

Director of Finance & Organisational Effectiveness



Location: UK - Hybrid working
UK/ Home Contract: Fulltime
Reports to: CEO
Salary: £60-£68K
Direct Report: Group Financial Controller.

About SolarAid

Established in 2006, SolarAid is a UK-based, international charity dedicated to bringing solar power to rural communities in sub-Saharan Africa. Currently, nearly 600 million people in sub-Saharan Africa live without electricity. When the sun goes down at night, families rely on dangerous and expensive lighting, such as candles and kerosene lamps.

Together with our social enterprise, SunnyMoney, we are pioneering innovative business-based solutions to tackle poverty and climate change by providing homes, clinics, and schools with access to clean, safe solar products. To date, we have distributed over 2.3 million lights, directly impacting over 11 million people.

Families across the continent can now rely on safe, renewable solar lights as the sun sets, but there is still a long way to go to achieve universal access to energy. We have stepped up our strategy to ensure the innovations we test in Malawi, Zambia, and with partners across Africa can be replicated and adopted at scale to ensure no one is left behind.

SolarAid is now looking for an experienced Director of Finance & Organisational Effectiveness. Our office is in London. This is a hybrid working role.

Equal opportunity

SolarAid is committed to creating a diverse environment and is proud to be an equal-opportunity employer. All qualified applicants will be considered for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age.

About the role

The Director of Finance & Organisational Effectiveness will serve as a strategic partner to the CEO and be a core member of the Senior Management Team of the Solar Aid Group. Alongside leading the Finance teams across the SolarAid group, this role includes operational oversight across planning, IT, facilities, HR liaison, policy, and Board coordination—ensuring the systems and structures that underpin SolarAid's success function efficiently and in alignment with our values.

We are seeking someone who is not only a strategic thinker but also comfortable rolling up their sleeves to deliver high-quality, hands-on work. The role is key to ensuring operational excellence across the SolarAid charity and its international social enterprise, SunnyMoney.

Within a growing and ambitious organisation, the Director of Finance & Organisational Effectiveness will play an important role in shaping the strategic direction, decision making and operations. The role is key in the future success of Solar Aid and the SunnyMoney social enterprises.

The successful candidate will lead and develop an international team to support the following key areas: financial reporting, including statutory accounts production, management accounts reporting, reporting to the Charity Commission, Company Secretarial duties, leading and managing the audit process, managing SolarAid's taxes across the group, business planning and budgeting.

You will be expected to uphold the values and ethos of SolarAid in the way we engage with audiences, and always inspire support.

Role Purpose

This role has a strong strategic dimension while also being a hands-on and participative manager to support the strategic financial needs of the organisation, improving business performance, planning and budgeting, ensuring there is effective financial reporting and compliance with all statutory requirements, administration and IT.

- Financial Reporting, Audit and Systems (35%)
- Business performance, planning and budgeting (30%)
- Strategic Planning and Organisational Effectiveness (20%)
- Statutory Compliance (15%)

Specific Tasks

Strategic Planning and Organisational Effectiveness

- Partner with the CEO and SMT to shape and implement the organisational strategy
- Together with CEO, lead the annual and quarterly planning and review processes
- Partner with the CEO and SMT to develop and implement organisation-wide KPIs and reporting frameworks
- Advise the CEO, and SMT on financial policies and key financial decisions
- Represent the group finance function at Board meeting and lead the Finance Audit and Risk Committee (FARC)
- Lead on the finance aspects of the further development and implementation of the new multi-year finance strategy for the SolarAid Group, including identifying risk and Going Concern issues
- Lead on the development of cost models and ensure effective cost recovery strategies across programmes and operations, working closely with programme and fundraising teams to align financial planning with strategic goals.
- Provide financial oversight to the retendering and negotiating of all key contracts, ensuring compliance with relevant procurement procedures
- Identify and implement cost saving opportunities to drive efficiency across the SolarAid Group

Financial Reporting

- Oversee and finalise the preparation of the quarterly management reporting pack containing management accounts, forecasts and cash flow forecasts and SolarAid funding analysis to the management team and the Board
- Oversee and support finance teams in country offices, ensuring timely and accurate financial reporting across the SolarAid Group, and aligning local reporting cycles with group-level timelines and standards

Budget and Forecasting

- Lead the annual group budgeting process, working with relevant senior managers, heads of department and the Board
- Lead the management of cash flow forecasts across the Group
- Lead the preparation and consolidation of quarterly P&L forecasts for the Group
- Support SunnyMoney teams with stock forecasting and ordering

