



BE PART OF OUR STORY:

HEAD OF FINANCE

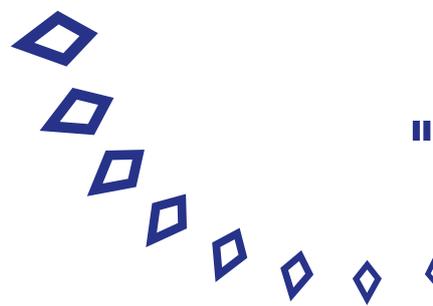
AFRIKIDS UK

Help achieve transformational impact for children.



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Registered charity in England and Wales: 1141028





JOIN US ON A TRANSFORMATIONAL JOURNEY

Apply your skills and expertise as **Head of Finance of AfriKids UK** to make an incredible difference. This is an exciting time to join our friendly team and help a locally-led, high-impact organisation go further for children in Ghana, and beyond.

ABOUT AFRIKIDS

AfriKids is an award-winning, locally-led charity dedicated to ensuring the rights of children in northern Ghana. Our mission is to help unlock the power of communities to ensure child rights, with a focus on helping people secure the means, motive and opportunity for every child to complete a quality basic education, as the most sustainable route out of poverty. We work hand-in-hand with local communities to design and deliver programmes that create lasting change for children, so they can thrive now and as the leaders of tomorrow.

THE ROLE

We are seeking an experienced, solutions-focused Head of Finance to lead our financial operations at AfriKids UK (AKUK) and play a key role in strengthening financial systems and practice across AfriKids Global (including AfriKids Ghana (AKGH)). This is an opportunity to apply your knowledge, skills and experience to ensure the financial health and sustainability of a locally-led, high impact grassroots organisation, building future-fit capacities that will enable us to grow and achieve our ambitious goals for children.

You will develop strategic recommendations that enhance efficiency, accountability, and value for money in the responsible stewardship of AfriKids' funds, while collaborating closely with colleagues in Ghana to help build local financial capabilities while ensuring robust financial oversight in line with UK charity standards and donor requirements. Over time, this role will help refine and streamline financial assurance mechanisms to enable a lighter-touch approach from the UK, as robust financial management practices continue to develop across both entities.

A key part of the role early on is to improve the quality of financial data collection and processing by the project teams in Ghana and to use this data to develop more effective management reporting for the leaders of the charity. A passion for quality management reporting, and a positive can-do attitude is essential.

KEY TERMS

- Permanent, full-time contract. Flexible working as standard, including Flexihours and Flexi Days (a 9 day fortnight) after probation. Four days a week will be considered.
- **Salary:** £54,000-60,000 per annum, depending on assessment, plus great benefits. [See page 7 for more information.](#)
- **Starting:** As soon as possible.
- **Reports to:** UK CEO
- **Organisation:** AfriKids UK, a registered UK charity, working in long-standing partnership with AfriKids Ghana. Right to work in the UK required.
- **Based:** Remote working with some travel required (see Person Specification), namely monthly whole team days in central London and occasional travel to Ghana.

ROLE SCOPE AT A GLANCE

This is a senior, hands-on finance role with responsibility for ensuring AfriKids UK meets its obligations to donors, regulators and partners through strong and strategic financial management, proportionate assurance, and high-quality reporting.

The role is UK-based but international in outlook, working in close partnership with AfriKids Ghana to support shared standards of financial quality and transparency, while respecting local leadership and ownership of delivery.

Purpose of the role

To provide robust financial management, insight and assurance that supports confident decision-making and responsible stewardship of resources across AfriKids. This includes not only delivering accurate reporting and strong controls, but proactively guiding financial planning, strengthening visibility of how resources are used, and helping the organisation make sound, forward-looking decisions as it grows.

- **Geographic scope:** UK operations, with regular collaboration with finance colleagues in Ghana.
- **Funding context:** An annual budget of c. £2m, with a mix of restricted and unrestricted income managed across multiple currencies, international transfers, and funds held across UK, US and Ghana-based accounts. The role supports clear visibility and coordination across where funds are held, sensible management of exchange rate risk, and the development of practical systems and processes that work well for donors and for AfriKids.
- **Audit and assurance:** Responsibility for UK statutory reporting and audit, working with Ghana-based colleagues to ensure appropriate financial information and documentation is available to support audits, donor reporting and regulatory requirements.
- **Finance systems:** Cloud-based accounting systems in the UK, with ongoing work to support effective, proportionate systems and processes in Ghana that meet agreed quality and reporting expectations.
- **Working approach:** Supportive and collaborative, focused on strengthening systems, processes and capability rather than centralised control.

