



# Candidate Pack for Head of Finance





FIGO

# Welcome

Thank you for your interest in the role of Head of Finance at the International Federation of Gynecology and Obstetrics (FIGO). We are delighted that you are considering joining us at an exciting and pivotal moment in our organisational journey, as we continue to strengthen our impact for women's and girls' health worldwide.

This is a senior, hands-on finance leadership role, reporting directly to the Chief Executive and holding overall responsibility for FIGO's financial performance and stewardship. As Head of Finance, you will be a trusted business partner to the Senior Leadership Team, Trustees, project teams and colleagues across the organisation, enabling confident decision-making, strong financial governance and the effective delivery of our global programmes.

You will be a qualified accountant with the credibility and curiosity to operate in a complex, international charity environment. Leading a small, committed finance team, you will take direct responsibility for management accounts, budgeting and forecasting, audit, and the financial management of donor-funded projects. You will be equally comfortable working at pace on detailed financial matters and contributing strategic insight, driving continuous improvement and building financial capability across the organisation.

This is a compelling opportunity for a values-driven finance professional who wants their expertise to have real, global impact. At FIGO, finance is not a back-office function. The Head of Finance plays a central role in shaping organisational strategy, supporting programme delivery and strengthening the charity's long-term sustainability. Working closely with the CEO, Senior Leadership Team and Trustees, you will influence decisions that directly affect health outcomes for women and girls around the world.

We hope this information gives you a strong sense of FIGO, the role and the meaningful contribution you could make. We very much look forward to receiving your application.



**Andrew Wiles**  
**Acting Chief Executive**



FIGO

## About us

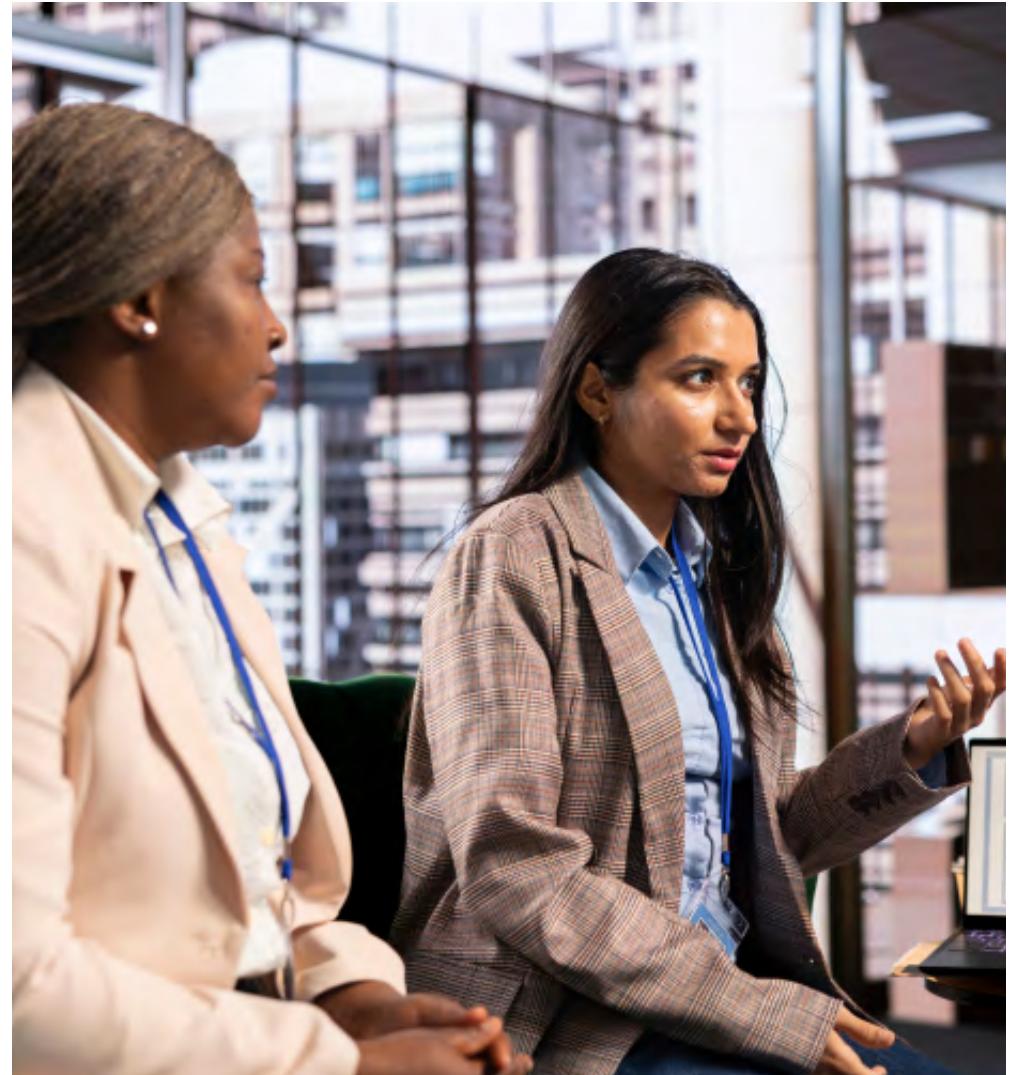
The International Federation of Gynecology and Obstetrics (FIGO) is the world's largest alliance of national societies of obstetrics and gynaecology, bringing together professionals from more than 139 countries and territories. For over 70 years, FIGO has collaborated with leading global health, rights and donor organisations, and is in official relations with the World Health Organisation, holding consultative status with the United Nations.

