



**Closing date: 30<sup>th</sup> June 2023**

**Please send CV & cover letter to [recruitment@galvmed.org](mailto:recruitment@galvmed.org)**

<b>JOB DESCRIPTION</b>	
<b>JOB TITLE &amp; DEPARTMENT:</b>	
<b>Assistant Director, Corporate Services</b>	
<b>LOCATION:</b>	
Edinburgh, United Kingdom	
<b>REPORTING LINE &amp; KEY INTERFACES:</b>	
<b>Reports to:</b> Snr Director, Finance & Corporate Services (SD,F&CS) <b>Key Interfaces:</b> CEO, Governance participants (Board, Members, Observers, Committees) GALVmed Leadership Team (GLT), Snr Manager Portfolio, Snr Manager Finance, Professional advisors, Statutory bodies, Donors	
<b>MAIN PURPOSE AND SCOPE OF THE JOB</b>	
Overall responsibility for the strategic and organisational financial compliance of GALVmed, and the efficient and effective management of the governance and Corporate Services activities including insurance, risk management, treasury management, IT, Indian Liaison Office (ILO) compliance and portfolio management activities.	
<b>KEY ACTIVITIES (what are the job specific activities)</b>	
<b>Financial Compliance</b> <ul style="list-style-type: none"> <li>Responsible for all strategic and financial compliance activities, including: funding proposal financial contributions; funded programme compliance; review of project contract financial commitments whilst working collaboratively and closely with the Snr Manager, Finance as necessary</li> </ul> <b>Corporate Services</b> <ul style="list-style-type: none"> <li>Responsible for risk management including: risk management framework and policy; strengthening the risk culture across GALVmed's business model; corporate and project risk identification and mitigation; and project risk escalation</li> <li>Responsible for monitoring, adoption and regular review of all corporate policies (e.g., Anti-Bribery &amp; Fraud)</li> <li>Undertake treasury management activities including deposit arrangements in compliance with the Liquidity Management Policy</li> <li>Administration of all insurance renewals (exc. professional indemnity insurance)</li> <li>Ensure full compliance with ILO statutory requirements and other country compliance as required</li> </ul> <b>Governance</b> <ul style="list-style-type: none"> <li>Support the Company Secretary (SD, F&amp;CS) to ensure compliance with statute and statutory bodies, adoption of best practice in its operation</li> <li>Ensure GALVmed's governance activities (Board, Members, AGM and Committee), especially in relation to meetings event planning and management, are undertaken efficiently and effectively.</li> <li>Supervise, support and ensure the function's activities are delivered to the highest standard whilst optimising resource utilisation.</li> </ul> <b>Portfolio</b> <ul style="list-style-type: none"> <li>Support the Snr Portfolio Manager to ensure adoption of GALVmed's Strategy Execution (Handbook), project management disciplines (6-4-PM) and performance management (Scan and Pulse) throughout GALVmed's project life cycle as appropriate.</li> </ul> <b>Audit</b> <ul style="list-style-type: none"> <li>Ensure compliance with statutory requirements during the statutory accounts and audit process including responsibility for the preparation of the Trustees' Report (working closely with the Snr Manager, Finance).</li> </ul> <b>Finance &amp; Risk Committee</b> <ul style="list-style-type: none"> <li>Attend, prepare papers and present to the Finance &amp; Risk Committee on relevant topics.</li> </ul> <b>Other</b> <ul style="list-style-type: none"> <li>Ensure the functioning and effective management of the IT infrastructure to ensure that a robust and secure IT system is in place.</li> <li>Accountable for office management, ensuring that all GALVmed facilities operate effectively.</li> <li>Deputise and support the SD, F&amp;CS as necessary especially in strategic financial management</li> </ul>	
<b>QUALIFICATIONS / EXPERIENCE REQUIRED (IN ORDER TO SUCCESSFULLY CARRY OUT THE JOB ROLE)</b>	
<ul style="list-style-type: none"> <li>CCAB qualified, ideally Chartered Accountant</li> <li>Minimum of 8 years' finance experience in a small organization</li> <li>Experience of governance responsibilities &amp; executive interaction.</li> <li>Experience with funder organisations and their reporting requirements</li> <li>Well versed with internal controls from a best practice, embedding &amp; compliance perspective</li> <li>Understanding of the charity sector and statutory reporting requirements and future developments</li> </ul>	<ul style="list-style-type: none"> <li>Experience of overseeing IT and office management in a small organization.</li> <li>Strong written and verbal communication, with the ability to communicate complex financial theories to lay individuals.</li> <li>Experience in working in a multi-cultural organisation.</li> <li>Excel literate to a detailed degree plus experience of other MS Office programmes.</li> </ul>