WHAT SUCCESS LOOKS LIKE IN YOUR FIRST 6-12 MONTHS

In your first year, you will focus on strengthening core finance systems, improving the quality and usefulness of reporting, and embedding robust but proportionate financial controls across AfriKids Global. Key outcomes are likely to include:

- **Stronger management reporting**, with a timely month-end close and clear, decision-ready financial information for senior leadership and the Board.
- **Improved quality, reliability and timeliness of programme finance information**, including clearer reporting from Ghana and strengthened reconciliation of project-level data.
- **Greater confidence in financial due diligence and assurance across programmes**, providing leadership and donors with confidence in how funds are managed and the value for money we deliver.
- **Progress on finance systems**, including agreeing and delivering a practical roadmap for cloud-based systems and improved alignment between UK and Ghana.
- **Updated financial controls and guidance**, including refreshed finance procedures and clearer roles, responsibilities and approval thresholds.
- **A clear and proportionate approach to foreign exchange risk**, forecasting and cash planning to support predictable funding flows to programmes.
- **Confident audit delivery**, with well-prepared schedules, smooth coordination with auditors, and clear explanations for non-finance stakeholders.

KEY RESPONSIBILITIES

FINANCIAL STRATEGY & PLANNING:

- Act as a trusted partner to the CEO and International Leadership Team, looking ahead to anticipate risks and opportunities and offering **proactive, well-judged financial insight and recommendations**.
- Working with colleagues in the UK and Ghana to coordinate information across departments, **lead budgeting, forecasting, and financial planning** to ensure AfriKids maximises its resources in achieving its goals and strengthens long-term financial sustainability.
- Support our plans to scale by playing a lead role in **financial planning for our new Rise Up programme**. This includes helping to design budgets and financial management systems that enable large-scale, rapid replication while maintaining robust parameters and tracking key indicators such as cost per child.

FINANCIAL OPERATIONS AND COMPLIANCE (UK):

- Be responsible for the smooth and compliant running of all financial operations for AKUK, including **maintaining the finance manual**, and continuously improving systems and processes for greater efficiency.
- Lead the preparation of **statutory financial statements and manage the annual external audit** in line with UK charity regulations (FRS 102 and SORP), ensuring timely implementation of any recommendations made.
- Help **ensure value for money** with analysis and recommendations across procurement, pensions and cost benchmarking.
- Maintain effective systems and controls for **financial risk management**, enabling early identification and resolution of any issues.
- Be responsible for robust and effective systems and controls that ensure appropriate **due diligence of AKUK's income and expenditure**. This may include leading internal global audits to ensure policies and processes are working as intended, and that high-quality, reliable financial data is accessible and delivered in a timely manner.

COLLABORATION WITH AFRIKIDS GHANA / GLOBAL FINANCIAL OVERSIGHT:

- Work closely with colleagues in Ghana to ensure policies, systems, and processes effectively **track and manage funds** in compliance with internal agreements and donor restrictions

(particularly around restricted/unrestricted funds).

- Develop a strong understanding of AfriKids' programmes and work with colleagues to **align financial planning and systems with key performance drivers and impact metrics**, ensuring financial processes and decisions support programme delivery and strategic goals.
- Provide leadership where needed on **financial system and process improvements in Ghana**, starting with the **migration to a cloud-based accounting system** and the update of coding, tools, and processes to support this transition. This also includes monitoring the progress of agreed improvements being implemented.
- **Oversee multi-currency (£/\$/GHS) financial management, managing foreign exchange and inflation** to identify and address variances, and ensure timely updates to colleagues and donors where changes or permissions are required.
- Provide **mentoring, guidance and training support** in finance matters to colleagues where needed.

