

JOB DESCRIPTION

POSITION	Head of Finance
AREA/DEPARTMENT	Finance & General Affairs
PLACE OF WORK	Save the Children Italia Onlus (Roma)
REFERS TO	Chief Financial Officer & General Affairs Director
PEOPLE MANAGEMENT	Yes
BUDGET MANAGEMENT	Yes
TYPE OF CONTRACT	Fixed term / permanent contract (based on experience)
SALARY	based on experience
CSP LEVEL	I

INTRODUCTION TO SAVE THE CHILDREN

Save the Children is the world's leading independent organization for children.

OUR VISION is a world in which every child attains the right to survival, protection, development and participation.

OUR MISSION is to inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives

Save the Children Italia (SC IT) was created as an ONLUS in 1998 and is now a prominent member of Save the Children International.

SAVE THE CHILDREN'S VALUES

ACCOUNTABILITY: We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children.

AMBITION: We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children.

COLLABORATION: We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children.

CREATIVITY: We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children.

INTEGRITY: We aspire to live to the highest standards of personal honesty and behavior; we never compromise our reputation and always act in the best interests of children.

To finance our work, we depend on the support of the general public, volunteers, the corporate sector, governments and international donor agencies.

CHILD SAFEGUARDING POLICY

At Save the Children Italy we are committed to the safeguarding and protection of children in our work. Save the Children believes that a child or young person should never experience abuse of any kind. We have a responsibility to work in a way that promotes the welfare of children and protects them from harm. Our

Organization has a zero tolerance approach to any harm to or exploitation of a child by any of our staff, representatives or partners. Save the Children expects the highest standards of behavior from all its staff when dealing with children. Those who are representing Save the Children must adhere to the Child Safeguarding Policy, both in their private and professional lives

Save the Children Italy will do everything possible to ensure that only those who are suitable to work with children are recruited to work for us.

JOB PURPOSE

The Head of Finance, reporting to the Chief Financial Officer & General Affairs Director, will provide an innovative and collaborative approach to maintain and promote the financial health of Save the Children Italy. He/she manages daily financial operations, budgeting, reporting, and financial compliance and oversee the following processes and teams:

- Strategic Planning
- Budgeting & Controlling
- Treasury
- Accounting
- Payroll
- Annual Accounts and Financial Statements
- Grant Management

RESPONSIBILITIES & KEY DELIVERABLES

- Manage the daily activities of the Finance Teams, including oversight of the accounting functions, cash receipts, revenue and grants management, and budgeting. Ensure that all activities are captured and processed in a timely, complete and accurate manner.
- Oversee the monthly financial close process to ensure it is completed in a timely, efficient and complete manner. Coordinate receipt of data from other departments to ensure general ledger reflects all monthly activity. Play lead role in problem solving.
- Provide development and review of proposal budgets, grant financial reports, and income projections.
- Coordinate and manage the annual financial audit and timely completion of year-end tax reporting.
- Oversee and review the monthly reconciliation of all balance sheet accounts including bank accounts, accounts receivable, investments, fixed assets, other assets, accounts payable and other liability accounts.
- Review monthly financial statements working with staff and accountants to post appropriate adjustments.
- Oversee timely review and correction of financial inputs, trial balance, and general ledger detail to ensure proper and consistent recording of the organizations' activities.
- Review quarterly and annual financial statements prepared by accountants.
- Produce reports for Board of Directors and Senior Management team.

- Work closely with CFO to research and develop strategies or special processes to support program efforts.
- Develop and maintain strong internal controls and financial policies to counter risks and ensure responsible stewardship of the organization's resources
- Oversee financial and other record-keeping systems; ensure good management of records as well as compliance with all applicable laws
- Manage, consolidate, and prepare reporting for the Association's budgeting process, including working with budget owners on developing budgets, updating forecasts, and analysing actuals vs. variances
- Maintain internal control and safeguards for revenue, costs, grants and budgets;
- Ensure appropriate policies, processes and systems are developed and implemented;
- Provide leadership and people management to team (20 people), including coaching, training, developing and building teams;
- Lead the development and reporting against agreed Save the Children Association's KPIs.

EDUCATION & QUALIFICATIONS

- Bachelor's degree in economics or engineering
- Master degree (is a plus)
- Fluent in English
- Highly computer literate and confident with Outlook, Word, PowerPoint, Excel and Internet

EXPERIENCE & COMPETENCES

- Extensive experience (minimum 10 years) in finance areas at Multinational Companies, Organizations or major International Management Consulting Firms.
- Uncompromising in the operation of financial controls.
- Qualified accountant or equivalent.
- Substantial senior level financial experience in a major Organisation.
- Non-profit financial management experience (preferred).

SOFT SKILLS

- Passionately driven by the mission and values of the organization.
- Strong commitment to Save the Children mission and values.
- Previous successful experience in people management
- Determined, innovative, and flexible with a strong work ethic.
- General management experience in an equivalent organization: complex, federated, decentralized.
- Comfortable with operating in and taking advantage of continuous change.
- Strong influencing skills and gravitas, with a mature and insightful perspective that commands attention.
- Naturally builds and leverages personal networks at a senior level both internally and externally.
- Team player and team builder, who nurtures, develops and unleashes the full potential of peers and reports behind inspirational goals.

- Strong ability in coaching staff to high levels of performance.
- Outstanding verbal and written communication skills, with an ability to use numbers to paint pictures and tell stories that drive action.
- Strong leadership and general management capabilities.
- Can take and live with difficult decisions.
- Proactive, organised, energetic, flexible and resilient.
- Excellent judgment.
- Ability to prioritize and separate the important from the truly critical.
- Results oriented.
- Leads with transparency and stays accountable.
- Sets high standards and monitors compliance.
- Humanitarian sector experience (Desirable).

