



## Head of Finance & Operations

### KEY RESPONSIBILITIES AND PERSON SPECIFICATION

#### About Stand by Me

Stand by Me Ethiopia is a children's charity committed to rescuing vulnerable children from poverty and giving them the care, education and support they need to thrive. We work alongside local communities to ensure children are safe, healthy and equipped for a brighter future. Our vision is to see every child we care for reach their full potential and become everything they were born to be.

Stand by Me Ethiopia is registered with Federal Democratic Republic of Ethiopia, Authority for Civil Society Organisations with Charity Number (2267) with a mandate to provide comprehensive care and support services to orphan and vulnerable children and the guardians/families.

#### About the role

The Head of Finance & Operations provides strategic and operational leadership for the finance, administration, infrastructure, procurement, logistics, sponsorship administration and human resource functions of the Bekoji Project.

Reporting to the Projects Director, the postholder will ensure strong financial stewardship, efficient and well-coordinated operational systems, effective management of support services and full compliance with organisational policies and donor requirements. The role is critical in enabling high-quality programmes that support children to move from poverty to possibility— one child at a time.

The postholder will also work closely with the Head Office Country Finance Director to ensure excellent financial stewardship, reporting and accountability which is consistent across the organisation.



**We rescue children,**  
then we do  
whatever it takes to  
provide the care,  
love and attention  
they need to thrive.

**Job Title:**  
Head of Finance &  
Operations

**Location:**  
Bekoji, Arsi

**Contract:**  
Full-time

**Salary:**  
Competitive based on  
experience

**Reports to:**  
Project Director  
(Ethiopia Bekoji  
Project)

**Direct reports:**

- Finance Manager
- Site Manager
- Sponsorship Manager
- Human Resources  
Manager



## Key Responsibilities

### 1. Strategy Leadership & Management

- Serve as a member of the Bekoji Senior Leadership Team, contributing to strategic planning and decision-making.
- Provide leadership and line management to the Finance Manager, HR Manager, Site Manager and Sponsorship Manager.
- Develop and implement systems and processes to ensure operational departments collaborate effectively to support high-quality programme delivery with excellent accountability.
- Translate organisational strategy into operational plans, budgets, and performance targets.
- Promote a culture of stewardship, integrity, continuous improvement and teamwork.

### 2. Financial Management & Oversight

- Provide strategic oversight of all financial operations of the Bekoji Project.
- Ensure strong financial controls, transparency and compliance with organisational policies, donor requirements and national regulations.
- Oversee budgeting, forecasting, financial planning, cashflow management and expenditure controls.
- Monitor financial performance against approved budgets and provide regular reports and analysis to the Projects Director and central office.
- Support long-term financial sustainability and responsible stewardship of organisational resources.

### 3. Operations, Procurement & Facilities Management

- Provide strategic leadership and oversight of site operations and infrastructure across the Bekoji project.
- Ensure facilities, buildings, utilities, vehicles, and equipment are safe, functional and well maintained.
- Oversee infrastructure planning, capital development and site improvement projects aligned with programme growth.
- Oversee support service teams to deliver excellent standards of maintenance, transport, security, cleaning, catering and general site services.
- Provide strategic oversight of procurement and supply systems to ensure transparent, ethical and policy-compliant purchasing practices.
- Ensure competitive sourcing, value-for-money purchasing and effective supplier and contract management.
- Oversee logistics coordination to ensure timely and efficient delivery of goods and services.
- Ensure strong inventory and store management systems, including accurate stock control, storage procedures, issuance tracking and regular reconciliations.
- Ensure robust asset management systems, including asset tracking, lifecycle planning, safeguarding and regular audits.



## Key Responsibilities cont.

### 4. Child Sponsorship Administration

- Provide oversight of the Child Sponsorship department to ensure high-quality sponsor communication and engagement.
- Ensure accurate child records, data management systems, reporting processes and correspondence standards.
- Maintain high standards for sponsor engagement, communication quality and reporting timelines.
- Strengthen systems linking sponsorship data, child records and financial accountability for additional support received and sponsor treats.
- Ensure compliance with child protection policies and data management standards.

### 5. Human Resources Management

- Provide leadership and oversight of the Human Resources function.
- Ensure effective recruitment, onboarding, performance management, staff development and retention systems aligned with programme growth and operational needs.
- Promote a positive organisational culture aligned with organisational values and behaviours.
- Promote staff wellbeing, leadership development and capacity-building initiatives.
- Ensure compliance with national labour law and internal HR policies.

### 6. Governance, Compliance & Safeguarding

- Ensure compliance with internal policies, donor requirements and legal regulations.
- Support safeguarding and child protection policies across all operational areas.
- Ensure risk management systems are established, monitored and regularly reviewed.
- Support internal and external audits and ensure timely implementation of recommendations.
- Strengthen administrative systems, documentation management and reporting structures.



# STAND BY me

## Person Specification

### Qualifications & Experience

#### Essential

- Bachelor's degree in Finance, Accounting, Business Administration, Management, Operations Management, Supply Chain Management, or a related field.
- Minimum 7 years progressive senior leadership experience in finance and operational management.
- Significant experience in financial planning, budgeting, reporting, audit coordination, and regulatory compliance.
- Experience overseeing facilities, infrastructure maintenance, and support services.
- Proven track record of strengthening internal controls, financial stewardship systems, and risk management practices.
- Experience overseeing procurement systems, ensuring transparent processes, ethical purchasing practices, and value-for-money outcomes.
- Experience supporting safeguarding, governance, and organisational compliance frameworks.

#### Desirable

- Master's degree in a relevant discipline.
- A recognised professional accounting qualification (ACCA, CPA, CIMA or equivalent) is highly desirable.
- Experience working within NGOs, donor-funded programmes, or international development organisations.
- Professional certification or formal training in Procurement, Logistics, or Supply Chain Management.

### Safeguarding Commitment

Stand by Me is committed to safeguarding and promoting the welfare of children. The Head of Finance & Operations must uphold the highest standards of child protection, professional conduct, and accountability.

Appointment to this role is subject to appropriate background checks and adherence to safeguarding policy.

### Leadership Competencies

The successful candidate will demonstrate:

- Strong strategic leadership and senior management capability.
- Excellent people leadership skills, including delegation, coaching, performance management, and team development.
- Strong planning, organisational, and analytical problem-solving skills.
- Ability to manage complexity, prioritise competing demands, and consistently meet deadlines.
- Ability to interpret financial and operational data to inform strategic decision-making.
- Excellent written, reporting, presentation, and verbal communication skills.

### Personal Qualities

- Strong commitment to organisational mission and values.
- Passion for serving vulnerable children and communities.
- Strong personal integrity and commitment to stewardship and accountability.
- Proactive, solutions-focused, and resilient under pressure.
- Emotionally intelligent with strong interpersonal and relationship-building skills.
- Culturally sensitive and adaptable to diverse working environments.