

ACTION MEDICAL RESEARCH

JOB DESCRIPTION

Title: Interim Head of Finance & Operations

Working base: Home-based with some travel to meetings in South East England

Reporting to: Interim CEO

Working Relationships

Directors, Research Team, Fundraising Team, External Auditors, Payment Platform Providers

Line Management

Finance Manager and two Finance Assistants

Job Purpose

To provide interim leadership for finance and operations, ensuring robust financial management, governance compliance, and organisational resilience. The role supports the Interim Chief Executive in delivering organisational objectives during a critical transition period, while maintaining high standards of accountability and efficiency.

Principal Tasks and Responsibilities

1 Finance

Provide strong and effective leadership of the finance function, including:

- Produce, control and interpret monthly management accounts and supporting papers for presentation to the Interim Chief Executive and consideration by Directors, the Investment & Audit Committee and Trustees.
- Monitor the annual budget against agreed operational plans and prepare forecasts and other management information required to support decision making and ensure that the charity operates within agreed financial parameters.
- Manage plans and budgets for finance, operations and company secretarial services.
- Work closely with the Interim Chief Executive and Director of Fundraising to track income and monitor trends.
- Work closely with the Research team to monitor and report on the grant management finance process.
- Monitor and evaluate activities - and produce financial models and analysis to support income generating opportunities and proposals.
- Administer the charity's investment portfolio in line with the policy agreed by the Investment & Audit Committee.
- Work with the Interim Chief Executive as needed in managing relationships with auditors, investment managers, banking partners, and payment processing platforms.
- Ensure adherence to charity accounting standards, Companies Act, and regulatory requirements.
- Provide strong leadership to the finance team, ensuring clarity of roles, motivation, and professional development.

2 Operations

- Work closely with the IT Systems Manager and external tech support to maintain and improve the charity's digital platforms and tools.
- Assist the Interim Chief Executive with company secretarial duties, ensuring timely filings and governance compliance.
- Support clear and appropriate internal communication so that people understand processes, compliance expectations and their roles in operational delivery.
- Review contracts, supplier agreements, and service-level arrangements.
- Work closely with the IT Systems Manager and external tech support to maintain and improve our digital platforms and tools.
- Collaborate with Directors on business continuity planning and operational risk mitigation.
- Serve as Data Protection Officer, ensuring GDPR compliance and handling any incidents.

3 Fundraising

- Support the Director of Fundraising in developing the organisation's fundraising strategy by providing financial insights.
- Ensure systems are in place to track and manage grants, philanthropic donations, and other income streams.
- Support the preparation of funding proposals and reports and ensure accurate and timely reporting to funders.
- Support relationship management with key donors, foundations and partners.

Person Specification

- CCAB qualified accountant (ICAEW, ACCA, CIMA, CIPFA).
- Significant experience in senior finance leadership within the charity or not-for-profit sector.
- Experience of leading people and managing staff teams to deliver quality results to deadlines under pressure.
- Strong knowledge of charity governance, risk management, and compliance.
- Excellent communication and stakeholder engagement skills.
- Experience of working with contracts and managing suppliers, including excellent negotiation skills.
- Familiarity with business continuity planning and insurance frameworks.
- Problem solver with can-do approach, drive, tenacity and high standards.
- Highly developed organisational skills, able to manage conflicting priorities to meet multiple deadlines.
- Sensitivity to the charity's culture and cause.