REPORTING AND INSIGHT:

- Deliver **timely, accurate, and insightful financial reports**—including monthly and quarterly management accounts—for the CEO and Board to support effective governance and decision-making.
- Proactively **identify strategic opportunities** from financial information (e.g. improved tax efficiency, FX gains, or better value for money) and take initiative in presenting recommendations to decision-makers.
- Take the initiative in **producing analysis and insight** that helps ensure cost effectiveness and responsible use of resources, including benchmarking, Fx management and tax efficiency.

FUNDRAISING AND FINANCIAL MODELLING:

- **Support fundraising colleagues** in preparing budgets and financial reports for donors.
- Manage an effective **full cost recovery** policy that ensures accurate and competitive costing for donor proposals, and provide guidance to colleagues on applying it.
- Provide **financial modelling and analysis** (e.g. options appraisals, fundraising ROI, resource allocation) to inform strategic investment decisions in fundraising.

PERSON SPECIFICATION

ELIGIBILITY

- For this role, you must have the legal right to work in the UK, indefinitely and without restriction. We are unable to support with work visas.
- Final candidates will be required to complete our due diligence processes including a DBS check and signing to comply with AfriKids' Global Safeguarding Policy.
- References will be required at the final stage of recruitment for verification purposes (eg to confirm qualifications/experience).
- Please let us know about any potential conflicts of interest when applying, including relationships or associations with individuals or organisations that may have a shared or conflicting interest with AfriKids. This includes letting us know about any previous association you have had with AfriKids or any of our staff.

QUALIFICATIONS AND EXPERIENCE:

- Professional accounting qualification (e.g., ACCA, CIMA, or equivalent).
- A least 5 years' proven experience in senior financial management roles, with good understanding of charity financial reporting, audits, compliance, and managing multi-currency financial operations.
- Strong track record in financial reporting, audit processes, and compliance with UK charity regulations.
- Experience leading financial process improvements, particularly data collection and management reporting.
- Experience managing multi-currency financial operations, including budgeting, reporting, and compliance across different jurisdictions. Familiarity with foreign exchange considerations and financial systems that support international transactions, with a strong track record of effectively managing currency risk, ideally through hedge contracts or other risk management strategies, preferably within a donor-funded or international NGO context.

SKILLS & ATTRIBUTES:

- Strong analytical skills with exceptional attention to detail and a positive, "can do", problem-solving attitude. A pragmatic and flexible approach to finding solutions that work in different contexts and environments is essential.

- Excellent communication and interpersonal skills, demonstrating diplomacy and respect in building strong relationships with a diverse range of stakeholders. Verbal and written communication skills in CEFR level C1 English.
- Ability to convey complex financial information in relevant and accessible ways for internal and external audiences.
- Proficiency in financial software (e.g., QuickBooks, Xero) and advanced Excel skills.
- Ability to work independently, manage multiple priorities, and drive initiatives to completion.
- Comfortable and confident leading and taking measured risks and acting decisively to find ways through challenges, including adapting to different cultural and operational contexts to find practical solutions while upholding robust financial principles.
- Willing to travel: at least once a month to London (and as may otherwise be required, for example to attend events, training, conferences, etc.), up to 4 times a year for our 2 day 'Sankofa' offsites which may require overnight stay within the UK; to Ghana, for this role typically once a year for 2 weeks.

VALUES ALIGNMENT:

A deep appreciation for AfriKids' core values, including a strong commitment to locally-led change, a genuine respect for different cultures and ways of working, and an approach rooted in trust, empathy, and collaboration.

SUBJECT MATTER EXPERTISE:

Not essential, but we'd love to know about any skills, knowledge or experience you may have that is particularly relevant to our work, including: human and child rights; "international development"; experience living/working in West Africa; experience (in any way) with programmes like ours; Official Development Assistance (ODA)/statutory policy and funding; grant management (especially for similar work/contexts); grassroots/community based/civil society initiatives; research and impact measurement; policy and advocacy; third sector/NGO growth and change management; charity finance and fundraising and the regulatory environment governing charitable fundraising.

DETAILS

REQUIREMENTS OF ALL AFRIKIDS STAFF AND ASSOCIATED PERSONNEL (CONTRACTORS, VOLUNTEERS, ETC.)

