



ShelterBox

Disaster relief

FINANCE DIRECTOR

ROLE PROFILE



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WELCOME LETTER

Sanj Srikanthan
Chief Executive

Welcome to ShelterBox.

ShelterBox delivers aid to families devastated by disaster, giving them safe shelter and the tools to rebuild their community. We believe in a world where no family is left without shelter.

In the current pandemic, shelter means more than ever, giving those made homeless the ability to isolate from Coronavirus. Emergency shelter is a critical part of efforts towards prevention, mitigation, and recovery from this crisis. As emergency shelter experts, we have had an important part to play in the global response to the pandemic and other simultaneous disasters.

In 2020 and going forward, our experience with partners worldwide, combined with our storage of shelter materials and tools in multiple locations globally, means we have been able to continue to provide shelter to disaster-affected families. In fact, through our commitment and determination to support the people who need us, we are on course to reach more people than we did in 2019.

Despite these unprecedented global challenges, we will have supported nearly 200,000 people in 2020, across 11 countries. But there's so much more that we want to do to continue our income growth to help us reach more people affected by disaster and conflict.

Our ambitious plans to increase reach are matched by our plans to increase our current donor base — and the financial support our donors give us. Our Director of Finance will lead the management of our varied funding streams, ensuring that in partnerships with our Operations and Fundraising departments, that we ensure timely and accurate financial planning and delivery for all of our programmes and projects.

The Director of Finance is an integral part of the high performance team we are building at ShelterBox acting as a business partner to every part of the organisation, thinking innovatively about solutions to project financial planning in the uncertain and fast paced world of international disaster relief, and working with our fundraisers to anticipate future income trends and forecasts to better prepare the organisation to respond. As we expand into partnerships with government aid agencies, we are seeking candidates with a background in charity finance who have managed government aid grants and contracts.

We have had a successful growth year in 2020, and are developing our ambitious new strategy for 2021-25. The Director of Finance will be joining us in time to help shape the direction of this work. The role will work closely with me to ensure that our strategic planning is





realistic in terms of financial growth and planning, and that we have adequate mechanisms for monitoring performance against budget across the organisation.

As our global network of ShelterBox affiliate offices grows and develops, the Director of Finance will help design and deliver a global financing model that supports affiliate growth and ensures that we put the financing aid programmes at the centre of the Finance Department's work. ShelterBox is looking for a senior leader who can also make contributions on wide range of strategic issues beyond finance, and help steward the organisation's growth as shelter needs grow around the world. While your formal brief is in the area of finance, I am interested in meeting candidates who are inquisitive and have opinions on matters ranging from how we deliver aid in a changing world, partner with communities we serve, and communicate to our supporters and wider audience.

The successful candidate will have strong influencing skills working with stakeholders across our network of partners, affiliate offices, volunteers, board and staff. The role will be required to combine financial fluency with an ability to communicate effectively on technical issues, helping budget holders understand their responsibilities and develop their understanding of charity finance.

I am particularly looking forward to hearing from candidates with an understanding and an appreciation of how to problem solve with teams, eliminating barriers to aid delivery, and embracing the chance to

work in an organisation that is ambitious and impatient to do more for the communities we serve, and small enough to allow talented individuals to have impact and influence us to be better.

It remains an exciting time to be working with us at ShelterBox. I look forward to hearing from you.

Sanj Srikanthan *Sanj Srikanthan* - *Chief Executive*



ABOUT SHELTERBOX



ShelterBox is committed to working towards a future where no family goes without shelter. We believe that every family deserves a place to call home after disaster. By providing emergency shelter and tools for families robbed of their homes by disaster, we are transforming despair into hope.

But we have our work cut out for us. In 2019 over 104 million people were forced from their homes by disaster and conflict. Some projections suggest that this figure will grow to 200 million within 10 years.

We work with disaster-affected communities to provide the emergency shelter, essential items and training needed to support families in the long process of rebuilding their lives.

Every disaster is different, so we have a flexible approach. We listen and learn from the communities we work with to make sure we provide the right support.

We often go further, working with hard-to-reach communities who are overlooked by others.

Before a disaster happens, we make sure we are ready to help. We store aid in strategic locations around the world so we can get it to the families who need it as quickly as possible.

We are fortunate to have the help of an amazing network of global affiliates, partners like Rotary International, supporters worldwide, and an incredible team of dedicated volunteers and staff.

Our team are the foundations of ShelterBox. They create a framework in which we are able to transform lives.

You would be joining ShelterBox at an exciting time, helping us to continue to maximise both our reach and the impact of our work. Our team is full of positive, people focused individuals with a real passion for our cause.