FIGO is dedicated to improving the health and rights of women and girls, reducing disparities in healthcare, and advancing the science and practice of obstetrics and gynaecology. We pursue our mission through education, research implementation, advocacy and capacity building with and through our member societies.

FIGO's vision is that women across the world achieve the highest possible standards of physical, mental, reproductive and sexual health and wellbeing throughout their lives. Further information can be found in FIGO's [Strategic plan 2021- 2030](#).

Headquartered in London, FIGO operates as an international charity with a global portfolio of donor-funded projects. Our work is delivered through close collaboration between programme, project, operations and finance colleagues, supported by strong governance through our Board of Trustees and Finance & Risk Committee.

The Finance function sits within the Operations directorate and plays a central role in ensuring financial sustainability, transparency and accountability. It supports organisational planning, oversees project and grant finance, and ensures compliance with statutory, donor and regulatory requirements within a complex international operating environment.



FIGO offers the opportunity to work for a globally respected organisation with a strong reputation for thought leadership in women's health. You will be part of a collaborative, international environment, working with colleagues, partners and donors across multiple countries and cultures, and contributing directly to programmes addressing some of the most pressing global health and rights challenges. This is underpinned by FIGO's commitment to equity, inclusion, transparency and strong governance.

This is a genuinely hands-on senior finance role, combining detailed operational delivery with high-level business partnering and strategic insight. The breadth and autonomy of the position are significant, with responsibility for all FIGO budgets and oversight of a diverse portfolio of donor-funded projects. You will have the opportunity to lead and develop a small finance team, embed best practice, improve systems and strengthen financial processes. The role also offers the chance to act as a trusted advisor to non-finance colleagues, supporting informed, evidence-based decision-making in support of FIGO's mission.

This role will particularly appeal to someone who enjoys operating in complexity, value close collaboration with stakeholders, and are motivated by using their financial expertise in service of a clear social purpose.

FIGO is committed to equality, diversity and inclusion and encourages applications from all sections of the community. We welcome candidates who share our values and commitment to improving outcomes for women and girls globally.





