

JOB DESCRIPTION

Job title	Group Head of Finance		
Location:	6 Bevis Marks, London EC3A 7BA	Travel Required:	Minimal -max 2 overseas trip a year
Reporting To:	Chief Financial Officer, PIDG Ltd	Position Type:	Full time

About the role

The Private Infrastructure Development Group (PIDG) is a multi-donor organisation, which mobilises private sector investment to assist developing countries in providing infrastructure to enhance their economic growth and combat poverty. This role sits within the Group holding company with responsibility for the day to day running of the holding company and group finance functions.

Job Description

ROLE AND RESPONSIBILITIES

- Responsibility for the day to day running and oversight of the Holding company (PIDG Limited) and Group finance functions;
- Managing a finance team of 3-4 people including a Group financial accountant and up to two accounts payable staff;
- Manage relationships with our key stakeholders (governments);
- Responsibility for all management reporting for the holding company and Group (monthly, quarterly and annual);
- Responsibility for KPI and value for money (VFM) reporting;
- Reviewing team members' work such as balance sheet reconciliations; management accounts and payment runs;
- Supervising the PIDG Limited statutory audit, accounts preparation and corporation tax computations;
- Coordinate external audits across the PIDG Group;
- Oversight of the PIDG Limited transfer pricing framework and related billing and ensuring tax efficiency where possible;
- Leading the Group annual business plan and budgeting processes;
- Responsibility for the holding company forecasting;
- Responsibility for the holding company treasury function;
- Responsibility for the preparation of the group board reporting;
- Responsibility for the payroll run;
- Responsibility for group financial accounting policies as well as challenging, improving and rolling out new processes, controls and delegated authorities;
- Responsibility for all finance systems as well as transitioning to a new GL system in the future;
- Involved in new system working groups and project initiatives across the group;
- Leading the shadow books for the PIDG Trust;
- Supporting the Trust reporting and statutory accounts preparation;

- Managing relationships with the PIDG Trustees;
- Responsibility for the PIDG Trust payment run;
- Building out the finance team as required.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Qualified accountant (CIMA, ACCA, ACA);
- 7+ year post qualification experience;

SKILLS AND EXPERIENCE

- Strong IFRS knowledge;
- Financial services experience and/or experience with working with government departments or PPP arrangements an advantage;
- A mix of small and large company experience helpful;
- Self-starter requiring minimal supervision;
- Comfortable with international tax & PAYE calculations;
- Good at team management and leadership;
- Strong Excel, report writing and communication skills;
- Exposure to long term financial planning and modelling as well as group wide reporting, planning and budgeting;
- International/cross border team liaison;
- Ability to work well under pressure and be able to meet deadlines.

PIDG is an equal opportunities employer and values the diversity of all its employees, associates, owners, service providers and customers