Whichever job you take on at ShelterBox, you will be working towards a world where no family goes without shelter after disaster.





ABOUT US

Our vision

A world where no family is without shelter after disaster.

Our mission

Our purpose is to provide emergency shelter to families who have lost their home to disaster, enabling them to rebuild their lives.

We go to hard to reach communities, often those overlooked by others, to provide vulnerable families with a place to call home.

We work with our global network to support communities around the world to rebuild and recover from the worst days of their lives.

We were founded by the Rotary Club of Helston-Lizard in 2000. Over the past 20 years we have supported over 1.5 million people to help with recovery after disaster.

WHAT SETS US APART

We put families first

We have a flexible approach and we work with families to understand what they most need to support their own recovery after disaster.

We are focused

We specialise in emergency shelter and the essential tools needed to help rebuild homes after disaster.

We go further

We go to hard to reach communities, often those that are overlooked by others.

We are global

We have a global network of supporters raising vital funds to help us in our mission. We are official project partners with Rotary International, and Rotarians around the world help us connect with local communities when disaster strikes.





OUR VALUES

We can't do it alone

We are one big international team united in the belief that no family should go without shelter after disaster. We build lasting relationships and are good to each other.

We make a tangible impact

Our purpose is simple and we want to keep it that way. We work in a complex world but we keep focused on making a real difference to peoples lives.

We do the right thing

We strive to do the right thing. People are at the heart of everything we do. We have a responsibility to make the best decisions for the communities we support and listen to and learn from each other.

We plan for tomorrow

We are forward-thinking. We continually seek new ways to tackle the challenges we face, proactively researching new ideas and adapting to changing circumstances.

Because ... disasters don't wait

Disasters don't wait. So we step up, set priorities and trust our people to get things done. We expect the unexpected and adapt quickly. We plan for tomorrow, do the right thing and work together to make a tangible impact.

ROTARY

ShelterBox is proud to be an official project partner of Rotary International. Local Rotary groups and Rotarians in disaster-affected countries helped in many of our responses to non-conflict disasters. After disasters in places like the Philippines, Tanzania and Honduras, Rotary contacts shared local information, supported with assessments, and connected our teams with other organisations, playing a vital role in helping families receive the support they need.

GOVERNANCE

ShelterBox is a registered charity; charity number 1096479 and it also operates as a company limited by guarantee, company number 04612652. ShelterBox's ultimate decision making authority is the Board of Trustees (the 'Board'), which has full legal responsibility for running of the charity. The Trustees act as the directors of the company for the purposes of the Companies Act 2006.



THE ROLE



JOB DESCRIPTION

Position type:
Full-time permanent

Salary:
£65,000 per annum

Hours:
Full-time, Permanent role on 37.5 hours per week

Responsible to:
Chief Executive Officer

Direct reports:
Head of Legal, Systems & Project Accountant, Business Finance Manager, Head of Financial Compliance, Facilities Manager

Location:
Truro, Cornwall/Remote (with regular travel to Truro)

MAIN ROLE & RESPONSIBILITIES

ShelterBox is searching for an experienced senior leader with strong financial management experience to provide leadership to our Finance team and help manage and deliver urgent priority activities.

As Director of Finance you will lead and manage the finance team, and oversee all aspects of the organisation's financial management, financial reporting, transaction processing and tax management. You will be responsible for delivering a finance function that works collaboratively with other teams to meet the organisation's overall financial needs, and which recognises the importance of finance and financial information to the organisation's future effectiveness. The role will also manage our Legal Counsel working to ensure we are compliant with all relevant legislation and manage our risks both financial and legal.

The role is also required to report to the Board of Trustees on a regular basis on financial matters as well as work closely with our independent auditors. The Director of Finance also works with our larger affiliates and in particular ShelterBox USA to ensure aligned financial planning and fund transfers in order to effectively deliver aid programmes.

The Director of Finance is a member of the Executive Team. This is ShelterBox's most senior management team, with overall responsibility for leading, planning and managing the work and development of ShelterBox. They will be responsible for the delivery of 2021 plans as well as the implementation and development of longer-term strategy, and for ensuring that the wider organisational strategy delivers for both displaced people and supporters.





