



Finance Manager

International Foundation for Integrated Care

Reporting to: Chief Executive

Hours of work: Part-Time. 0.6 WTE

**Salary: £39,000 – £49,000 pro-rata depending on experience
with employer contribution pension available.**

Location: Oxford, UK

Contract: Part-time, permanent with 3 months' probation

The International Foundation for Integrated Care

The International Foundation for Integrated Care (IFIC) is a not-for-profit educational network that crosses organisational and professional boundaries to bring people together to advance the science, knowledge and adoption of integrated care policy and practice. The Foundation seeks to achieve this through the development and exchange of ideas among academics, researchers, managers, clinicians, policy makers and users and carers of services throughout the world.

We do this through:

- IFIC's **open-access network** which connects the growing number of individuals and organisations interested in collaborating and sharing knowledge on integrated care. Interested parties can register for free to access our online networking platform and Special Interest Groups (SIGs).
- Our **conferences** which bring together researchers, clinicians and managers from around the world who are engaged in the design and delivery of integrated health and social care. Our European conference has been taking place annually since 2000 and attracts up to 1,500 delegates from all over the world. Our online events and live streams are viewed by 5,000 people representing more than 60 countries.
- The **Integrated Care Academy** which supports scientific analysis and successful implementation of integrated care policy and practice. The Academy provides a range of accessible, high quality, evidence-based and practice-orientated face-to-face and online learning programmes.

- The Foundation's **Integrated Care Solutions** service which is customized to client's needs, combining research, best practice and expertise in context to design and support the effective and sustainable implementation and evaluation of integrated care at local, regional and national levels.
- The International Journal of Integrated Care (IJIC) which is supported and administered by IFIC and is an online, open-access, peer-reviewed scientific journal that publishes original articles in the field of integrated care on a continuous basis since the year 2000. IJIC's official Impact Factor is 5.12, with 17,500 full text views per month.
- Our international centre of knowledge, expertise and ideas on integrated care. our team participate in a number of European funded projects which generate the most up to date learning on Integrated Care.

The Foundation is registered in The Netherlands and has its administrative offices in Oxford in the UK and its communications offices in Valentia Island in Ireland.

You can get more information on our website at <http://www.integratedcarefoundation.org>

About the role

As Finance Manager you will work closely with the CEO to ensure we maintain robust financial controls, deliver on the current strategy and play a key role in supporting IFIC's current efforts to diversify our income.

You will be responsible for all financial management and quarterly / annual financial reporting. You will support the development of IFIC's annual budget and income forecasting and tracking. You will work closely with the Chief Executive and Head of Partnerships as we implement a new fundraising strategy supporting the planning of project budgets, ensuring optimal overhead and cost recovery and take responsibility for project financial reporting, cost recovery tracking and grant compliance. And you will be responsible for all income reconciliation.

You will also be involved in decision-useful information reporting, business planning and modelling future changes across finance, working closely with the other members of the management team. You will lead on engagement with the auditors and ensure the timely submission of our annual accounts.

The person we are looking for

You will be a qualified finance professional (preferably ACCA, CIMA or equivalent), with a well-established understanding of non-profit finance and current accounting standards, you will have proven experience leading on financial reporting and be able to see through the numbers to provide real financial insight. You will be flexible to the changing needs of a small international non-profit working with a tight budget and project income. You will be innovative and have an aptitude for leveraging technology to transform financial management. You will be looking to apply your skills and experience and be willing to carry out a variety of tasks required to ensure the smooth running of our business and proper stewardship of IFIC's funds. Joining a non-profit with a staff team of 12, you will enjoy being a key player in a dynamic, agile team, and be committed to help us shape the future of our organisation.

