

Build It International

Job title	Director of Finance and Administration
Reports to	Chief Executive Officer/ Finance and Audit Committee/ Board
Direct reports	Finance Manager (Zambia), Procurement and Logistics Officer (Zambia), and Finance and Payroll Officer (UK)
Wider team	Five staff, based mainly in Zambia
Location	10 Miles, Great North Road, Lusaka, Zambia
Contract	Contract employee. Candidates must be legally able to work in Zambia.

About Build It International

Build It International equips young people in Zambia from disadvantaged communities with construction skills, life skills, and real work experience so they can earn a sustainable living. Our rural cohorts help build the schools, clinics, and community facilities that their communities urgently need. Since 2007, we have trained more than 2,400 young people and built over 60 schools and clinics, benefiting more than 400,000 Zambians.

Our 2023 Impact Study found that 88 per cent of graduates were in paid construction work after training. Average monthly income rise five-fold one year after graduation, and 15 times five years after graduation. Eight impact studies over more than fifteen years, using consistent measures and a comparison group, give us unusually strong evidence for an organisation of our size.

We work from our Centre for Excellence on the outskirts of Lusaka, through mobile training cohorts, and through community construction projects in rural Zambia. Our annual income is approximately £1 million. We are firmly rooted in Zambia, and our 2025 to 2028 Strategy commits us to move from delivery alone towards supporting the wider development of Zambia's construction and skills sector. We are a professional and ambitious organisation, and our aim is to steadily grow and expand our programme.

The role

Build It International has defined its senior financial role as Director of Finance and Administration. This is a key Senior Management Team post and is central to our future success. The Director of Finance and Administration plays a vital part in enabling the charity to deliver its objectives and to secure its long-term sustainability, providing appropriate challenge to SMT to enable it to do so. The role covers a range of support functions and is assisted by a team of five, based mainly in Zambia.

The postholder will keep the Senior Management Team fully briefed so that it can make timely and informed decisions on programme management, future direction, cash flow and funding requirements, and the management of reserves.

The postholder will build on excellent foundations. The finance function already has sound systems in place, including monthly management accounts, budgeting and forecasting processes, and full cost recovery models. This is a role for someone who will strengthen and extend an established function.

Build It International has been managing a funding transition since 2023, when a major unrestricted grant came to an end. Our financial systems and controls are in good order. It is the income base that needs work. Closing the resulting gap and rebuilding our reserves is a defined priority for this role, alongside supporting the delivery of our 2026 to 2028 Fundraising Strategy. We are looking for a finance leader who is drawn to that challenge rather than deterred by it.

The role will be filled as a contract employee located in Zambia. Candidates must be legally able to work in Zambia to be considered for the role.

Key responsibilities

Financial strategy and sustainability

- Develop financial strategies that support organisational priorities, long-term financial sustainability and organisational resilience.
- Prepare cash flow and reserves forecasts, and advise the Chief Executive Officer, the Senior Management Team, and trustees on the decisions arising from them.
- Model the financial implications of new programmes, partnerships, and social enterprise activity.

Financial planning, reporting, and compliance

- Hold overall responsibility for the accounting, regulatory, banking, and audit requirements of both the UK charity and the Zambian entity.
- Oversee financial planning including long-term (3–5 years), with regular reforecasting, identification of early warning indicators and development of contingency plans.
- Oversee budgeting, forecasting, and reporting processes.
- Assess, streamline and improve financial processes, including cost recovery and expense management.
- Ensure the timely production of monthly management information and reports for the Chief Executive Officer and the Finance and Audit Committee.
- Oversee the production of expenditure reports for projects and donors, covering both grants and contracts, and liaise with the fundraising team on reporting matters.
- Ensure compliance with financial regulations, policies, and internal controls.

Risk and assurance

- Oversee the organisational risk register, manage the financial risks typical of an international charity, including currency movements, staff retention, and exposure to fraud and cybercrime.
- Support the work of the Finance and Audit Committee, including to prepare and present the financial papers for regular meetings, and work closely with the treasurers.

Leadership and team development

- Key member of the Senior Management Team
- Lead and develop the finance team to deliver high performance and efficiency.
- Mentor key finance staff and support succession planning across the function.

Systems, procurement, and administration

- Ensure that financial and information technology systems and processes in the UK, at approximately 100 transactions a month, and in Zambia, at around 500 a month, are fit for purpose, efficient, cost effective, and as resilient as possible.
- Oversee the delivery of information technology services.
- Oversee procurement, a major function of the Zambia office, ensuring value for money and sound controls.

Person specification

Essential – to be evidenced in application

Qualifications and eligibility

- A fully qualified accountant (ZICA, ACCA, CIMA, CA, or equivalent) in good standing.
- Current membership of the Zambia Institute of Chartered Accountants (ZICA).
- A degree in finance, accounting, or a related field.
- The legal right to work in Zambia.

Experience

- At least ten years of progressively responsible finance experience, including a minimum of three years at management level.
- Senior finance leadership in an organisation of comparable or greater complexity, with responsibility for the full annual cycle from budget through to audited accounts.
- Experience of working at board level.
- Taking a statutory audit through to successful completion.
- Strong working knowledge and experience of restricted and unrestricted fund accounting.
- Managing and developing a finance team, including staff based in more than one location.
- Grant and contract financial management, including donor expenditure reporting and compliance.

- Preparing cash flow forecasts and reserves analysis, and presenting them to a board or a senior committee.
- Building or strengthening financial systems, controls, and procedures.

Skills and knowledge

- Knowledge and experience of the UK charity financial reporting, including the Charities Statement of Recommended Practice (SORP) and Charity Commission requirements. Strong candidates without this experience will be supported to develop it, Build It International also has experienced accountants serving on the board.
- Thorough knowledge of Zambian financial regulations, tax requirements, and reporting standards.
- Strong analytical and strategic thinking, with the ability to translate financial information into decisions that colleagues outside finance can act on.
- Confident use of modern cloud-based finance and information systems, and able to extract the maximum benefit from them.
- Concise report writing, presentation, and policy and procedure documentation.
- Excellent written and spoken English.
- Strong organisational and project management skills.

Personal attributes

- Understanding of, and commitment to, the charity's mission and to our values of excellence, transformation, collaboration, courage, and integrity.
- Willing to work hands-on to deliver the maximum value from Build It International's funds.
- Effective in a fast-moving environment with competing demands.
- Sound judgement and complete integrity in handling confidential information.
- Commitment to safeguarding and to gender inclusion in the workplace.

Desirable

- Experience in an international non-governmental organisation or charity operating across more than one country.
- Experience of managing foreign currency exposure across more than one operating currency.
- Experience of commercial or social enterprise financial management alongside grant funding.
- Experience of managing procurement at scale.
- Experience working with QuickBooks and/or Salesforce, IT systems.
- Responsibility for information technology services or systems.
- Payroll experience across more than one jurisdiction.
- A postgraduate qualification in finance, business administration, or management.
- Willingness to travel to rural project sites in Zambia.

Our commitments

Safeguarding

Build It International works with young people, many of whom are vulnerable. We are committed to safeguarding, and we expect every member of staff to share that commitment. The successful candidate will be required to complete our safeguarding checks and to comply with our safeguarding policy.

Equal opportunities and gender inclusion

Gender inclusion is a strategic priority across our work, and we are working to increase the participation of women in Zambia's construction sector. We welcome applications from all suitably qualified candidates, and we particularly encourage applications from women.

How to apply

Please email a cover letter and CV to alisonmckittrick@buildinternational.org. In your cover letter, please tell us why you are suitable for this role.

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