In conjunction with the Finance, Legal and Facilities teams, duties will include but not be limited to:

- Managing the organisation's annual budget setting cycle - supporting teams to develop their budget proposals and working with senior management to finalise and introduce the budget.
- Ensuring robust management of the organisation's financial performance against plan, including regular use of forecasts and the efficient use of funds.
- Ensuring all relevant stakeholders are provided with the financial information and insight they need and are supported to use it effectively.
- Overseeing the processing of financial transactions and ensuring the integrity of all financial information.
- Developing and overseeing costing models that ensure adequate overhead recovery from funding arrangements.
- Ensuring appropriate financial due diligence and monitoring of resources provided to overseas partners.
- Developing and maintaining robust systems of financial controls that keep pace with the organisation's growth.

- Managing the organisation's tax affairs in both the UK and a complex international environment – minimising exposure to tax liabilities and ensuring regulatory compliance.
- Meeting external financial reporting requirements, including reports for external stakeholders and the annual trustees' report and financial statements.
- Managing the financial aspects of the relationships with ShelterBox's international affiliate organisations and also any country programme offices including ShelterBox Philippines.
- Ensuring that restricted income is properly used and accounted for.
- Managing all treasury functions, including cash management and management of foreign exchange risks.
- Maximising the charity's income from Gift Aid and ensuring compliance with Gift Aid regulations.
- Managing the administration of the organisation's growing portfolio of legacy income.
- Line managing the Head of Legal to provide teams with legal advice and ensure compliance with regulatory requirements and the effective management of legal risk.
- Line managing the Facilities Manager to ensure the smooth running of the organisation's premises.

As well as these specific responsibilities, as a head of service, you will:

- Contribute to the formulation of ShelterBox's strategic plans.
- Work with your team to turn strategic objectives into operational plans and manage their delivery.
- Foster collaborative working with other managers and teams.
- Coach and mentor your team and advance their training and personal development.
- Support, value and empower your team members and help them to embrace change and strive for continuous improvement.





PERSON SPECIFICATION

Experience, skills and attributes – essential:

- CCAB qualification or equivalent (eg CPA)
- At least five years' post-qualification experience, preferably in a financial management position
- Experience of successfully leading a high performing team.
- A practical understanding of direct and indirect taxation and a readiness to engage with technical tax matters (via specialists)
- A strong commitment to professionalism and quality, combined with a practical “can do” approach.
- A good leader with ambition and conviction and the ability and desire to inspire staff at all levels
- Self-motivated and able to work on own initiative
- Demonstrable ability to develop networks both internally and externally
- A collaborative approach, with strong influencing skills

- Excellent communication skills – verbal and written
- Commitment to continuous professional development (CPD).
- Commitment to principles of Equality, Diversity & Inclusion

Experience, skills and attributes – desirable

- CTA or ATT qualification. Diploma in Charity Accounting
- Experience of working within the charity sector or an international environment.
- Experience of managing change to deliver business improvement
- Knowledge of charity accounting regulations





TERMS, CONDITIONS AND BENEFITS

Annual leave entitlement

Full time staff allowance is 25 working days per calendar year plus Bank Holidays. We also provide an additional day of Birthday leave, and a further day of 'Volunteering' leave.

Sickness pay and conditions

We have a contractual sick/injury pay scheme (inclusive of SSP) which, on completion of 3 months' service, provides payment during periods of certificated sickness for 3 months full pay and a further 3 months half pay in any 12-month period. Entitlements are pro rata for part-time employees.

Pension

We have a group personal pension scheme to which you will be enrolled, but may opt out. Your minimum contribution is 4% of salary on a monthly basis. The charity will match your contribution up to 6%.

Life Assurance

In the event of your death whilst in the employ The ShelterBox Trust, a lump sum of an amount equal to two times your Annual Basic Salary will be payable (subject to the terms agreed with our service provider).

Family First Policies

Including 'salary plus' childcare vouchers, alongside enhanced maternity/partner pay.

Employee Assistance Programme

A professional and confidential 24/7 helpline for counselling on any areas or personal support services.

Equality of Opportunity

Both as an employer and a service provider, we are committed to ensuring fairness and creating an environment where equality of opportunity is maintained. This commitment is demonstrated by developing and reviewing employment policies and procedures that ensure recruitment, training and development and promotion decisions are made on the basis of competency, performance and ability.





HOW TO APPLY

To apply for this position please provide the following two pieces of information:

- A comprehensive CV, including details of your achievements in each role and details of two referees.
- A supporting statement, explaining how you believe your skills and experience match the requirements of the role, directly addressing the criteria as outlined in the person specification. Please also outline your motivation for applying for this role.

Applications should be submitted at the following website: recruitment@shelterbox.org

TIMETABLE

Closing Date:

Monday 5th April

First Interview:

Week commencing 12th April

Second Interview:

Week commencing 19th April