You will:

- be a teamplayer, working collaboratively and “pitching in”
- attend and support with AfriKids’ events as needed, which may involve alcohol
- respect and uphold ‘[The AfriKids Way](#)’ (our values and principles) at all times
- know and uphold the AfriKids policies and procedures which are applicable to your role and level (we will train and support you with this)
- strive to give AfriKids your best, embracing opportunities to learn and progress with our support
- positively uphold our commitment to equity, diversity and inclusion, respecting that abuse and discrimination of any kind will not be tolerated
- sign and uphold our Code of Conduct, which includes a commitment to the highest standards of safeguarding

HOW WE’LL SUPPORT YOU

- A full induction including information on AfriKids’ history and current work; introductions to all staff that you will work with; training in policies and procedures that are relevant to your role and level; training in our systems and ways of working as applicable to your role; handover information as relevant.
- A line manager who will ensure you are clear on your role and equipped to do it, with regular communication and support where needed.
- The tools, equipment and support to do your job safely and in a way which protects your wellbeing and work/life balance. This includes flexible working options.
- Support with ongoing training and professional development.

EQUITY, DIVERSITY AND INCLUSION

We are committed to being a diverse, inclusive and equitable employer; actively promoting diversity at all levels of our organisation and ensuring everyone feels included, valued and supported to fulfil their potential.

We actively encourage applications from all backgrounds and our recruitment process is designed to prevent unconscious bias, foster diversity and recognise the potential that you can bring to AfriKids, over what you have already achieved.

If you have any questions about applying in reference to our diversity, equity and inclusion policy, we strongly encourage you to get in touch.

HEALTH AND SAFETY RESPONSIBILITIES

All AfriKids staff and associated personnel have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

- Understanding the hazards in the work they undertake;
- Following safety rules and procedures as outlined in AfriKids’ Health and Safety policy;
- Using work equipment, personal protective equipment, substances, and safety devices correctly; and
- Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.
- Employees shall co-operate with the Charity by allowing it to comply with its duties towards them.

DATA PROTECTION

In order to protect the confidentiality, integrity and availability of Charity information, including information provided by fundraisers, donors, customers, partner organisations, and other third parties, where applicable, employees will comply with the Charity’s Data Protection and information security policies.

We will process your personal data in accordance to AfriKids’ Privacy Policy which can be found on our website: (www.afrikids.org/privacy-policy).

AMENDMENTS TO THIS POSITION POST-APPOINTMENT

This reflects the core activities of the post. As the organisation and the post-holder develop, there will inevitably be changes in the emphasis of duties. It is expected that the post-holder will recognise this and adopt a flexible approach to work and be willing to participate in training.



BENEFITS OF WORKING WITH AFRIKIDS



VISIT GHANA

Most staff enjoy an all-expenses-paid trip to Ghana every year or two in order to build relationships, learn more about the people and projects we support and to gather experiences and information first-hand to share with our supporters and stakeholders.



MIN. 34 DAYS OFF

22 days' annual leave*
 + 8 public holidays
 + 3 days over Christmas/ NY
 + 1 AfriKids Anniversary day
 + 1 extra day off after 2 and 4 years' service
 (*Full Time allowance, pro rated for Part Time staff).



FLEXIBLE WORKING

Remote working as standard.
 Flexihours - be available during core hours (10.00-16.00), you manage the rest of your weekly hours around those.
 Flexi Days - opportunity to work a 9 day fortnight on full time pay post-probation.



LEARN AND GROW

Regular training and a generous personal learning and development allowance. As a small and connected team, you'll get to learn about all areas of what we do.



PENSION MATCH

Contribute via salary sacrifice
 We'll match up to 5%.



FAMILY FIRST

Generous parental/ caregiver and compassionate leave allowances
 (inc. 12wks full pay + 12 weeks 50% mat leave).



HEALTH AND WELLBEING

Paid sick leave
 Eyecare vouchers
 A generous personal health and wellbeing allowance.



CYCLE TO WORK

Buy a new bike/ accessories tax free.
 We also offer interest-free travelcard loans within the Transport for London zone.



BE YOU

We're committed to building a diverse and thriving community. Feel safe and supported to bring your true self to work and fulfil your potential.



MAKE A DIFFERENCE

Whatever your role, you'll be helping to change lives every day. Join our small team to make a big difference, and feel connected to the people and projects we support.



FREEDOM WITHIN A FRAMEWORK

Get creative! Working within our principles and guidelines, you'll have autonomy to explore ideas and find new ways.



