

TERMS OF REFERENCE (TOR) FRACTIONAL HEAD OF FINANCE

Role: Fractional Head of Finance

Organisation: Lifebox

About us: Global nonprofit making surgery and anaesthesia safer worldwide

Reporting to: Chief Finance and Administration Officer (CFAO)

Period: February 2026 – October 2026

Level of effort: 2–3 days per week

Location: Primarily remote, with availability for agreed meetings across relevant time zones

1. Background

Lifebox is a growing and dynamic global health non-profit dedicated to saving lives by improving the safety of surgery and anaesthesia around the world. Co-founded by Dr. Atul Gawande, Lifebox works to increase anaesthesia safety, reduce surgical infection rates, and strengthen operating room teamwork through tools, training, and partnerships. Since its founding in 2011, Lifebox has worked in over 116 countries and trained more than 14,400 healthcare providers. Lifebox is registered as a charity in Ethiopia, the UK, and US, with over 50 staff and affiliated faculty, and an operating budget of nearly \$4M supported by individual donors and foundations. To learn more, see: www.lifebox.org

During the maternity leave of the Head of Finance, and as part of ongoing efforts to strengthen Lifebox's financial management systems, controls, and reporting, Lifebox seeks to engage an experienced Fractional Head of Finance. The Consultant will provide interim senior-level finance leadership alongside technical support, capacity building, and advisory services.

2. Objective of the Consultancy

The objective of this assignment is to provide interim senior-level finance leadership and to strengthen Lifebox's financial planning, reporting, internal controls, compliance, and financial systems. The assignment will ensure the efficient, transparent, and compliant management of organisational resources during the maternity cover period, while building sustainable systems and capacities.

Scope of Work and Key Responsibilities

The Fractional Head of Finance will function as interim Head of Finance for selected strategic, advisory, and oversight responsibilities. Given the part-time nature of the role (2–3 days per week) and the fixed eight-month duration, the scope of work will be prioritised and phased to ensure delivery of high value, realistic outputs.

A. Financial Systems and Processes (Prioritised)

- Support the CFAO and Head of IT in drafting functional requirements and leading the finance input into sourcing an organisation wide integrated finance system. This role will act as the technical finance lead on system selection and implementation.

- Review and update priority financial guidelines, policies, and internal controls, focusing on areas of highest risk and relevance (e.g. chart of accounts, cost allocation, procurement and payment controls, international payments).
- Identify key internal control gaps and support the implementation of practical, high impact improvements rather than a full redesign.

B. Financial Planning, Reporting, Compliance and Governance (Core Interim HoF Functions)

- Lead the development and implementation of a robust project costing and cost allocation structure, including defining methodologies, documenting clear guidance, configuring and embedding the approach within budgeting and reporting tools and systems, training the team, and supporting initial application to ensure consistent use across projects and entities.
- Support the CFAO and finance team in preparing midyear revised budgets and rolling multiyear financial projections.
- Support in audits of Lifebox branches and filing of returns.
- Develop and refine a small set of standardised management and board reporting tools, including dashboards with trends and ratios.
- Support preparation of quarterly Finance & Admin Committee and governance reports, focusing on clarity, consistency, and decision usefulness.
- Review and simplify grant proposal budget templates to improve usability and donor compliance.

C. Capacity Building and Team Support (Targeted)

- **Deliver targeted, practical training sessions** for staff on budget management, financial planning, and financial controls (rather than broad training programmes).
- Provide ongoing mentorship and coaching to the finance team, with a focus on strengthening confidence, prioritisation, and continuity during the maternity cover period.

D. Risk Management and Stakeholder Engagement (Focused)

- Coordinate with senior leadership to update the organisational risk register, focusing on financial, compliance, and operational risks.
- Participate in a limited number of high value meetings with senior leadership, committees, auditors, or system vendors, as agreed in advance.

4. Deliverables

Deliverables will be prioritised, phased, and agreed with the CFAO to reflect the eight-month duration and part-time nature of the consultancy. The emphasis will be on quality, usability, and sustainability, rather than volume. Expected deliverables include:

1. Inception report and prioritised work plan (Month 1).
2. Brief assessment and diagnostic report with clear, prioritised recommendations for financial systems, policies, and controls. Implement key recommendations as agreed with the CFAO.
3. Updated priority financial policies, procedures, and tools (not a full suite), focusing on high-risk and high-use areas.

4. Improved quarterly financial and governance reporting templates and sample reports for board and committee use.
5. Practical planning, budgeting, and management reporting tools embedded within team workflows.
6. Updated rolling multiyear financial projections.
7. A new finance system implemented.
8. Updated risk register.
9. Midyear revised budgets.
10. Targeted training sessions and concise training materials for staff.
11. Final consultancy and handover report, including a sustainability plan and clear recommendations for post consultancy follow-up.

5. Qualifications & Experience

- Degree in Accounting, Finance, Business Administration, or related field (CPA, ACCA, CFA an advantage).
- At least **10 years** of experience in financial management within non-profit or donor-funded organizations (global, multi-entity organizations with remote-work experience an advantage).
- Proven experience in budgeting, grants management, and donor reporting.
- Familiarity with financial software and financial systems implementation (e.g., QuickBooks, Sage, ERP systems, Power BI).
- Strong analytical, communication, and training skills.
- Experience in similar fractional role will be an added advantage.

6. APPLICATION PROCESS

To apply please email your CV and a cover letter as a single document stating your motivation for the position and how you meet the selection criteria to opportunities@lifebox.org.

Please note the following:

Correspondence will only be entered with candidates who have been short-listed. If you have not received a reply within 2 weeks of the closing date, please consider your application as unsuccessful.

Closing date: 11 February 2026

Applications received after the closing date may be considered until the post is filled.

Lifebox is an equal opportunity employer and values diversity