



Community Health And Sustainable Environment

Finance Manager
Recruitment Pack and Job Description
2025

Main purpose of the job

We are seeking an experienced and proactive Finance Manager to oversee all financial aspects of CHASE Africa's operations, following the retirement of our current Finance Manager. In this critical role, you will ensure sound financial stewardship and effective operations, contribute to strategic planning and management of the organisation, and support our mission to improve health and wellbeing in marginalised communities across East Africa.

Background

CHASE Africa is a fast-growing UK-based international NGO that works through autonomous local partners in East Africa. We provide financial, technical and organisational development support to enable them to start-up community health programmes or incorporate Sexual and Reproductive Health (SRH) into their existing work, using a rights-based approach. Our aim is to improve women's health and wellbeing, and that of their families, by breaking down barriers that prevent women accessing health services and realising their SRH Rights. Our efforts are focussed on reaching marginalised, rural communities. Our partners all work in close collaboration with the Ministry of Health, with health system strengthening forming a key component of all our programmes.

We promote a one-health approach, recognising the interconnectedness of human and environmental health and wellbeing. Alongside their health programmes, we support partners to undertake environmental activities to protect biodiversity, reduce environmental degradation and build resilience to climate change. Our aim is to enable rural communities to gain maximum benefit from our work of combining family planning, health and environmental activities.

We have a collaborative approach to partnership and have built a strong network of local partners, which enables our partner organisations to tackle common challenges together, share experiences and learning. This has become a powerful and valued forum for our partners.

CHASE Africa is a small, friendly and dedicated team, based in north Somerset, that is going through an exciting period of transition and growth, with a new CEO in 2022, change of charitable structure to a CIO in 2023, a new Chair of Trustees in 2024 and registration of a CHASE Africa entity in East Africa in 2025. We have ambitious plans to increase our impact

and income over the next 5 years, with income forecast to exceed £1 million in 2025. The team have developed excellent relationships with numerous trusts and foundations, high net-worth individuals and regular donors and have an excellent retention rate of existing funders.

Location

- Hybrid (able to attend meetings at office near Frome, Somerset)
- UK-based (with potential occasional travel to programme countries)
- The successful candidate must have the right to work in the UK.

Reports to

- Chief Executive Officer (CEO)

Contract

- Part-time (3 days per week), Potential to increase in future, Permanent

Salary

- £44,000 - £49,000 per annum, pro-rata

Role Description:

Financial Management, Planning and Accounting

- Lead the organisation's financial planning, budgeting, forecasting, and cash flow management.
- Support the CEO in developing the charity's financial strategy and business planning.
- Ensure timely and accurate bookkeeping, preparation of monthly management accounts, and financial year-end processes.
- Maintain, oversee and streamline accounting systems (current system is SAGE, so need to be confident to use the package and design reports as required).
- Provide regular financial analysis and reports to the CEO and Board of Trustees, including attendance and presentation of budgets and accounts at the quarterly trustee board meeting.
- Monitor and manage exchange rate risks, particularly for grants and expenditures in local currencies.
- Prepare statutory accounts and manage the annual audit process in collaboration with external auditors.

Donor and Grant Financial Management

- Support programme grant management, produce budgets for grant applications (in collaboration with programme and fundraising staff) and ensure donor financial compliance, including tracking of restricted and unrestricted income.
- Prepare financial reports for donors and ensure they align with narrative reporting.
- Liaise with local partners on financial matters, ensuring accurate and timely quarterly financial reporting.
- Review and support local partners' financial management to ensure their systems and reports maintain adequate financial controls and processes for financial management of grants.
- Work with the Development Manager to build a culture of cost recovery in all fundraising activities.

Governance, Compliance and Risk

- Ensure compliance with UK charity financial regulations (e.g. Charity Commission Statement of Recommend Practice (SORP)).

- Maintain appropriate financial controls, policies and procedures.
- Support the development and monitoring of internal risk management strategies and keep the Risk Register up to date, in collaboration with CEO and Trustees.

Operations

- Oversee Gift Aid Claims.
- Ensure adequate insurance is in place.
- Support the CEO with the establishment of a CHASE Africa entity in Kenya (company limited by guarantee) for which the registration process is already underway.
- Support with the commissioning and development of Monitoring and Evaluation data systems.
- Provide additional support to the CEO as required.

Team and Partner Support

- Provide financial capacity-building support to Programme Managers and in-country implementing partners, including training where necessary.
- Collaborate closely with CHASE Africa's programme and fundraising teams to ensure financial sustainability and alignment.

Person Specification: Skills and Experiences

Essential:

- Qualified accountant (e.g., ACCA, CIMA, ACA) or equivalent experience.
- At least 5 years' experience in financial management, including some in the charity or NGO sector.
- Strong knowledge of UK charity financial regulations and reporting requirements.
- Experience with donor-funded projects, budget development and financial reporting (for institutional funders, and private trusts and foundations).
- Strong proficiency in accounting software (SAGE and others).
- Strong proficiency in Microsoft Excel.
- Strong analytical and communication skills (including strong written and spoken English).
- Ability to work independently and as part of a small, dynamic team.
- A commitment to CHASE Africa's mission.

Desirable:

- Experience working with local partners in East Africa or similar contexts.
- Understanding of international development.
- Willingness to travel internationally occasionally.

Our Commitment to Safeguarding, Confidentiality and Inclusion

Safeguarding Children and Vulnerable Adults

The organisation has a zero-tolerance approach to the abuse of children, young people and vulnerable adults. All employees are required to promote and safeguard the welfare of children and young people and comply with the CHASE Africa's Safeguarding Policy and Statement. In accordance with our Safeguarding Policy, all staff must ensure the health and wellbeing of vulnerable adults is appropriately safeguarded. All staff are required to attend training appropriate to their role in safeguarding children and adults, which includes

understanding and recognising the signs of abuse and knowing how to raise concerns when those signs of abuse are noticed in a person.

Confidentiality

Working for CHASE Africa you may gain knowledge of confidential matters which may include personal and medical information about community members. Such information must be considered strictly confidential and must not be discussed or disclosed. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Diversity

CHASE Africa is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to race/ethnicity, colour, national origin, religion, pregnancy, marital status, sexual orientation, gender identity/expression, age, disability, genetic information, military service, covered/protected veteran status or any other protected class. We embrace diversity, equal opportunity, and inclusion in a serious way. We are committed to building a staff body that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our work will be.

What we can offer:

- Opportunity to shape a growing organisation during a critical period of growth.
- Flexible working within a hybrid working arrangement, with regular opportunities to come together with the team at our office near Frome and potential for travel to East Africa to visit local partners.
- Variety of paid learning and development opportunities, including exposure to international finance, donor relations and leadership development.
- 28 days paid holiday plus bank holidays (pro rata).
- Contributory pension scheme
- Enhanced maternity/paternity/adoption benefits of up to 13 weeks full pay followed by 26 weeks at the published SMP rate (after 1 years service)

Application Notes:

To apply for this role, please consider the detailed job description and send your CV (maximum 3 pages) and a covering letter (maximum 2 pages) explaining your interest and suitability for the role to harrietgordonbrown@chaseafrica.org.uk. Please put "Finance Manager" in the subject line.

Applications will be reviewed on a rolling basis. Early applications are recommended. (Deadline for applications: 30 September 2025.) Initial interviews online, with shortlisted candidates invited to interviews between 6-10 October 2025.

Three references relating to recent professional experience will be required for the successful candidate.