



The Stone Family Foundation

The Stone Family Foundation is a private UK-based charitable foundation established in 2005.

Since 2010, we have focused much of our support on market-based solutions in water and sanitation in sub-Saharan Africa and south and south-east Asia and currently provide c £8m per year to support this work. The Foundation also gives c £2m per year to adult mental health and disadvantaged youth projects in the UK.

Core to our approach is our belief that entrepreneurship and business have a role to play in delivering improved and sustainable water and sanitation services for consumers living in Africa and Asia. We see our role as providing seed capital—as a grant or an investment—to help exciting and promising new approaches prove their model and grow in scale.

We like to be an engaged funder with a high-risk appetite, willing to provide flexible funding to maximise social impact.

The opportunity

The Foundation is at an exciting stage in its development. Over the past seven years, it has established an office, recruited a small team, and significantly expanded the level and impact of its giving.

As a result, the operational side of the Foundation has grown beyond the scope of its current team and the Foundation is looking to recruit an additional team member as a Finance and Office Manager to support the day-to-day operations of the Foundation.

This position will be a part time position, likely 20 to 24 hours a week, with flexibility around location (though should be based in the United Kingdom) and how the hours are allocated across the week.

The role

The purpose of the role is to work closely with the management team of the Foundation to run the internal systems and processes related to day-to-day operations. This will include financial management, management of suppliers (including banking, bookkeeping, legal, tax and HR support).

It will suit someone with a strong financial and operational background, used to working independently and multitasking between different topics and challenges daily. Knowledge and understanding of the third sector and charitable law is an asset.

This role is part time and can be based remotely but with regular travel to the central London office to meet the team and suppliers.

Responsibilities

Financial management

- Manage the day-to-day finances of the Foundation across all portfolios as well as overseeing the development and management of an operational budget, ensuring high quality, timely reporting to the management team and Board of Directors.
- Work with the Foundation's accounting and bookkeeping firm to oversee work, respond to queries and work with the management team to ensure expenditure is tracked and reported. There is potential for the role to evolve over time and for the finance and office manager to do the accounting and bookkeeping internally, depending on profile and experience.

- Work with other suppliers including tax advisors, HR and payroll providers and investment managers.
- Support the management team to disburse and track grant and investment payments made to grantees and investees including overseeing draw down of funds from the investment managers, reconciling monthly payment runs and quarterly financial reporting to the Board.
- Manage the development of the annual accounts and audit process, liaising with all stakeholders through the process from kick off meeting to filing (Companies House and Charity Commission) to ensure a smooth process and successful timely completion.
- Manage all other aspects of financial management – both grant making and operational – that may arise.

Internal systems and process related to grant making and impact investments

- Be the internal lead on the management and oversight of the Foundation's grant making and payment processes including being a Salesforce champion within the organisation as this is the Foundation's CRM system.
- Specific duties will include managing the monthly grant payment process, liaising with the Foundation's advisors and the management team to track payments and update Salesforce to ensure accurate reporting and running a monthly Salesforce audit to ensure accuracy.
- Ensure Salesforce is fit for purpose and evolves with the Foundation as it grows. This could include commissioning software developers to support with adaptations and revisions, in consultation with the key users within the Foundation.
- Oversee the Foundation's internal documentation including templates and agreements (grant, impact investment and consultancy agreements) to ensure regular updating and compliance with legislation and regulations.
- Manage the reporting of programme related investments, liaising with the investment managers to ensure accurate tracking and reporting of impact investments.

Office and people management

- Oversee all aspects of running a small office and the human resources requirements of a small team.
- For the office, this will include liaising with building provider (rent, fire warden duties, office access) and with the printer provider (reporting usage, payment of invoices) as well as ensuring the office is well stocked with stationary and other supplies.
- On human resources, this will include ensuring the Foundation is up to date and compliant with all relevant employment regulations, oversight of employment contracts and internal policies and procedures (Staff Handbook, parental leave policy, remote working, and travel). Where policies are not in place, the role will be to develop these in consultation with relevant stakeholders and the Board.
- Role will oversee all aspects of payroll process including liaising with the pension provider to ensure compliance with regulations as these evolve.
- Manage the Foundation's wider benefits package including private medical insurance, group life insurance and cycle to work scheme.

Other requirements

- Work with the Foundation's tax advisors to ensure all aspects of the Foundation's tax position is managed and compliant – this will include periodic tax returns, VAT submissions and ensuring Gift Aid claims are submitted.
- Ensure all relevant insurance for the Foundation is up to date and provides adequate cover – this includes Employers and Public Liability, office, and travel insurance.
- Lead on the review and updating of the Foundation's risk register and ensuring conflict of interest forms are completed and reviewed on an annual basis.



- Setting up and managing the cycle of Board of Director meetings, ensuring allocations in Director's diaries, booking rooms and coordinating logistics.
- Coordinate travel booking with the team to ensure value for money and consistency
- Undertake other reasonable administrative duties to support the management team on an ad hoc basis.

Person specification

Essential Experience

- Demonstrable experience of financial and office management gained ideally through a similar role in a charity or third sector organisation.
- Demonstrable experience of managing a diverse and varied portfolio of work, which at times can be fluid, with minimal oversight but always delivering high quality and with high attention to detail.
- Demonstrable experience of building the relationships and rapport required to deliver results, often working remotely and across continents.
- Exceptional financial management skills, ideally as an accountant with a relevant accountancy qualification.
- Excellent team skills and an ability to thrive in a small, highly skilled team with minimal hierarchy
- Excellent written and oral presentation and communication skills.
- Able to assess and balance risks and demonstrate sound judgement skills.
- Personal presence to communicate with key stakeholders including the Board of Directors and support and advise the management team on key financial and operational issues.
- Well organised, able to prioritise work for self and others, and work effectively under pressure and to tight deadlines.
- A passion for and a commitment to the Foundation's mission.

Desirable but not essential

- A sound understanding of charitable law and its application
- Knowledge or experience of grant-making and impact investing cycles and processes,
- Knowledge or experience of development issues and the challenges of working cross culturally.

Terms of appointment

Reports to: Director

Key Stakeholders:

Internal Chairman of the Board of Trustees
Board of Trustees

External Foundation's suppliers of services
Foundation investment managers
HMRC, Companies House, Charity Commission

Location: Foundation's London office but can be considered a remote role from within the UK

Finance and Office Manager

August 2022



Level of effort	20 to 24 hours per week
Package	£50,000 to £60,000 per year, pro-rated and based on experience 5% pension contribution to company pension scheme, private medical cover, Group Life insurance, cycle to work scheme and remote working 25 days annual leave + public holidays (pro-rated)

This role is based out of the Foundation's London office and the successful applicant should have the right to live and work in the UK. Ideally we are looking for someone to start imminently.

Please send a CV and covering letter to SFF@thinkNPC.org by 10am Monday 26th September. First interviews are provisionally planned for Friday 30th September and second interviews on Wednesday 5th October (but subject to change).