

# Interim Chief Financial Officer (CFO)

JOB DETAILS	
<p><b>LOCATION:</b> Nairobi or Oxford (preferred). Other Oxfam office locations including Oxford and Affiliate Locations +/- 3 hours CET time zone may be considered subject to being able to establish a contract of employment with hosting affiliate and where the right to work is already possessed and can be maintained</p>	<p><b>CONTRACT TYPE:</b> Fixed term (Until 31<sup>st</sup> March 2026)</p>
<p><b>INTERNAL JOB GRADE:</b> A2</p>	<p><b>DEPARTMENT:</b> Care and Core Ops Hub <b>TEAM:</b> Finance</p>
<p><b>SALARY:</b> in line with location and Oxfam values</p>	<p><b>HOURS (FTE): 36</b> 1 Full Time</p>
<p><b>FLEXIBLE WORKING</b></p> <p>'We believe flexible working is key to building the Secretariat of the future, so we're open to talking through the type of flexible arrangements which might work for you.'</p>	
<p><b>COMMITMENT TO DIVERSITY AND INCLUSION</b></p> <p>We are committed to ensuring diversity and gender equality within our organization.</p>	
<p><b>DEPARTMENT PURPOSE:</b> Oxfam International (OI) Care and Core Hub is responsible for planning, leading, and monitoring the operational activities of OI. This includes finance, HR, logistics, procurement, property management (leases), and other business support functions. It also has a responsibility to develop and implement efficient and effective financial policies, processes, and practices to ensure the long-term sustainability of OI.</p> <p><b>Team Purpose:</b> The Oxfam International (OI) finance team is responsible for strategically planning, leading, and monitoring the finance activities of Oxfam International. This includes financial operations, business partnering and finance systems roles. It also has a responsibility to develop and implement efficient and effective financial policies, processes, and practices to ensure the long-term financial sustainability of OI. The team will be part of a large-scale transformative project to harmonise Business Support across the Confederation, with finance being a key component</p> <p><b>JOB PURPOSE:</b></p> <p>The role of the Oxfam International Chief Finance Officer (CFO) encompasses</p> <ol style="list-style-type: none"> <li>1. Lead a transformational process to provide financial support to countries and regions. This will include the harmonisation of financial systems (people, process, and technology) across the Confederation. This expands the focus of the role from its current primary focus on the secretariat.</li> <li>2. Monitoring, Managing and Modelling the Collective Funding Mechanism that the Confederation invests in its collective infrastructure and work</li> <li>3. Ensure that the confederation has a strong collective global financial strategy, measures of success, planning, monitoring and action mechanisms and processes in place to ensure long-term financial sustainability.</li> <li>4. Provide monetary management of the Oxfam International Secretariat.</li> </ol>	

<p>The role includes:</p> <ul style="list-style-type: none"> <li>• Leading relevant strategic and multi stakeholder, multi-dimensional transformational projects.</li> <li>• Building, managing, and influencing significant relationships across the confederation and externally.</li> <li>• Managing highly diverse and complex problems that require innovative and novel solutions and judgement based on complex problem-solving experience and a full understanding of a range of internal and external factors.</li> <li>• Promoting a culture of accountability, empowerment, inclusiveness within the OIS Finance team, in her/his connections to other OIS teams and in the wider Finance and Risk Affiliates' Managers.</li> <li>• Reporting to the Financial Risk and Audit Committee (FRAC) of the Board of Supervisors and bring an overall view of financial risks across confederation and mitigation actions.</li> </ul>	
<b>ROLE REPORTS TO</b>	Oxfam International Chief Operating Officer
<b>ROLES REPORTING TO THIS POST</b>	Finance Operations Manager, Financial planning and Business Manager, Finance Systems Manager, Nairobi Head of office, OIF Grants Manager
<b>KEY RELATIONSHIPS/INTERACTIONS</b>	<ul style="list-style-type: none"> <li>• Member of the OI Senior Leadership Team (SLT) and OI Operations Leadership Team (OLT)</li> <li>• Supports the Finance Risk and Audit Board Committee (FRAC)</li> <li>• Chairs the Affiliate Finance Directors' Group (FD)</li> <li>• Chairs the Finance Management Team (FMT)</li> <li>• Key member of functional steering groups: Finance &amp; Income, Transforming Business Support, Oxfam Investment Fund Committee</li> </ul>
<b>BUDGET RESPONSIBILITY</b>	OI Budget
<p><b>KEY DIMENSIONS OF THE ROLE</b></p> <p><b>1. Financial Management of the Oxfam International Secretariat (approx. 30m EURO)</b></p> <ul style="list-style-type: none"> <li>• Lead and manage the OIS Finance Team to ensure effective delivery of Secretariat-wide financial services.</li> <li>• Maintain full financial records for the Secretariat and ensure delivery of audited annual reports in accordance with UK Charities SORP and other applicable regulatory or jurisdictional requirements – currently produce Kenyan Financial Statements</li> <li>• Prepare and oversee the Secretariat's annual budget, including the Oxfam Investment Fund, aligning with the expectations of the Executive Leadership Team, the FRAC, and the Board.</li> <li>• Oversee the effective management of restricted grants, ensuring compliance with donor requirements, strong financial stewardship, and timely reporting – approx. 100 pieces of funding</li> <li>• Lead the evolution of the utilisation of the core finance system, ensuring continuous improvement, usability, and alignment with organisational needs.</li> <li>• Monitor monthly financial performance against agreed KPIs and take timely action to address variances or risks.</li> <li>• Coordinate legal and tax compliance across Secretariat operations globally, ensuring that all activities are carried out in a legitimate and ethical manner and supported by appropriate advisory input.</li> </ul> <p><b>2. Management of the Collective Funding Mechanism and Global Financial Data</b></p> <ul style="list-style-type: none"> <li>• Monitor and manage the Confederation's Collective Funding Mechanism (CFM) – (approx. 70m EURO) to ensure transparent, equitable, and sustainable investment in shared infrastructure, Secretariat functions, and confederation-wide initiatives.</li> <li>• Develop and apply consistent budget and reporting guidelines to support predictable and strategic resourcing across countries, regions, and the Secretariat.</li> </ul>	

