



## **Head of Operations & Finance**

Role Reports To: CEO / Board  
Direct Reports: Finance & Administration Assistant  
Role Location: Home based with expectations of working from Bristol office at least one day per week  
Salary Band: 5 (£35k- £40k per annum, pro rata)  
Contract: Part time - 21 hrs per week, permanent

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Frank Water is an international development charity and wholly owned trading subsidiary, working domestically in the UK as well as overseas, with a vision of a future where everyone, everywhere has access to resilient water resources for generations to come.

We are seeking a highly skilled and motivated Head of Operations and Finance to join our team. The ideal candidate will be responsible for overseeing all aspects of the organisation's operations and finances, ensuring efficiency, compliance, and financial sustainability. This role requires strong organisational and leadership skills, as well as a keen attention to detail and a passion for our mission.

As a key member of the senior leadership team, the Head of Operations & Finance works in partnership with the Head of Programmes & Funding and the Head of Development, to support the CEO in guiding the strategic financial leadership of the charity, whilst providing consistent operational support to the wider team.

### **Key responsibilities and duties:**

#### **Financial Management:**

- Overseeing strong management of company resources, ensuring long term sustainability.
- Leading on all financial operations for the charity and the CIC, including management accounting, budget creation, re-forecasting and supporting the annual audit process.
- Oversee bookkeeping, accounts payable and receivable, payroll processing, and expense management.
- Providing analysis, insight and advice on corrective actions as needed.
- Preparing financial reports, including monthly management accounts and annual reports, for the organisation, Board and other stakeholders.
- Ensure compliance with all financial regulations and reporting requirements.

#### **Operations Management:**



- Developing and implementing operational policies and procedures to ensure smooth and efficient functioning of the organisation.
- Managing day-to-day operations, including office management, facilities management, IT infrastructure and data security.
- Oversee procurement and vendor management processes.
- Oversight of all agreements and legal contracts with donors, partners, and service providers.
- Oversight of key risks to the organisation, including assessing risks in relation to new opportunities and ensuring processes are followed.
- Support the governance of the organisation by ensuring compliance with key regulators such as the Charity Commission, Companies House, GDPR and Fundraising Regulator.
- Regular review of policies to ensure the Charity and CIC are aligned with best practice and staff are working safely.
- Report to the Board as part of the SLT, including leading and/or supporting with preparation of any required papers and minuting the meeting.

#### Human Resources:

- Line management of Finance & Administration Assistant in accordance with Frank Water's strategy, vision and values.
- HR support for both the charity and the CIC, including recruitment and induction, working with Citrus HR to ensure personnel files are kept up to date.
- Ensure appropriate professional development opportunities for the staff team
- Oversight of team morale and wellbeing.

#### Strategic Planning:

- Contribute to the development and implementation of the organisation's strategic plan.
- Provide financial and operational insights to support decision-making and strategic priorities.

#### Qualifications:

- Bachelor's degree in Finance, Business Administration, Nonprofit Management, or related field; Master's degree preferred.
- Minimum of 3-5 years of experience in financial management, operations management, or related field, preferably in a nonprofit setting.
- Strong financial acumen and proficiency in budgeting, financial analysis, and reporting.
- Experience with nonprofit accounting software (e.g, QuickBooks) and Google and/or Microsoft Office Suite.



- Excellent organisational and communication skills, with the ability to work effectively in a team environment.
- Commitment to the mission and values of Frank Water

**Benefits:**

- Opportunities for professional development and growth.
- A supportive and collaborative work environment dedicated to making a positive impact.
- Competitive salary and benefits package.
- Flexible and remote working arrangements
- Travel opportunities within the UK and occasionally overseas.

**How to Apply:**

Please submit a CV and cover letter outlining your qualifications and interest in the position to [hr@frankwater.com](mailto:hr@frankwater.com) Applications will be reviewed on a rolling basis until the position is filled.

Frank Water is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.

**Application Deadline:**

10am Wednesday 20th March, but we reserve the right to interview as applications are received and therefore may close recruitment early.

Note: This job description is intended to convey information essential to understanding the scope of the position and is not exhaustive. Duties and responsibilities may be subject to change based on organisational needs.