

Job Profile
Senior Finance and Contracts
Manager

Deadline: 5 October 2026

CV and Covering Letter to: operations@agulhas.co.uk

About Agulhas

Founded in 2003, [Agulhas Applied Knowledge](#) is a leading provider of evaluation, technical assistance, learning and knowledge in support of international cooperation on global challenges. We work with donors, multilateral organisations, foundations and NGOs, combining a deep knowledge of international development and sustainability with the practical skills to deliver results. In 2021, we became an employee-owned company, a move which reflects the company's core values of equity and cooperation, and we achieved B-Corp certification in July 2023.

Since our inception, we have provided strategic advice on aid programmes and development policy to the UK government, other DAC countries, multilateral organisations, developing country governments, philanthropic foundations and NGOs. We specialise in strategic reviews and evaluations and in knowledge management, helping our clients to develop monitoring and evaluation systems, strengthen their organisational learning systems and improve the quality and value for money of their programming.

As an employee-owned firm our values are grounded in collaboration, integrity, and shared purpose. Every member of our team has a stake in the success and direction of the organisation, shaping how we work, who we work with, and the change we aim to enable. As a certified B Corp, we are committed to meeting high standards of social and environmental impact. Our six principles guide who we are, how we work and how we treat our colleagues, partners and clients: commitment, effectiveness, openness, integrity, respect and equity.

Position summary

The Senior Finance and Contracts Manager is responsible for leading the organisation's financial management, budgeting, forecasting, reporting, and contract administration functions. This role ensures financial integrity, compliance with contractual and regulatory requirements, and effective management of commercial agreements. This important position within an Employee-owned (EO) Small-Medium Sized Enterprise (SME) works closely with senior leadership, operational teams and external stakeholders to support strategic decision-making and organisational performance.

This role will be supported by a Finance and Contracts Assistant and will work closely with Project Managers.

Personal qualities

Agulhas are looking for a strong team player who can demonstrate relevant finance and contracts experience and is ready to step up into a new and challenging role in our small, dynamic company. The right candidate will have the ability to work effectively with a diverse range of clients and will be able to demonstrate excellent communication and project management skills along with the ability to work collaboratively across different teams. You will bring excellent interpersonal skills and be supportive of an open and inclusive culture ensuring Agulhas continues to be a great place to work.

Key responsibilities

Financial Management

- Lead the preparation and management of annual budgets, forecasts, and long-term financial plans.
- Monitor financial performance and provide regular analysis, reporting, and recommendations to senior management.

- Oversee month-end, quarterly and year-end financial processes such as VAT, payroll, HMRC reporting etc, ensuring accuracy and timeliness.
- Manage banking and be primary point of contact for financial services provided to Agulhas.
- Manage cash flow forecasting and working capital requirements.
- Develop and maintain financial controls, policies, and procedures to safeguard organizational assets.
- Support strategic planning through financial modelling, business case development, and scenario analysis.
- Work closely with the Commercial Manager on project accounting, revenue recognition, profitability analysis and forecasting.

Contract Management

- Lead the end-to-end contract lifecycle, including review, negotiation, execution, administration, and closeout for client contracts and sub-contractor contracts.
- Working closely with the Commercial Manager, providing input for bids through to receiving handover of contract management, monitoring profitability, cashflow implications and commercial risks.
- Ensure contracts comply with organisational policies, legal requirements, and regulatory obligations.
- Monitor contractual performance, deliverables, milestones, and financial commitments.
- Identify and mitigate contractual risks and recommend appropriate contractual and commercial solutions.
- Maintain contract records, reporting systems, and document management processes.
- Support procurement and vendor management activities, including tender evaluations and contract negotiations.
- Serve as the primary point of contact for contract-related issues with clients, suppliers, and partners.

Compliance and Risk Management

- Ensure compliance with applicable accounting standards, financial regulations, and contractual obligations.
- Develop and implement risk management strategies related to financial and contractual activities.
- Monitor changes in legislation, regulations, and industry best practices that may impact the organisation.
- Support governance, internal controls, and compliance reporting requirements.

Leadership and Stakeholder Management

- Provide leadership and guidance to finance and contract administration staff.
- Build strong relationships with internal departments, senior executives, customers, suppliers, and external stakeholders.
- Present financial and contractual information to leadership teams and governance committees.
- Drive continuous improvement initiatives to enhance financial performance and contract management processes.

Qualifications and Expertise

Essential

- Bachelor's degree in Finance, Accounting, Business Administration, Commerce, Law, or a related field.
- Professional qualification such as CPA, ACCA, CIMA, CA, or equivalent.
- Significant experience in financial management, contract management, or commercial administration.
- Strong knowledge of budgeting, forecasting, financial analysis, and financial reporting.
- Experience negotiating and managing complex contracts and commercial agreements.
- Demonstrated understanding of regulatory compliance and risk management principles.
- Advanced proficiency in Xero and Microsoft Excel.

Desirable

- Master's degree in Finance, Business Administration, or a related discipline.
- Professional certification in contract management or procurement.
- Experience in government, consulting or not-for-profit sectors.
- Experience managing significant budgets and high value / complex contracts.
- Experience in implementing project management and other software tools.

Key competencies

- Strategic and analytical thinking
- Financial acumen and commercial awareness
- Contract negotiation and administration
- Risk assessment and mitigation
- Leadership and team development
- Stakeholder engagement and relationship management
- Problem-solving and decision-making
- Attention to detail and organisational skills
- Excellent written and verbal communication

Behaviours

The following behavioural standards are expected in this senior role. You will:

Be Ethical

- Model Agulhas's organisational values.
- Display the highest standards of public conduct.
- Identify, disclose and manage conflicts of interest when they become apparent to yourself and others.
- Treat others justly and fairly.

Be Professional

- Maintain high standards of skill, care and diligence in professional activities.
- Invest time in learning and personal development.
- Take responsibility for your own performance and behaviour.

- Act as an advocate for Agulhas, both internally and externally.
- Be goal orientated, prioritising activities accordingly under guidance from the Senior Management Team.
- Set challenging but achievable goals and standards of performance for yourself and others.
- Learn from successes and mistakes and encourage the culture of learning in the organisation.

Be independent

- Be willing to disagree and take an independent stance in the face of dissenting views.
- Encourage rigorous discussion and diverse views in order to prevent and dispel 'groupthink'.
- Adopt an inquisitive approach and actively question assumptions and test propositions.
- Be willing to challenge the status quo and historical ways of doing things.

Be self-aware

- Demonstrate social and cultural awareness and an ability to relate well to a diverse range of people.
- Support colleagues and exhibit loyalty to the team and the company.
- Display empathy and respond appropriately and sensitively to the emotions of others.
- Demonstrate efforts to explore, understand and limit your own biases and preconceptions as well as those of others.

Reporting relationship

Reports to: Managing Director, providing reports as requested to the Board of Directors.

Direct Reports: Finance & Contracts Officer

Terms and conditions

We welcome all candidates to apply, regardless of age, sex/gender, disability, race, religion, sexual orientation, marital status, or pregnancy/maternity.

This vacancy was opened on 24th August 2026 and closes on 5th October 2026.

Budget: £58-68k per annum.

Flexibility to work 0.75 – 0.80 FTE. 5-day working is essential.

Other terms and conditions as standard.

Application instructions

Please send a CV (maximum length 4 pages) and covering letter to operations@agulhas.co.uk titled "Senior Finance and Contracts Manager", outlining your interest and relevant experience. We will not review applications without a cover letter.