Statutory Compliance

- Lead the annual audit for the SolarAid Group working with the Group Financial Controller, and the Finance Managers to ensure that the audit is completed and statutory accounts signed off within nine months of the financial year end.
- Prepare annual consolidated statutory accounts for the group for audit.
- Oversee the preparation of the SunnyMoney entity annual accounts.
- Responsible for all SolarAid and SunnyMoney Global statutory filings, including Charity Commission Annual returns and Companies House annual returns
- Working with African Operations, ensure the timely submission of all local statutory filings

Operations and Policy Oversight

- Oversee core operational systems and infrastructure including IT, facilities, and organisational policies.
- Act as the main point of contact with external HR providers, ensuring effective delivery of HR support services and alignment with legal compliance and best practice.
- Lead the relationship with SolarAid's outsourced IT provider, ensuring systems are secure, fit-for-purpose, and user-friendly.
- Oversee facilities and office management, including health and safety and supplier coordination.
- Provide high-level secretarial support to the CEO and Chair for Board and committee coordination, including scheduling, preparing papers, minute taking, and maintaining governance records.

Tax Compliance

- Oversee UK payroll, ensuring all relevant PAYE and employer taxes are filed correctly
- Oversee the filing of all relevant VAT filings for the group
- Manage the corporate tax exposure across the group, working with external advisers for any group tax planning needs

Donor Compliance and Reporting

- Oversee donor reporting procedures, with respect to all financial reporting requirements
- Collaborate closely with programme and fundraising teams to develop accurate budgets for proposals and ensure financial compliance throughout the grant lifecycle.
- Provide strategic financial input to maximise funding opportunities and ensure long-term sustainability.

Treasury Management and Foreign Exchange

- Oversee the management of all group funds and bank accounts, developing an investment policy for any surplus funds and monitoring charity and company reserves
- Expand and refine the foreign exchange management policy of the group, minimising foreign exchange exposure and losses

Finance Systems, Processes and IT

- Oversee the development and refinement of the SolarAid finance systems.
- Oversee the IT needs and development of SolarAid, working with our outsourced IT contractor.

Company Secretarial

- Responsible for all required submissions to Companies House and Charity Commission

Line Management

- Manage the Group Financial Controller, supporting them with their workload and their personal development

Other

- Provide HR support to the CEO

Personal Specification Skills and Competencies

- Qualified Accountant (ACCA. ACA. CIMA CIPFA)
- Excellent analytical and interpretive ability
- Experience in the preparation, monitoring and reporting of budget and financial management information
- Experience in group cash flow management and forecasting
- Excellent knowledge of accounting principles and best practice, and the preparation and audit of charity and company financial statements
- Business modelling and financial systems transition experience
- Awareness of company secretarial, legal and tax issues relating to companies and charities
- Good communication skills with the ability to present to a broad range of people internally and externally, including non-financial specialists
- Good leadership, line management, interpersonal, teambuilding, and problem-solving skills
- Excellent working knowledge of Word and Excel and ideally Quickbooks or a similar accounting package.
- Ability to work at a detailed, hands-on level as well as see the bigger strategic financial position.
- Strong organisational and coordination skills, with the ability to oversee operational functions across IT, HR, and facilities.
- Experience supporting governance processes, Board coordination, or acting as a Company Secretary.

Experience -Essential

- Substantial experience of management within a charity setting and at senior level
- Experience working in international organisations or managing finance in global operational contexts
- Proven experience in full cost recovery and the financial design and management of programme grants, with a strong understanding of restricted and unrestricted funding streams

- Experience of developing, delivering and monitoring financial strategy
- Experience of providing financial expertise to Fundraising departments, supporting on the financial aspects of applications grant management and grant reporting.
- Demonstrated ability to lead planning cycles and performance reporting.
- Experience managing or liaising with outsourced service providers, particularly in HR, IT, or office operations

Experience - Desirable

- Experience of operations across multiple countries and currencies - dealing with remote offices and different administrations.
- Experience working in sub-Saharan Africa or similar contexts, including with local teams or social enterprises operating in rural and underserved areas.
- Experience of working closely with HR functions or overseeing HR processes, including supporting on policy, compliance, or organisational development

What We Offer

- A tight knit, friendly and close working team
- Employer pension contributions, with employee contribution Culture where you are encouraged to develop
- An annual organisational training budget
- Flexible working-hours.
- Hybrid – Office/Remote working
- 27 days' annual leave
- A working environment where new ideas and testing new things is strongly encouraged.

Application Details

Applicants are invited to email their CV and a covering letter to: recruitment@solar-aid.org

Please entitle your email as follows: Director of Finance & Organisational Effectiveness – Name- Surname

Covering Letter: Your covering letter is important. It should explain how you meet the criteria in this job description and why you are a good fit for SolarAid.

Applications without a cover letter will not be considered for the role.

Closing Date for Applications: 5pm on Friday 23rd May 2025