KEY DUTIES AND RESPONSIBILITIES:

- Manage all day-to-day financial transactions for both income and expenditure: preparing purchase orders; banking; payments; ensure transactions in IFIC's accounting system (currently Xero) are always up to date; reconciliations; and reviewing and capturing investment gains and losses
- Maintain IFIC's fixed assets register
- Maintain month end/year end checklists – include VAT return as necessary and other tax obligations and insurances that are required in the different countries within which IFIC undertakes its business
- Manage accruals and prepayments
- Support the development of IFIC's financial plans and annual budgets
- Budget and cashflow monitoring and forecasting with the CEO and management team
- Produce monthly management accounts using accounting data from Xero and undertake reviews with CEO and management team
- Generate timely decision-useful management information that helps us identify opportunities, risks and understand our financial position
- Prepare quarterly management accounts for the Finance Audit and Risk (FAR) committee
- Prepare project budgets with the Head of EU Projects and project partners outside IFIC where necessary
- Undertake the production of project reports in line with grant agreement requirements
- Manage IFIC's risk register and overall compliance with financial/operational policies and procedures as well as funder requirements to ensure robust financial controls are always in place
- Manage and support the operations manager in the management of invoicing, payroll, and contract management
- Work with IFIC's Finance Audit and Risk (FAR) Committee led by the Treasurer to review budget and financial performance; examine financial strategy, planning and policy; and to ensure effective auditing of IFIC's accounts
- Review and monitor the organisation's financial policies and procedures
- Liaise with external auditors in relation to the annual statutory audit, statutory accounts development and filing
- Manage all costs to efficient levels, and negotiate and manage all supplier contracts – with the CEO
- To support the IFIC CEO in the development of the yearly annual report and forward view

Other duties

- Support the CEO in the preparation of quarterly Board meetings
- Represent the organisation at external events as they occur and as they are relevant
- Carry out any other tasks that, from time to time, will be allocated by the CEO on an ad hoc basis commensurate with the general level of responsibility of the post.

PERSON SPECIFICATION

Essential:

- Strong Finance and Accountancy experience – fully qualified accountant or postgraduate degree equivalent or demonstrable experience of at least 5 years in a similar role
- Highly skilled Excel and accounting systems user
- Strong communication skills – able to explain complex financial information to non-financial professionals clearly and with confidence
- Strong financial management skills with a track record of developing and managing budgets as well as reporting and overseeing day-to-day financial transactions, ensuring proper checks and balances are in place
- Experience working on foreign currency budgets and transactions
- Working knowledge Stichting governance rules and data protection
- Proven administrative ability in a small business or non-profit setting

Desirable:

- Knowledge of EU grants (e.g. Horizon Europe) and their financial reporting requirements
- Experience of working with partners internationally

How to Apply

Applications for this role should be made by sending a **CV and cover letter** addressing the criteria in the person specification and how you best meet these to: georgina.ferrer@integratedcarefoundation.org

Closing date: 11pm on **Sunday 10th October 2021**, with interviews planned for week of the **18th of October** over Zoom.

We would request no contact from external agencies, recruiters, or websites.

About the International Foundation of Integrated Care

The International Foundation for Integrated Care (IFIC) is a membership-based Dutch Foundation which was instituted in Utrecht in October 2011. IFIC has a small core team that administers the Foundation's affairs from its offices in Oxford, UK.

The main aim of IFIC is to develop a network that crosses organisational and professional boundaries to bring people together to advance the science, knowledge and adoption of integrated care policy and practice. As a not-for-profit Foundation, IFIC seeks to achieve this through the development and exchange of ideas among academics, researchers, managers, clinicians, policy makers and users and carers of services throughout the World.

IFIC has a growing range of activities that support of its mission. This includes:

1. The **International Journal of Integrated Care** (IJIC) - a peer-reviewed and open access electronic journal that publishes original articles in the field of integrated care (www.ijic.org)
2. A **Conferences and Events** programme, including the 'flagship' event of the Foundation held in the Spring (Mar-Apr) in Europe as well as World Congresses organised in our emerging 'hubs' in the Asia-Pacific and the Americas
3. The **Integrated Care Academy** © that organises or contributes to a growing range of educational programmes that includes taught courses, webinars, study visits, workshops, summer schools and other activities
4. A **Research and Development** faculty that works in partnership with IFIC members and external academic centres internationally on a range of research and consultancy projects with a specific focus on EU-funded consortium projects
5. A **Membership Forum** that is developing a pro-active web-enabled networking site for members including special interest groups (SIGs), blogs, newsletters and other forms of communication to support the ambitions of IFIC's followers and members.

For more information about IFIC, and its various work streams, please visit our website which can be found at www.integratedcarefoundation.org

IFIC is an organisation committed to diversity and equal opportunities