FIGO

# Job description

**Job title:** Head of Finance

**Reports to:** Chief Executive Officer

**Direct reports:** Project Accounts

## Role purpose

The Head of Finance is a senior, hands-on finance leader responsible for the effective financial management, control and performance of FIGO. Reporting to the Chief Executive, the role provides high-quality financial leadership and business partnering across the organisation, supporting senior leaders, Trustees and project teams with robust financial insight, analysis and assurance. The post holder leads the finance function, oversees all budgets and donor-funded project finance, and ensures strong governance, compliance and decision-making in a complex, international charity environment.

## Main responsibilities

- Lead the overall financial operations of FIGO, ensuring accurate, timely and compliant financial management and reporting.
- Act as a senior finance business partner to the Senior Leadership Team, Trustees and Finance & Risk Committee, supporting strategic and operational decision-making.

- Prepare and deliver monthly management accounts, budgets, forecasts and cashflow projections with clear analysis and commentary.
- Manage the production of statutory accounts and lead the annual external audit process.
- Oversee the financial management and reporting of donor-funded projects, including risk mitigation and stakeholder engagement.
- Work closely with project teams and the PMO to improve financial processes, systems and project controls.
- Maintain and continuously improve financial policies, procedures and internal controls.
- Lead month-end processes, balance sheet reconciliations, income and expenditure analysis, and variance reporting.
- Manage investments and oversee accounts receivable and payable, ensuring strong cash management.
- Line manage, mentor and support Project Accountants, ensuring high-quality outputs and professional development.
- Ensure compliance with FIGO policies, data governance requirements and safeguarding principles.



FIGO

# Person specification

## Knowledge and experience

- Fully qualified accountant (e.g. CIMA or equivalent).
- Senior finance experience within a complex organisation, with responsibility for budgets, reporting and financial control.
- Proven experience of finance business partnering, influencing senior stakeholders and supporting decision-making.
- Experience of preparing management accounts, statutory accounts and leading external audits.
- Strong understanding of project and grant finance, including financial reporting and risk management.
- Experience of leading, mentoring or line managing finance staff.
- Track record of process improvement and change management.
- Experience of working in a not-for-profit or membership organisation (desirable).
- Demonstrable interest in women's health or global health issues (desirable).

## Skills and abilities

- Strong analytical and problem-solving skills, with the ability to interpret complex financial information.
- Excellent written and verbal communication skills, able to produce clear, concise reports for a range of audiences.

- Ability to work confidently with Trustees, senior leaders and non-finance colleagues.
- High level of organisation and attention to detail, with the ability to manage competing priorities.
- Confident user of finance systems and broader IT tools, with an interest in improving systems and data use.
- Ability to exercise sound judgement and make evidence-based recommendations.

## Styles and behaviours

- Proactive, self-starting and solutions-focused, with a strong sense of ownership.
- Collaborative and approachable, with a strong service mindset towards non-finance colleagues.
- Comfortable operating in ambiguity and complexity, particularly in an international context.
- Committed to continuous improvement and best practice.
- Values-led, with a strong commitment to integrity, accountability and good governance.
- Aligned with FIGO's mission and values, including equity, inclusion and safeguarding.



FIGO

## Terms of appointment

### Salary

The salary for this role is c£75,000-£80,000 per annum on a full-time permanent basis.

### Location

FIGO House, Waterloo Court, 10 Theed Street, London, United Kingdom (with flexible/hybrid working arrangements of at least two days in the office).

### Pension

Employer pension contribution of up to 10%

### Annual leave

25 days annual leave, plus Bank Holidays, plus Christmas and New Year period discretionary days, plus other (i.e. Volunteering Day / Moving Day /Wedding Day / Examination & Study days).

### Additional benefits





FIGO

## How to apply

We hope you will consider making an application. To make an application, please go to <https://starfishsearch.com/jobs/figo-head-finance/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

We would also be grateful if you would complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

**Closing date:** Monday 2nd February 2026

**Preliminary interviews:** w/c Monday 16th and  
w/c Monday 23rd February 2026

**Final Panel interviews:** w/c Monday 9th March 2026