TEAM SOCIALS & AWAY DAYS

As a remote team, we take time to get together, have fun and be creative with socials, team building and offsite days and retreats like our New Year and Summer Sankofas.

Non-statutory benefits are discretionary and may be withdrawn or amended at any time.

APPLICATION AND RECRUITMENT PROCESS

We're on a mission to build brighter futures for children and everyone has a part to play. We are committed to building a diverse and thriving collective of people united in this mission, as we know together we can do so much more. This is why we will assess your potential and the value you can bring beyond what you've already done. If you are passionate about making a difference for children, see yourself in our values, and meet the essential requirements for this role, we want to hear from you.

EQUITY, DIVERSITY AND INCLUSION

We are committed to being a diverse, inclusive and equitable employer; actively promoting diversity at all levels of our organisation and ensuring everyone feels included, valued and supported to fulfil their potential.

We actively encourage applications from all backgrounds and our recruitment process is designed to prevent unconscious bias, foster diversity and recognise the potential that you can bring to AfriKids, over what you have already achieved. If you have any questions about applying in reference to our diversity, equity and inclusion policy, we strongly encourage you to get in touch.

ROUTINE DUE DILIGENCE

AfriKids UK can only consider applications from candidates who already have the legal right to work in the UK for the duration of their contract (in the case of permanent contracts this is the indefinite right to work in the UK) and evidence will be required.

Successful candidates will be subject to screening for safeguarding purposes relevant to their role and will be required to sign and comply with AfriKids' Global Safeguarding Policy.

References may be required at the final stage of recruitment for verification purposes (eg to confirm qualifications/experience).

DATA PROTECTION

In order to protect the confidentiality, integrity and availability of Charity information, including information provided by fundraisers, donors, customers, partner organisations, and other third parties, where applicable, employees will comply with the Charity's Data Protection and information security policies. We will process your personal data

in accordance to AfriKids' Privacy Policy which can be found on our website: www.afrikids.org/privacy-policy

HOW WE WILL ASSESS YOU

We are committed to a fair and inclusive recruitment process, that prevents discrimination and supports you to showcase your potential rather than tries to trip you up.

Your initial application will be shortlisted "blind" (with identifying information like your name and reference to where you're from and your education (unless part of essential requirements) hidden from those shortlisting (including where this information is stored). At all stages of the recruitment process, we use pre-set, objective criteria to ensure we score your application fairly and in line with what we have said we need for the job. As well as your skills and previous experience, we look at things like soft skills/competencies, your alignment with our values and the potential we see in you to support our mission.

Our recruitment process typically involves two interview stages, with two people at a time. We know applying for jobs can be tiresome, and so are conscious not to be unreasonable about the amount of time we ask of you for interviews and preparation.

To apply, please visit:
[https://nfp-people.online/
applynow/2dc98af55719a1a5](https://nfp-people.online/applynow/2dc98af55719a1a5)

**Closing Date: 23.59 (UK time),
Sunday 1 March 2026**

This role description is informed by best practices from the Charity Commission for England and Wales and the National Council for Voluntary Organisations (NCVO).

ABOUT AFRIKIDS

In northern Ghana, where 7 in 10 families live in multidimensional poverty, 1 in 15 children die before their 5th birthday, and more than half a million children are out of school, AfriKids is a force for change. Our award-winning projects are designed and delivered entirely by local people, working hand-in-hand with communities to achieve sustainable changes that support all children to thrive now, and as the leaders of tomorrow.

OUR VISION

A prosperous and thriving world without poverty, where every child grows up in a community that champions their rights and helps them thrive.

OUR MISSION

To help unlock the power of communities in ensuring every child's rights, especially to education.

OUR VALUES - THE AFRIKIDS WAY

The core values and principles that we commit to being at the heart of everything we do. That make it clear what's important to us, and the behaviour we can all expect of each other.



INTEGRITY

We do the right thing.

We are a force for good, committed to excellence and accountability for everything we do to support children.



UNITY

We thrive together.

We stand with disadvantaged children and their communities, fostering a diverse and thriving movement of stakeholders that achieve more together and are kind and respectful to everyone, always.



IMPACT

We make a difference.

We are passionately driven and work effectively to make the biggest difference we can for children.



