



## ABOUT RESTLESS DEVELOPMENT

We have just launched our new global strategy - at the heart of everything we do is Youth Power: the collective power of young leaders to create a better world. We also recognise that how we do our work is as important as what we do. We take a power shifting approach. We recognise the growing inequalities and injustices and are intentional in our efforts to shift power, enabling young people and communities who have previously been marginalised to lead.

We are feminist, inclusive, gendertransformative and anti-racist in our approach. We are grounded in communities and work in partnership to ensure young people lead with their communities. We recognise historic power inequalities and aim to decolonise development.

We recognise the barriers that women, girls, non-binary people, people living with disabilities, and young people with different ethnicities, religion and sexual preferences face in the communities in which we work. We want to proactively shift power and ensure every young person is able to lead and create a just and sustainable world and access their rights.

We are a non-profit global agency. We are independently registered and governed in nine countries (India, Nepal, Sierra Leone, Tanzania, Uganda, UK, USA, Zambia and Zimbabwe) bound together by our vision for youth power. We are a global team of 214 people based in 13 countries and we also host a growing youth collective of youth organisations in 185 countries.

We are committed to creating an agency that paves the way on youth-led change and walks the talk on power shifting.

## OUR APPROACH TO SAFEGUARDING

Restless Development considers the welfare and protection of children, young people and vulnerable adults to be an organisational imperative with primacy over the success of programmes or strategic objectives. We recognise that safeguarding is everyone's responsibility and we expect all of our staff, volunteers and partners to ensure we protect the communities in which we operate from harm and abide by our [Safeguarding Policy](#).

## ABOUT THE ROLE

With a global annual budget in the region of £9m, spread across 9 countries, the Finance Director will lead the financial performance of the global agency, directing and supervising financial management, planning, efficiency, transparency and accountability of all Restless Development units globally, to ensure that the agency can deliver its ambitious new strategy. To achieve this, the role will work closely with a global finance team across all our Hubs, with our Hub Directors and leadership teams, the Restless Leadership Team, Global Agency (operations) Leadership team and the International Finance and Audit Committee.

The Finance Director will report to the Co-CEO. This role is therefore ideally suited for an enthusiastic, self-driven and passionate individual who is looking to take a step in to a senior leadership role, and who is confident in driving the financial health of Restless Development.

For more information on Restless Development's mission, values and work, please visit: [www.restlessdevelopment.org](http://www.restlessdevelopment.org).

## ABOUT THE ROLE

<b>Job title</b>	Global Finance Director
<b>Location</b>	Global (but must be in one of our Restless Hub countries)
<b>Salary</b>	Please see our global salary scale showing the Director level gross salaries by Restless hub country / city - <a href="#">here</a> .
<b>Preferred start date</b>	As soon as possible
<b>Length of contract</b>	Initially 2 years with view to extend
<b>Visa requirements</b>	Must have the right to work in one of the Restless hub countries. (India, Nepal, Sierra Leone, Tanzania, Uganda, UK, USA, Zambia, Zimbabwe)
<b>Reports to</b>	Co CEO
<b>Direct reports</b>	Head of Finance
<b>Expected travel</b>	2-4 weeks International travel annually

### KEY PRIORITIES

#### 1. Global leadership of financial health, management and accountability:

- Quarterly consolidated financial position and analysis for the Chief Executive, Restless Leadership Team, Finance & Audit Committee and Trustees
- Global cash flow and controls management across Restless Development ensuring appropriate global treasury and banking solutions
- Business planning and building on a global full cost recovery model as well as contribution analysis for fee based contracts.
- All accounting procedures and systems in Restless Development, ensuring all financial records and reporting systems are in accordance with generally accepted auditing standards and accounting principles, with appropriate internal controls

#### 2. Oversight of financial sustainability and risk/opportunity assessment:

- Leading the annual budgeting process
- Risk/opportunity forecasting and action planning systems embedded in the management and planning processes, at all levels of the organisation and for Trustees
- Financial risk across the organisation ensuring timely and accurate review of the financial position of the agency, and effective management of foreign exchange risk

#### 3. Responsible for compliance and transparency:

- Compliance with regulations and requirements of the UK Charity Commission and Companies House
- Representation of Restless Development in financial matters to the UK's Charity Commission and HMRC
- The preparation of all financial reports, including income statements, balance sheets, reports to Trustees, tax returns, and reports for government regulatory agencies
- Shared responsibility for the timely submissions of all grants and contract reporting
- All annual audits globally, specifically managing a UK consolidated audit and preparing management response to auditor letter
- Restless Development's compliance with IATI (International Aid Transparency Initiative)

#### 4. Company Secretary and secretary to Trustee Finance & Audit Committee





- Serve as management liaison to Trustees' Finance & Audit Committee
- Record minutes of all F&A Meetings, and communicates minutes to F&A Committee in a timely manner for review and approval
- Attend and present finance updates to trustees
- Perform duties of Company Secretary

#### 5. Other

- You may occasionally be required to work on weekends and/or public holidays, for which time off in lieu will be granted
- Other duties as required.

