



**Alzheimer's Disease
International**

The global voice on dementia

Job information

Finance director

Permanent contract; Part time 0.6 FTE.

Based at London office in SE1 with some opportunity to work from home.

Salary £80,000-£85,000 pro-rata.

ADI offers flexible working, an 8% employer contribution to a contributory pension scheme, employer-sponsored pension guidance and a cycle to work scheme.

Main purpose of the job

- Prepare financial reports for management and governance; provide insights to contribute to strategy
- Oversee financial operations; ensure compliance with statutory obligations, for ADI, Friends of ADI and other related entities.

Background

Alzheimer's Disease International (ADI) is the worldwide federation of Alzheimer associations which support people with dementia and their families. ADI was founded in 1984 and is registered as a non-profit organisation in the USA. Based in London, ADI has been in official relations with the WHO since 1996.

ADI's vision is prevention, care and inclusion today, and cure tomorrow. ADI believes that the key to winning the fight against dementia lies in a unique combination of global solutions and local knowledge. As such, it works locally, by empowering Alzheimer associations to promote and offer care and support for people with dementia and their family carers, while working globally to focus attention on dementia and campaign for policy change from governments. ADI produces global socioeconomic information on the disease and publishes the World Alzheimer Report as well as a host of other papers and publications.

ADI is a federation that primarily works by empowering its member associations, taking into consideration their geographical and cultural diversity. Each of our members is a non-profit Alzheimer association supporting people with dementia and their care partners. We can only achieve our aims if we work closely together with our members and other non-governmental organisations. More information can be found at www.alzint.org/what-we-do

ADI has a subsidiary trading company registered in England and Wales. Friends of ADI is an independently governed charity registered in England and Wales which exists to support the work of ADI and its members.

Key tasks

- Monitor day to day financial operations including payroll, invoicing, payments and expenses, banking and recordkeeping
- Line manage the Finance Officer
- Manage audit and accounting processes, tax returns and banking for each legal entity
- Review financial information and prepare monthly reports for management and the board

- Provide insightful information to CEO to aid in short- and long-term decision making and strategic planning
- Work with the CEO to prepare the annual budget
- Ensure that restricted funds are appropriately monitoring and allocated
- Establish and maintain appropriate financial policies and procedures
- Seek out methods to minimise financial risk
- Research and analyse information about the financial environment and market trends
- Stay up to date with advances in finance technology and accounting software
- Understand and ensure adherence to financial regulations in each relevant jurisdiction where ADI operates on an ongoing basis and for particular events such as the international conference

Person specification

Qualifications

Essential

- A recognised accounting qualification or equivalent level of knowledge

Experience

Essential

- Experience in a senior finance role covering a range of financial management areas
- Experience in an international organisation

Desirable

- Experience in a charity or non-profit organisation

Knowledge, Skills and Abilities

Essential

- Excellent analytical skills, with the ability to develop and implement financial strategies
- Strong interpersonal skills, with the ability to build effective relationships with people at all levels
- Leadership skills, with the ability to manage and develop staff
- Ability to manage multiple tasks, prioritise and work to deadlines

- Written and oral communication skills in English
- Numeracy, accuracy and attention to detail
- Ability to work well within a team
- Good working knowledge of Microsoft Excel, Word, PowerPoint, Outlook and SharePoint
- Ability to demonstrate initiative, solve problems, suggest and implement improvements to processes, and adapt to changes
- Knowledge of accounting software
- Empathy with ADI's aims and values

Desirable

- Knowledge of QuickBooks software