



Head of Operations **(part time / flexible hours – minimum of 24 hours per week)**

Global Partners Governance (GPG) works with parliaments and political parties around the world to promote representative politics and effective governance. Our work directly supports politicians and parliamentary staff and has included the delivery of projects with parliaments in Africa, the Middle East and Central-Eastern Europe. For more on our work, see our website at www.gpgovernance.net

GPG is seeking to appoint a Head of Operations who will ensure that GPG activities run smoothly with strategic oversight of internal systems and processes and responsibility for internal financial procedures. S/he will have oversight of financial planning and forecasting of resources for the whole company. The Head of Operations will take a proactive approach to ensuring the delivery of effective and efficient operations, liaising with project staff in our London headquarters as well as our overseas offices to develop and implement appropriate procedures, and reporting to senior management on risk and internal systems. The post holder will be a member of the management team and, together with other managers will support the leadership of GPG, including development of the company, managing and mentoring other staff and implementing and modelling exemplary internal communication skills between the three GPG offices.

We are particularly interested in candidates from a non-development background who could bring a new perspective to the running of the company. The post would suit an experienced professional looking for a new role in a small, dynamic company where they can make a big impact and have a great deal of autonomy. Reporting to the Director and Deputy Director, the Head of Operations will play a key role in developing our financial efficiency and organisational development.

Person specification

The successful applicant should have:

- experience of managing operations and budget systems in a project-based organisation
- familiarity with standard financial processes and procedures
- advanced communication skills, engaging constructively with internal and external stakeholders of diverse backgrounds, both specialists and non-specialists
- proven ability to analyse systems data, and use as the basis to formulate proposals for change
- experience of reviewing and evaluating business procedures
- Demonstrable strategic thinking and critical analysis
- Excellent leadership and people management skills
- highly developed organisational skills, attention to detail and planning ability
- self-motivated, pro-active and flexible team player
- experience of working in an environment linked to politics, international affairs or policy development would be an advantage, but is not essential

Job responsibilities

The post holder will be responsible for the following areas:

Finance

- Be the first point of contact for financial accounting matters, ensuring the finance system effectively process transactions and staff have up to date and timely information
- Support the project managers to ensure project finances are properly managed, budgets are properly prepared, and forecasts and projections are based on sound data and that issues are raised and addressed at the earliest opportunity
- Oversight of internal financial systems and main point of contact for external services (e.g. outsourced accountants, auditors, foreign exchange and banking services, etc)
- Developing and applying financial systems across the organisation, in conjunction with staff in London, Cairo and Amman offices and outsourced accountants
- Monitoring and reporting performance against agreed budgets monthly to the Director/Deputy Director
- Specific responsibility for core office budget/overheads
- Proactively developing new procedures as necessary, in conjunction with management team.
- Line management and/or supervision of junior administrative/data entry staff

Internal systems and processes

- Oversight of internal systems and procedures, financial, HR etc, liaising with staff in London, Cairo and Amman to ensure they are appropriately applied across the organisation

- Development of new processes and internal resources, In conjunction with the management team
- Proactive liaison with project staff to maintain internal systems and processes and adjust them where appropriate.
- Ensure smooth internal communications in London and between GPG's offices in London, Cairo and Amman.
- Ensuring systems are compliant with the company's legal obligations

Resource management

- Analysis of current resource utilisation, ensuring efficient and appropriate allocation of resources
- Forecasting and anticipation of future workloads/resource needs and oversight of systems for managing fluctuating volumes of project and internal work.
- Company risk management processes, including for travel in conflict-prone countries
- Support the Director/Deputy Director and other members of the management team with developing business development.

General

- Work with other members of the management team to ensure the organisation is run effectively and efficiently
- Oversee and support and project managers training, regarding finance and administration
- Leading, together with other members of the management team, effective communication within and between the GPG offices, all staff and associates.

To apply for this position, you must include a cover letter with your CV outlining why you feel you are well suited to this position and send to hello@gpgovernance.net

Deadline for applications: Sunday 21st January

Interviews: Likely to be late January

Start date: As soon as possible (negotiable with individual applicants)

Length of contract: Permanent

Salary: £45,000-£60,000 (pro rata) depending on qualifications and experience

Working hours: Full or part time (minimum 3 days a week) and scope for hours to be worked over 4-5 days

Holidays: 25 days' holiday (F/T) plus public holidays per annum