

SEPTEMBER 2025

Job Description and Person Specification

Finance Director

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About the Role

This is a hands-on role in a busy and dynamic international development consultancy, with overall responsibility for the company's financial and commercial management.

Social Development Direct has a 25-year track record as a leading global provider of high-quality and innovative social development consultancy and research services internationally. Since 2020, we have continued to operate commercially, but as a social enterprise subsidiary of the charity Plan International UK (PIUK).

The postholder will act as Company Secretary and will be responsible for statutory accounts, all financial reporting to PIUK including preparation of monthly financial updates and attendance/presentation at quarterly Board meetings. They will also have involvement in and oversight of pricing and project finance and play a key advisory role in commercial proposals, risk management and ongoing financial management of project delivery. They will be a member of the Senior Leadership Team (SLT), Risk Committee, and Pay and Reward Committee and will be jointly responsible for the sustainable management of the business in conjunction with the Managing Director and SLT. They will ensure that financial data and models underpin our strategic objectives and business plans, and will regularly provide accurate, accessible and authoritative financial advice to colleagues across the organisation.

This role would suit someone who thrives in a medium-sized, fast paced organisation working to create social impact with diverse clients and funders around the world. Demonstrable financial skills and experience at a senior level are required alongside sound understanding of commercial consultancy. The post is based in London with hybrid working arrangements.

Please read on to learn more about the company, team and role, and the kind of applicants we are looking for.

We are committed to creating a diverse workforce and welcome applications from qualified candidates from all ethnic, cultural, and social backgrounds. We wish to particularly encourage applications from Black, Asian and Minority Ethnic candidates, who are underrepresented at this level.

About Us

Social Development Direct (SDDirect) is an SME (small or medium sized enterprise) social enterprise, with a 25-year track record as a leading global provider of high-quality and innovative social development consultancy and research services. We specialise in gender equality and social inclusion, applied across a broad range of programme areas, and have worked exclusively on these issues in over 50 countries, including fragile states and post-conflict settings.

We work to build inclusive societies in which all women, men, girls and boys and people of all identities are valued and empowered to make choices about their own development through greater social, economic, and political inclusion and increased accountability in the development process. We deliver this through technical advice to inform and shape policy, intersectional gender analysis and research, including evidence and literature

review, strategic planning, business case and programme design, programme implementation, monitoring, evaluation, and learning (MEL) and the development and implementation of programmes at country and international level.

We work across different thematic areas, including safeguarding, inclusive education, gender-based violence prevention and response, governance and inclusive societies, climate, inclusive economic empowerment and digital. We serve a range of clients including leading development agencies such as the UK Foreign, Commonwealth and Development Office (FCDO), Australia's Department for Foreign Affairs and Trade (DFAT), the United Nations, including UNICEF and UN Women, INGOs, multilateral development banks, private sector partners and foundations, supporting them to realise their ambitions for global gender equality as part of their commitment to the Sustainable Development Goals (SDGs). Our partners trust us to provide honest, robust advice that is underpinned by the latest evidence.

Read more about us and our work at: www.sddirect.org.uk

About the Team

The Finance Director (FD) leads the finance team, a small and close-knit team comprising of the FD, the Finance Manager and the Project Accounts Assistant. The team is responsible for the day-to-day financial management of the company, as well as collaborating with the Programmes Team on project financial management.

The FD also manages Central Services staff responsible for the administration of the company as required, and regularly collaborates with colleagues across our Business Development, Technical and Programmes Teams.

This role is being recruited as a result of the retirement of the current postholder.

You can view the Central Services team's profiles by visiting this link: [Meet our Team | Social Development Direct \(sddirect.org.uk\)](#)

ROLE OVERVIEW

Summary of role		
1	Reports to:	Managing Director
2	Direct reports:	Finance Manager and other Central Services team members as necessary.
3	Location:	<p>This is a UK-based role. You must have eligibility to work in the UK.</p> <p>SDDirect's Head Office is located in Banner Street, London (closest tube: Old Street). We operate a hybrid working model with flexibility on the frequency of office visits. This can be discussed further during the recruitment process.</p>
4	Appointment term:	Full-time, permanent contract. We are open to flexible and part-time working requests. This role would require a minimum of 80% FTE.
5	Remuneration Package:	<p>This role is Band F with an expected salary range starting at £80,000 per annum. Salary upon appointment will be commensurate with experience and in line with team members in equivalent roles.</p> <p>You can find further information about our benefits on our website, here: Working with us as an employee Social Development Direct (sddirect.org.uk)</p>

MAIN DUTIES AND RESPONSIBILITIES

Company Financial Management

- Attend Board meetings, act as company secretary and contribute to SLT, including on business stability and continuity, risk management, financial management and oversight, business development, project delivery and strategic direction and growth.
- Oversee all business financial reporting, collaborating with other teams, using and presenting data to proactively identify and highlight any trends or issues and propose recommendations.
- Manage company accounts and banking including filing annual accounts with Companies House and ensuring the company is compliant with UK government/HMRC regulations.
- Produce monthly management accounts and quarterly company re-forecasts, reporting to SLT and the Board on financial performance.
- Manage cash balances ensuring positive cash flow, production of quarterly cash flow forecasts.
- Maintain robust financial management systems within the business, promoting compliance and overseeing approvals.
- Maintain strong relationships with the company's auditors, accountants and other financial advisors.
- Act as point of contact with our parent charity Plan International UK on all financial matters.
- Lead on change initiatives within area of responsibility.

