines how you meet the listed capabilities, essential, and desirable experience, and respond to 4 specific questions related to the key skills and experience above on our website: <https://soif.org.uk/jobs/>. *We value authentic, thoughtful responses and encourage you to share your insights and experiences. Please note that overly generic or AI-generated answers may not effectively demonstrate your suitability for the role.*

To complete the application, answer each of the four questions on our job portal;

- Provide some examples of how you have supported and challenged senior leaders with different levels of finance experience to deliver results
- Describe your experience with forecasts and budgets and how you have tailored your approach to meet the organisation's needs
- Describe your experience of setting up grant policies and processes and managing grants
- Describe your experience of managing cash flow and financial risk in a small or growing organisation including short-term treasury management

Closing date: 10:00 PM (UK/BST), Sunday, 16th February 2025.

First-round interviews: Week commencing 24th February 2025.

Second-round interviews: Week commencing 3rd March 2025.