- Lead the consolidation and analysis of financial data from across the Confederation (approx. 1bn EURO) including affiliate, country, regional, and Secretariat levels — to support sound decision-making at Board, FRAC, and executive levels.
- Coordinate the process for forward financial planning, including the use of standard templates and KPIs, to produce an integrated financial outlook for governance approval.
- Design and deliver meaningful financial reports and dashboards that support benchmarking, funding accountability, and strategic insights.
- Ensure that CFM cost allocations and funding flows are clearly communicated, consistently applied, and aligned with agreed strategic priorities.
- Provide timely, reliable financial insights to support programme delivery, income planning, and cross-functional collaboration across the Confederation.

**3. Provide strategic oversight of shared services operations coordinated by the Head of Office Nairobi**

- Ensure effective delivery of procurement, travel, logistics, and financial support services across the Secretariat and a range of hosting Affiliates.
- Support the development and implementation of service standards, performance metrics, and continuous improvement frameworks for shared services.
- Ensure alignment of shared service delivery with the financial management and operational needs of supported Affiliates.
- Foster collaboration and communication between shared services staff and functional leaders across the Confederation to ensure coherence and responsiveness.

**Other**

- Required to adhere to Oxfam’s principles and values (click [here](#)) as well as the promotion of gender justice and women's rights (click [here](#)).
- Understanding of and commitment to adhere to equity, diversity, gender, child safety and staff health and wellbeing principles.

**PERSON SPECIFICATION**

**Most importantly, every individual at Oxfam International Secretariat needs to be able to:**

- **Live our values of INCLUSION, ACCOUNTABILITY, EMPOWERMENT, COURAGE, SOLIDARITY and EQUALITY (read more about these [here](#))**
- **Ensure you commit to our ORGANIZATIONAL ATTRIBUTES (including adhering to the Code of Conduct):**

**1. Be committed to our [feminist principles](#), and to applying them in your day-to-day behavior and your work. Be ready to keep learning, with accountability to those who experience oppression as a result of their identities, such as their gender, race/ethnicity, disability, class, or LGBTQIA identity."**

**2. Be committed to undertaking Oxfam’s safeguarding training and adhering to relevant policies, to ensure all people who come into Oxfam are as safe as possible.**

**EXPERIENCE, KNOWLEDGE & COMPETENCIES**

**ESSENTIAL**

**Technical**

- Fully qualified finance professional. (ACCA/ACA or equivalent)
- Substantial experience of successfully managing finance functions in multi-country and global organizations.

- Experience of successfully leading major financial transformation initiatives and programs
- Prior experience as a Finance Director or CFO including substantial Board and Board Committee experience.

### **Leadership and Management**

- Demonstrable experience of strategic, creative leadership, management, and co-ordination in a complex organization (i.e., network, confederation or a federation with multiple teams and functions).
- Experience of sponsoring, planning and/or managing major projects
- Proven ability to work collaboratively with others in a complex organization (i.e., network, confederation or a federation with multiple teams and functions), demonstrating team building and facilitation skills
- Demonstrable experience of successfully empowering, motivating, managing, and mentoring staff from diverse back grounds (including remote/virtual management)

### **Communication**

- Excellent written and verbal communication and presentation skills across a range of audiences
- Proven skills in diplomacy, influencing, negotiation and conflict mediation

Fluency in English

### **Desirable**

- Working knowledge of either French or Spanish
- Ability to travel globally

### **Key Attributes:**

- Ability to demonstrate sensitivity to cultural differences and gender issues, as well as the commitment to equal opportunities.
- Ability to demonstrate an openness and willingness to learn about the application of gender/gender mainstreaming, women's rights, and diversity for all aspects of development work.

Commitment to Oxfam's safeguarding policies to ensure all people who encounter Oxfam are as safe as possible

**SAFER RECRUITMENT:** Oxfam is committed to preventing any type of unwanted behavior at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct; and promoting the welfare of children, young people, and adults. Oxfam expects all staff and volunteers to share this commitment through our code of conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Offers of employment will be subject to satisfactory references and appropriate screening checks, which can include criminal records and terrorism finance checks.