

Out of
poverty

United
Purpose 

United Purpose

Chief Operations Officer

Application Pack



About Us

United Purpose (UP) is an international development charity with an innovative community led approach to eradicating global poverty and inequality. We lift people up out of poverty by creating solutions that last. Our unique approach combines groundbreaking innovation with decades of deep personal relationships and community-driven solutions to solve the problems faced by those furthest left behind and most marginalised.



UP has a global turnover of **£29 million** and reaches **4 million** people annually. Our income has increased significantly in the past few years, and **we have been successful in growing our impact and reputation.**

Building on our strong track record of community-level delivery, we are now looking to scale up and stimulate bold, creative ways to solve global problems. We plan to generate more strategic income, develop and refine our finance and operations management systems, and invest in the talented and committed people at UP by nurturing an environment of learning, entrepreneurial energy and success.

Chief Operations Officer



We are looking for an exceptional individual to join our dynamic organisation at an exciting time of growth. You will need to demonstrate that you have the skills, knowledge, ability and experience to deliver on the below. The role of the UK Office is to:

- Manage and develop UP's supporter base in the UK and undertake fundraising, development education and advocacy initiatives.
- Manage the country offices, providing technical, operational, financial and logistical support;
- Represent UP to international funding and operational partners.
- Manage overall strategy and contribute towards the development of in-country and regional strategy programme development.
- Communicate with the UP Trustees, UP staff and other stakeholders on governance and key management issues.

Location: Cardiff, UK

Responsible to: Chief Executive Officer

Contract type: Permanent

Salary: £65,000 - £70,000 pa, depending on experience

Overview of Role



As part of a global SMT, this role will be responsible for the below key areas of the organisation. Working very closely with the CEO and other SMT members, this post will be the key lead in all operational aspects of this global organisation.

- Driving effective and efficient Global finances
- Driving innovative and effective Global HR
- Driving innovative and effective Global ICT
- Leading global governance and legal compliance
- Leading global policy and processes
- Leading global compliance
- Leading global risk management and mitigations
- Leading on business planning and monitoring performance
- UKO office management
- Operational performance management of Country programmes
- Social business modelling, development and management
- Mergers and acquisition due diligence and integration

Specific functions and responsibilities

Finance:

- Oversee cash flow planning and ensure availability of funds as needed.
- Oversee cash, investment, and asset management.
- Oversee financing strategies and activities, as well as banking relationships.
- Develop and utilize forward-looking, predictive models and activity-based financial analyses to provide insight into the organisation's operations and business plans.
- Working closely with country programmes, ensure excellent and transparent finances and financial modelling that will ensure the organisation maximises funds raised.
- Oversee the roll out of a new global finance system.

Specific functions and responsibilities



Planning and Policy:

- Prepare, in collaboration with SMT and other team members, an annual operational budget and ensure these are managed effectively within this budget, and reported accurately on progress made and challenges encountered.
- Develop and monitor three year financial business plans and forecasts.
- Participate in corporate policy development as a member of the senior management team and lead in ensuring these are implemented across the organisation.
- Engage the finance committee of the board of trustees to develop short-, medium-, and long-term financial plans and projections.
- Represent the company to financial partners, including financial institutions, investors, donors, auditors, public officials, etc.
- Remain up to date on nonprofit audit best practices and charity law regarding nonprofit operations.

Specific functions and responsibilities



Accounting and Administration:

- Oversee the finance and operations team, to ensure proper maintenance of all accounting systems and functions.
- Ensure maintenance of appropriate internal controls and financial procedures.
- Ensure timeliness, accuracy, and usefulness of financial and management reporting.
- Oversee the preparation and communication of monthly/quarterly and annual financial statements.
- Coordinate audits and proper filing.
- Ensure legal and regulatory compliance regarding all financial functions.

Specific functions and responsibilities

IT and systems:

- The effective use and access to technology is a key strategic priority for UP, with this in mind the use of cost effective, relevant technology across the organisation is vital.
- Lead in the development, implementation and monitoring of a technology strategy across the organisation.

People:

- Ensure best practise HR policies and processes are developed, implemented and monitored across the organisation.
- Lead in the creation of a strategy to attract and retain high performing, innovative and entrepreneurial people for UP.
- Work with the UP HR committee to agree key policies
- Along with all SMT members, set and lead the culture of UP.

Specific functions and responsibilities



Program Operational Leadership:

- Provide effective and inspiring leadership by being actively involved in all programs and services, developing a broad and deep knowledge of all programs.
- Identify opportunities for UP to leverage cross-program strengths to take advantage of new opportunities and/or to address organisational challenges.
- Lead, coach, develop, and retain a high-performance finance team with an emphasis on developing capacity in strategic analysis and planning and program budgeting.
- Ensure the continued financial viability of UP's operations through sound fiscal management.

Strategic Plan Implementation:

- Develop and implement a system for tracking and reporting on the progress of the strategic plan implementation.

Person Specification

	Essential	Desirable
Qualities	<ul style="list-style-type: none"> • Ability to perform under considerable pressure. • Ability to motivate and lead others. • Entrepreneurial and inspirational leader that is committed to our values and mission. • Energetic, innovative and excited by a challenging role. 	
Experience	<ul style="list-style-type: none"> • Proven experience as Chief Operating Office or relevant role • Experience of working in an international organisation or business. • Experience of managing risk and compliance issues • Experience of organisational leadership, including working across remote teams. • Experience of working with and securing funds from institutional donors, governments and management consultancies. • Experience delivering strategic change. 	<ul style="list-style-type: none"> • Experience of working as a country director. • Experience of charity accounting.
Skills & Competencies	<ul style="list-style-type: none"> • Understanding of business functions such as HR, Finance, marketing etc. • Working knowledge of IT/Business infrastructure and MS Office. • Demonstrable competency in strategic planning and business development. • Excellent communication and interpersonal skills. • Excellent planning, co-ordination and prioritisation skills, capable of rapid and quality turn around on a high workload. 	<ul style="list-style-type: none"> • Working ability in French or Portuguese. • Relevant accounting qualification (ACA/ACCA/CIMA)

How to apply

To apply for this role please send your CV, our Equal Opportunities form (voluntary) and a short covering letter to:

applications@united-purpose.org by

11 February 2018

All applications will be acknowledged, but only successful applications will be contacted further.

