

Job Profile

Job Purpose: To oversee, and improve the efficiency, cost effectiveness and standards of Oxfam's core financial accounting procedures and systems.

Dimensions

- Responsibility for performance, procedure, and integration of staff and resources.
- Collective SMT responsibility for divisional standards
- Work impacts across the organisation.
- Develop, identify and promote best practice in financial and accounting processes. Influences in these areas across the organisation and throughout the sector.
- Overview and responsibility divisionally, acting as F&IS Director on occasions.
- Represents the function and organisation externally.

Key Responsibilities

- Improving Oxfam's financial accounting strategy and standards.
- To develop UK accounting systems, policies and procedures, ensuring standards and probity are high, and processes are strong and robust and within legal frameworks.
- Overall responsibility for Oxfam's Peoplesoft Finance system including strategic development, operational controls and enhancement approvals.
- Establish and maintain high accounting standards to meet legal requirements (tight controls, levels of authorisation etc.).
- Responsible for monitoring and ensuring high standards of service from the team, and providing relevant training for users.
- Manage resources and staffing levels to meet Oxfam requirements cost-effectively.
- Review systems alternatives, identify and implement improvements to efficiency.
- Working closely with the divisions/regions globally through CMT to ensure processes etc are user friendly, cost effective and support the business.
- Continuing to improve the provision of effective management information and financial advice for Corporate functions/departments/initiatives.
- Support the Finance Director in other activities as requested.
- Represent Oxfam externally and act as alternate for the Finance Director as required.

Skills and Competence

E= Essential D= Desirable

- Qualified accountant with considerable experience in accounting systems, financial management and strategies (E)
- Knowledge of current financial reporting requirements and taxation (E)
- Knowledge of the charity sector (D)
- General management expertise and experience in strategic development (E)
- Good leadership and teambuilding skills, able to develop team members and manage change (E)
- Good interpersonal and communication skills (E)
- Consistent high standards (E)
- Experienced in improving cost effectiveness (E)
- Drive to produce accurate results to exacting deadlines consistently (E)
- Responsible, flexible and adaptable (E)
- Aware of and responds to user needs (E)