## ABOUT YOU

We are looking for people with the right competencies and skills for the role, and who demonstrate the personal qualities consistent with [our Values](#).

Values	Behaviours	What we expect of the Global Finance Director
 <p><b>HEART</b></p> <p>We are who we serve. We are brave.</p>	Values-led	Inspires a Restless passion in external partners and all staff. Consider the Restless Values when making decisions and taking measured risks at a strategic level.
	Innovation	Maintains a focus on aligning the organisational vision for long-term growth in a changing world; drawing inspiration from external partners and global best-practice to drive innovation across the Hub or International Unit. Takes measured risks and solves complex issues with creativity and innovation.
 <p><b>HEAD</b></p> <p>We are 100% professional. We prove that young people can</p>	Delivers Quality	Ensures organisational excellence in the face of challenges or constraints; identifying opportunities to advance the Restless mission through the work of others. Ensures the Hub or International Unit is effectively and efficiently resourced to deliver quality against strategic priorities.
	Decision Making	Quickly and confidently makes strategic, and sometimes tough, decisions with incomplete or rapidly changing information. Decisively drives change by analysing complex situations and evaluating long term impact on the organisation and external partners.
 <p><b>VOICE</b></p> <p>We generate leaders. We are proud to carry the banner for youth-led development.</p>	Leadership	Creates a compelling organisational vision, sets strategic priorities, and is accountable for performance at a Hub or Unit level. Develops leadership in others for future growth of the organisation.
	People Development	Aligns their own personal and professional development to current and future organisational needs. Supports and develops Senior Managers and Heads to become future Directors.
 <p><b>HANDS</b></p> <p>We are in it together. We listen and learn.</p>	Effective Communication	Is able to respond to staff and organisational needs at a national level. Persuades, influences and inspires strategic partners and internal audiences; coaching Senior Managers and Head to do the same.
	Collaboration	Is a role model for regional and global collaboration; maximising the organisational impact through partners and other Restless Development Hubs. Cultivates strategic regional and global partnerships for organisational growth and national positioning.

## SKILLS AND EXPERIENCE

<b>Essential</b>	<ul style="list-style-type: none"> <li>• ACA, ACCA or CIMA qualification or recognised equivalent</li> <li>• At least five years' experience in finance management</li> <li>• Fluent written and spoken English</li> <li>• Strong working knowledge and experience of SORP</li> <li>• Excellent IT, written and verbal communication skills</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Experience in international development preferable</li> <li>• Experience in distance management and working with multiple offices internationally preferable</li> <li>• Willingness to travel</li> </ul>

**Restless Development is an Equal Opportunities employer** and welcomes applications from all sectors of the community. Restless Development will ensure that no applicant or staff member receives less favourable treatment on the grounds of gender, sexual orientation, marital status, social status, caste, race, ethnic origin, religious belief, age, HIV status, disability, or any other factor that cannot be shown to be relevant to performance.

## WHAT WE DO FOR YOU

### Remuneration

We are proud to commit to a transparent [global salary scale](#), ensuring a fair and comparable system of pay across all global locations. In addition to salary, we offer pension contributions or housing allowances (dependent on location) of 5% or 10% respectively, and flexible working.

### Values and Culture

At Restless Development, we're proud that the strength and integrity of our Values has been recognised by staff, beneficiaries, donors and others who we work with. Beyond this, we have a culture of recognising and celebrating both our Values and our global achievements with monthly Values Champions and an annual Values Day.

### Work-life Balance

It goes without saying that we work hard at Restless Development. We also recognise the importance of helping staff to maintain a positive work-life balance by offering:

- 24 days annual leave (in addition to public holidays and with an extra day of annual leave given for each full year of service, up to a maximum of 28 days).
- Birthday Leave
- Access to flexible working.
- Generous study leave, maternity, paternity or adoption leave, and other leave allowances.

### Professional Development

Restless Development is proud to be an employer who recognises potential and invests in the development of its staff. We are committed to the professional development of our staff through:

- Empowering opportunities to work on significant projects which stretch and inspire staff – allowing them to develop on-the-job.
- Regular performance management.
- Training and development opportunities, including supporting our staff to identify mentors both within and outside of the agency.
- Quarterly Staff Workshops for all staff to give and receive agency updates, receive training, and socialise.

### Travel and Medical Insurance

Specify where staff and their dependents are covered by national/private medical insurance schemes. When travelling abroad with work, all staff will be covered by Restless Development's travel insurance.

### Relocation package

For staff who relocate to work with Restless Development, we offer a competitive relocation package. This will be discussed with relevant candidates and could include:

- A lump-sum relocation allowance to support you in relocating to your new place of work.
- Out of country supplements for the duration of your time working in your new place of work.
- Medical insurance.

## KEY DATES

- Please send an expression of interest (cover letter) outlining your alignment with our values and suitability for the role along with a copy of your latest CV to [jobs@restlessdevelopment.org](mailto:jobs@restlessdevelopment.org) by **5pm (GMT) Monday 2nd May 2022**.
- First round interviews are scheduled to take place w/c 9 May 2022.
- Second round interviews will be scheduled to take place 19 May 2022.