Commercial Management

- Work closely with the Director of Business Development and Head of Programmes on commercial and financial negotiations with clients and partner organisations at bid stage and during project delivery.
- Review and approve all commercial proposal budgets. Advise the Business Development team on producing budgets and completing commercial pro-formas for a range of clients.
- Foster a culture of commercial understanding and the use of data to inform decisions throughout the business (e.g. via financial awareness training sessions, corporate initiatives and ad hoc advice).
- Feed in lessons learnt on pricing, financial and commercial matters to improve future performance.
- With the Business Development Director, lead on company pricing strategies and development of commercial models.

Financial Delivery of Projects

- Monthly review of individual project financial delivery, troubleshooting and risk mitigation.
- Assess and approve programme budget amendments.
- Provide support to the Programmes Team on negotiations with consultants and partner organisations.
- Hold overall responsibility for the Salesforce Kimble project management system, including continuous improvements and usability.
- Day-to-day financial and commercial advice and support to senior management, project managers and the business in general.

Strategy and Growth

- Together with SLT, create and deliver company strategic plans and objectives.
- Work closely with the MD, SLT and board to produce and monitor annual and three-year budgets.

Team and Line Management

- Build, lead and line manage an effective Finance Team including providing continuous professional development support to the team.
- Ensure that Finance Team related systems and processes are observed and implemented, including overseeing and reviewing all monthly account reconciliations.
- Manage other corporate administrative staff as needed.

Other responsibilities

- Member of Social Development Direct's Corporate Risk Committee and Pay and Reward Committee.
- Responsible for outsourced IT support and systems, holding the relationship with IT support company and for corporate insurance policies.

Person Specification	
Essential:	<ul style="list-style-type: none"> • Educated to degree level. ACA Accounting qualification or equivalent with a minimum of 8 years post qualification experience. • At least 5 years' experience in senior financial management positions i.e. financial controller or above. • Adept at collating, interpreting and presenting financial and other data for a range of audiences. • Experience in managing and developing financial management systems, processes and procedures including accounting packages, financial reporting systems and board level reporting. • Track record of providing authoritative commercial advice and leadership to colleagues in a variety of roles. • Proven effectiveness working at an operational and programme level, ensuring project level cash flow and financial management is robust and efficient. • Experience of contributing to strategic discussions and decision making, with the ability to set and achieve strategic objectives within a collaborative working environment. • Ability to provide inclusive and supportive coaching and mentoring for staff, managing and developing high performing teams. • Cultural sensitivity with the ability to engage with a wide range of clients and partners internationally and to work effectively in collaboration with diverse groups of people. • Flexible and a self-starter; able to multi-task while also being highly detail-oriented. • Strong MS Excel skills, financial and project management systems experience.
Desirable:	<ul style="list-style-type: none"> • Board level experience including acting as Company Secretary. • Experience in or familiarity with the international development sector, or similar fields. • Previous involvement in key non-accounting systems implementation, including consultancy, or professional services, forecasting tools and project management systems and processes. • Experience in a similar role in a SME or specialist consultancy.

How to Apply

If you are interested in joining our dynamic team, please refer to the Person Specification and submit your tailored CV and cover letter by email to careers@sddirect.org.uk. The deadline for applying is **Sunday, 12th October 2025**. Due to the high volume of applications, we are only able to respond to shortlisted candidates.

If you would like a confidential discussion about the role, please get in touch with Sue Griffiths, Managing Director, sue.griffiths@sddirect.org.uk, to arrange this.

As this is a UK-based role, please confirm your eligibility to reside and work in the UK as part of your cover letter.

Our Selection Process

Social Development Direct's organisational vision is a just and equal world founded on gender equality and social inclusion. Our mission is to provide excellence in social development to support policies, laws, social norms and institutions that advance social, economic and political justice for all. We are committed to creating a safe, diverse, and inclusive workplace and welcome people from underrepresented groups to apply.

The selection process for this recruitment will include a pre-screening call with a member of our HR team, an assessment and two competency-based interviews. Interviews are expected to be held before the end of October 2025, with further details to be confirmed during the HR recruitment call.

For those who are invited to interview, we may process information about whether or not applicants have a disability or impairment so we can make adjustments during the recruitment process and implement the Disability Confident scheme. Our HR team will ask you to confirm that you have read our privacy notice and consent to providing this information before doing so. Our full privacy notice can be read on our careers page here: [Privacy Notice for applicants | Social Development Direct \(sddirect.org.uk\)](#).

Should you have any enquiries or need assistance or accommodations to ensure accessibility throughout the application process, please contact the HR team at careers@sddirect.org.uk.

Safer recruitment and the Misconduct Disclosure Scheme (MDS)

As part of our commitment to safer recruitment practices, SDDirect participates in the [Inter Agency Misconduct Disclosure Scheme](#). In line with this scheme, we will request information from the successful candidate's previous employers about any findings of workplace misconduct, including sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the candidate left employment. We will also conduct a Disclosure and Barring Service (DBS) and anti-terrorism check.

Please note that background checks are undertaken for transparency. Any disclosures are looked at on a case-by-case basis and should not discourage you from applying. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.