
Director of Operations and Finance

The Economist Educational Foundation

Reports to: Chief Executive Officer

Hours: Full time (40 hours) with flexible working. Core hours are 10am to 4pm Monday-Friday

Location: Hybrid. Central London on Wednesdays and Thursdays for team collaboration, remote working on other days

Salary: £53-60k per annum

Closing date: Tuesday 7th January (23:59 GMT)

APPLICATION PROCESS

To apply:

1. Download an equality and diversity monitoring form [here](#).
2. Send a CV, cover letter and the equality and diversity monitoring form to Manthura Mohamed at ManthuraMohamed@economist.com, with the subject 'Application: Director of Ops and Finance'

If you have any questions about the role, please contact our CEO, Flora Letanka at FloraLetanka@economist.com, before 23rd December or after 2nd January.

We will contact all applicants after the closing date. The first round interviews will take place during the week of 13th January 2025. The second round will take place on 22nd or 23rd January 2025. Please ensure you will be available to travel to our London office for interviews on these dates.

ABOUT US

The Economist Educational Foundation is a fast-growing charity on a mission to ensure that every child is empowered to think critically and communicate effectively about the world's most complex current issues. Topical Talk, our programme, has already reached over 10,000 teachers and 400,000 children in over 124 countries. Our income will exceed £1million for the first time this year. Our goal is to reach over 1 million school children by the end of 2026, with ambitious plans to expand in the UK, USA and globally.

Find out more about our mission and our work at <http://www.economistfoundation.org>

ABOUT THE ROLE

The Director of Operations and Finance will be a crucial member of our Senior Leadership Team, overseeing financial management, operations, and strategic growth. You'll play a pivotal role in leading financial planning, supporting the charity's global expansion, and driving digital transformation to improve efficiency and impact. You will also manage risk and compliance, ensuring robust operational foundations as we scale. This hands-on role requires a leader with proven experience in financial management, operational leadership, and people management.

By joining us, you'll be at the heart of shaping our future, helping us reach more children, and making a lasting difference on a global scale.

Key Responsibilities

1. Financial Management

- Lead financial planning, forecasting, and budgeting aligned with strategic objectives (partnering with The Economist Group's finance function).
- Develop policies, procedures, and internal controls to safeguard resources and ensure compliance.
- Partner with the Group's finance function on managing the annual independent review of the accounts (Revenue c.£1m – approaching threshold for audit).
- Provide financial insights to the Senior Leadership Team and Board for decision-making.

2. Operations

- Oversee relationships with The Economist Group's operational functions (HR, IT, legal, facilities), ensuring effective support.
- Lead HR and people management improvements, including fair pay, recruitment, and career development.
- Manage risk across the organization, creating and maintaining a risk management framework
- Ensure compliance with legal and regulatory obligations while adapting processes for global operations.

3. Digital and Data Management

- Lead digital transformation to enhance operational efficiencies and improve the user experience for teachers.
- Manage data collection and storage in compliance with GDPR, supporting impact reporting and decision-making.
- Collaborate with departments to track progress on key performance indicators (KPIs) and impact metrics.

4. Governance and Legal

- Support the Board in fulfilling governance responsibilities, ensuring compliance and reporting on organizational metrics.
- Maintain systems for effective tracking and reporting on progress toward key objectives.

5. Strategic Leadership

- Advise the CEO and contribute to the development of TEEF's strategic plan.
- Lead operational and financial aspects of funding applications and ensure grant compliance.
- Foster a culture of collaboration, accountability, and continuous improvement across teams.

6. Team and Stakeholder Management

- Manage and develop the Programme Officer, ensuring high performance and empowerment.
- Build strong relationships with internal teams, external stakeholders, and partners to support financial and operational success.

ABOUT YOU

Essential Skills

- **Financial Management:** Proven experience in financial planning, budgeting, and managing charity finances, including restricted funds and involvement with independent reviews/audits. Ability to provide financial insights to senior leadership for strategic decision-making.

- **Operational Leadership:** Expertise in managing and improving operational systems to support scaling, including risk management and global compliance. Experience in leading HR processes like recruitment and fair pay practices.
- **Digital Transformation and Data Management:** Strong experience leading digital initiatives to enhance operational efficiency, alongside a solid understanding of data management and using data for impact tracking and decision-making.
- **Governance and Strategic Leadership:** Experience contributing to organizational strategy, particularly for global expansion. Strong governance skills, ensuring compliance with legal and regulatory frameworks, and supporting the Board with reporting.

Desirable Skills

- **Global Expansion:** Experience managing operational functions during global growth, especially in setting up operations in new regions or countries.
- **Grant and Fund Management:** Experience in managing operational and financial aspects of funding applications and grants in the charity sector, ensuring compliance and timely reporting.
- **Advanced Data Analytics:** Familiarity with advanced data tools for reporting and decision-making, with the ability to pull insights from large data sets.

Personal Attributes

- **Leadership:** A hands-on leader who can balance strategic vision with operational execution. Comfortable rolling up their sleeves to tackle day-to-day tasks while also leading big-picture strategy. Able to lead teams, build strong relationships, and foster collaboration across departments.
- **Problem-Solver:** Creative and resourceful in addressing complex challenges, able to generate solutions by listening, researching, and analysing.
- **Organised and Goal-Oriented:** Able to manage competing priorities with excellent time management skills and drive toward meeting targets.
- **Adaptable and Resilient:** Flexible in changing circumstances and capable of handling unexpected challenges with a positive attitude.
- **Mission-Driven:** Motivated by the mission of The Economist Educational Foundation, passionate about making a tangible difference in children's lives by fostering critical thinking, communication, and global awareness.

The Economist Educational Foundation offers a comprehensive benefits package including 25 days of holiday, a generous pension scheme, life assurance, income protection, private healthcare and a range of flexible benefits. Candidates must have the legal right to work in the UK.

We are keen to hear from applicants from communities under-represented in the charity sector or who have lived experience of facing extra barriers because of their background. We also welcome applications from candidates who are excited by this opportunity but may not meet every single requirement.

If you require any adjustments for your interview, please let us know.