WHAT WE DO

We have believe profoundly in the power of local communities to drive effective and lasting change for children, and our philosophy has always been to listen to local people and support them to make sustainable changes themselves.

Developed in Ghana and honed over twenty years, our model is proven to create deep and lasting change for children through the power of local communities:



ENSURE MEANS

Help communities prioritise and manage the costs of children going to school.

STRATEGIC GOAL 1: ENSURE MEANS - ENSURE FAMILIES AND YOUNG PEOPLE HAVE SECURE LIVELIHOODS.

Our livelihood improvement programming addresses the first and most fundamental threat to children: poverty. By helping families and young people lift themselves out of poverty and build sustainable financial security, they are able to meet all of their children's basic needs without putting them at risk (eg needing them to work or marry). The knock on effect of increasing womens' financial security is increased agency and influence in decisions affecting them, their children and their communities.



BUILD MOTIVE

Build community understanding, confidence and commitment to every child's education.

STRATEGIC GOAL 2: BUILD MOTIVE - CREATE CHILD CHAMPION COMMUNITIES THAT PROTECT THE RIGHTS OF ALL CHILDREN.

Social Behaviour Change (SBC) is at the heart of AfriKids' core strategic programming, recognising that change will not happen unless people want it and drive it themselves. Through public campaigning and engagement like community-wide durbars (festivals), drama, music and dance, sectional talks, participatory learning (PLA) sessions and radio discussions, we build the case (and belief it is possible) to secure children's rights, motivating community members to take ownership of development and hold each other and duty bearers (like schools and authorities) to account.



CREATE OPPORTUNITY

Help communities drive and demand change to improve the quality of education.

STRATEGIC GOAL 3: CREATE OPPORTUNITY - ENSURE ACCESS TO QUALITY EDUCATION, CHILD PROTECTION AND HEALTH SERVICES.

Education, child protection and health services in poor, rural communities with lower political influence are often under-resourced and inadequate. Working collaboratively with formal stakeholders, we help train, resource and strengthen public services including schools, healthcare facilities and child protection systems, to improve quality, accessibility and inclusion for all children.

FUTURE PLANS

LEARNING FROM 20 YEARS OF EXPERIENCE

In 2022, we celebrated AfriKids' 20th anniversary, and took this milestone as an opportunity to reflect on our journey so far, and consider the road ahead, always asking ourselves how we can make the most impact for children.

From this process of reflection emerged, two clear things emerged:

- That the thing we are best at it is working respectfully with communities to help them unlock their own power for change.
- Ensuring education is the best way for us to impact children's lives for the better now, and well into the future, offering them the most sustainable route out of poverty and to building the brilliant future they deserve.

And from this, we have developed our plan for the future: Rise Up.

UNLOCKING THE POWER OF COMMUNITIES INTRODUCING 'RISE UP'

At AfriKids, we believe that no child should be left behind — and that the key to transforming education lies not just within schools, but within communities themselves.

That's why we are launching RISE UP, our bold new flagship initiative to tackle the deepening learning crisis in rural Ghana. Despite growing access to education, too many children still leave school without basic literacy, numeracy, and life skills. RISE UP is our answer: an ambitious, community-led model designed to create lasting change from the ground up.

RISE UP empowers parents, schools, and entire communities to become champions of children's learning. It equips families with the tools they need to support education at home, strengthens schools to work in real partnership with parents, and mobilises communities to take responsibility for improving and sustaining quality education. Through new parent learning groups, school-community engagement strategies, community-managed education funds, and the leadership of local champions, RISE UP will drive a cultural shift that puts children's learning at the heart of every community.

Our vision is simple but powerful: communities that not only send their children to school, but that actively invest in and demand a quality education for every child — including girls, children with disabilities, and the most marginalised.

We are not building schools or delivering traditional classroom interventions. We are building movements — igniting a groundswell of local leadership, pride, and responsibility that will sustain education gains long after external support moves on.

RISE UP has the potential to be a game-changer for Ghana — and a model for community-led education transformation across Africa. We are proud to be at the forefront of this work and excited to bring on new trustees who share our belief in the power of communities to lead change.

The journey ahead is ambitious, challenging, and full of promise — and we invite you to be part of it.



+44(0) 20 7269 0740
info@afrikids.org
www.afrikids.org

Charity registered in England
and Wales No. 1141028

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