

Thomson Foundation



Director of Finance & IT

Candidate Pack
January 2026

AllenLane

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Welcome

Thank you for your interest in joining the leadership team of Thomson Foundation and helping us to support independent, trusted journalism across the world.

At Thomson we are driven by a singular mission, to foster a free, independent and thriving media landscape. For over 60 years we have been empowering journalists, strengthening media organisations, working with communicators and championing the principals of ethical information. We have equipped thousands of journalists with the tools needed to tackle complex issues, provided vital training and supported the creation and growth of independent media outlets. Our work today is more vital than ever in a world where disinformation is rife whilst access to reliable, accurate information is crucial for informed decision making and democratic governance.

The Thomson Group consists of a registered Charity in the UK and a sister not-for-profit organisation in Germany, with a core team across these locations and contractors beyond. Our work takes us from the Western Balkans and Central Europe, to Sudan, Central Asia and Latin America. Our funding comes from diverse sources including government institutions, philanthropic foundations, an invested endowment and corporate partnerships. Funding in the media development space is highly contested so to sustain and expand our efforts, we must continuously evolve our fundraising strategies, be ready to pivot in our approaches and be operationally efficient.

The Direct of Finance and IT is a key member of the senior leadership team and works closely with the CEO, the Managing Director – Development, the finance committee and the board of trustees. Financial rigour and oversight are vital to the job, as is leading on our technology infrastructure and due diligence across the group. Strengthening and updating our systems, streamlining financial operations and contributing to future strategy, is also important. The role is both high level and hands-on, fitting the size of the organisation. The team is welcoming and the atmosphere is collegiate and collaborative. We look forward to meeting candidates that share our mission and would like to contribute to the important work that Thomson does.

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About us

Who we are

Thomson champions integrity in journalism and media, supporting professionals and organisations committed to delivering fair, independent, and trustworthy information.

Ethical communication is vital to healthy democracies. Journalism holds power to account, informs the public, and fosters trust within societies.

In a landscape challenged by misinformation and constantly evolving business models, our mission is to empower communicators, promote ethical practices and ensure the sustainability of reliable information sources worldwide.



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What We Do

Innovating for Growth

We help media **innovate** to survive and grow, ensuring they remain relevant and resilient in today's fast-paced digital world.

Supporting Journalists

We **support** journalists in challenging places, providing the tools and training to report effectively and with integrity.

Effective Communication

We **show** communicators how to tell their stories compellingly, to engage and inform their audiences effectively.

Connecting Communities

We **connect** media and civil society with governments, donors, and technology sectors, addressing the biggest challenges of our age collaboratively.

Thomson Foundation's core team is 12 staff members in the UK, with a sister organisation, Thomson Media (4 staff), based in Germany. We work collaboratively across a range of countries to deliver our work through a network of consultants and trainers.



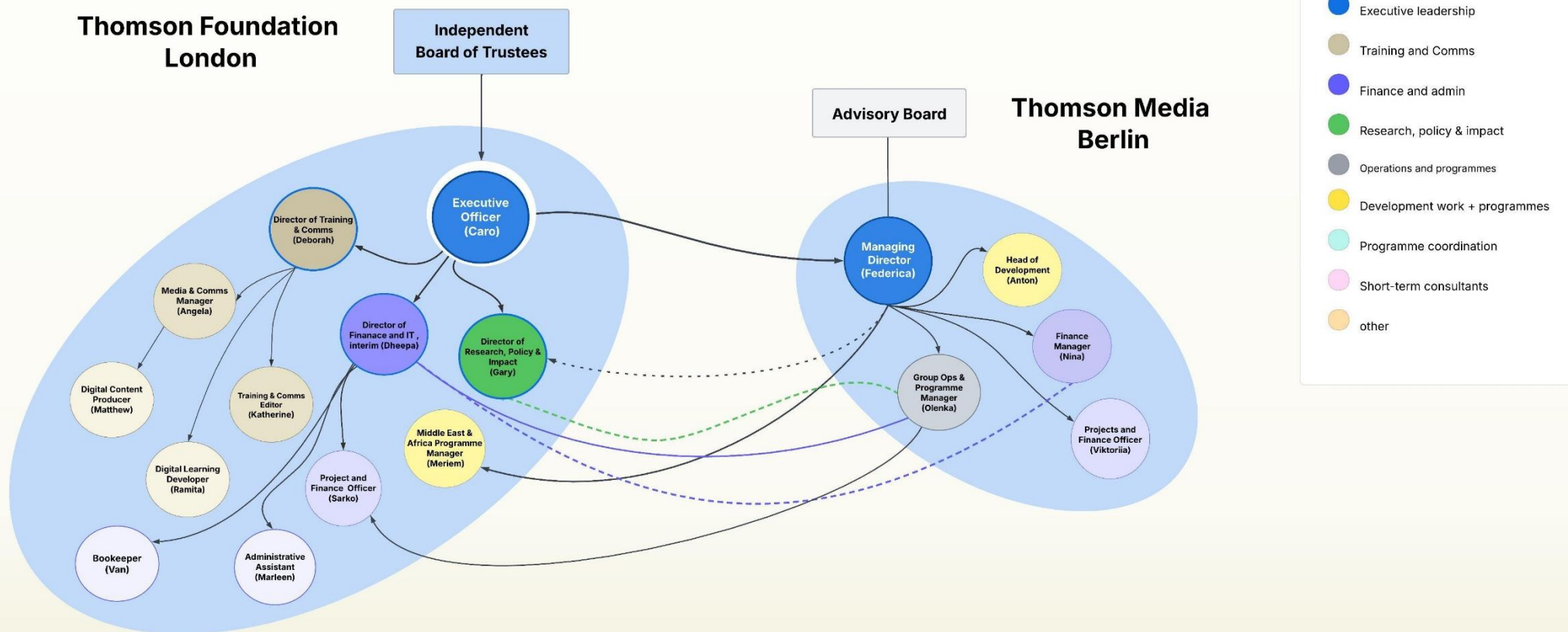
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Organisation Chart

Thomson Group Organogram

December, 2025



Job description

About the role – delivering Strategic Leadership & Finance & Technology Transformation

You will collaborate with the CEO, the Board, and the Senior Management Team across both Thomson Foundation and Thomson Media to develop short and long-term organisational strategies, underpinned by strong financial business plans.

You will serve as the organisational lead, for the UK and the Thomson Group entities, on all matters relating to finance, security, information technology, risk management, compliance and other administrative functions.

You will implement and further develop the Finance & Technology Transformation Plan, seeking to maximise efficiencies, streamline processes, strengthen IT security and improve internal controls.

You will be comfortable working within a very small organisation where you will be required to be hands on as well as serve as a strategic leader.

Financial Management

- Ensure the production of timely and accurate management financial information across the Thomson Group for the Senior Management Team, Finance Committee, Board, internal budget holders and donors.
- Preparation of statutory accounts and all audit schedules for the Thomson Foundation and the Thomson Foundation Group (includes a German subsidiary) as required, including any other statutory reporting (e.g. annual corporation tax return to HMRC, VAT returns, Charity Commission) and other legal reporting and compliance needs.
- Responsible for the day-to-day accounting functions of Thomson Foundation, including journal entries, bookkeeping, reconciliations, maintenance of the financial management system etc as required in a small organisation.
- Work collaboratively with Thomson Media's Finance Manager to ensure ease of consolidation for management, donor/ contract/ project and statutory reporting, providing advice and support where necessary.

- Responsible for the annual budget process across the Thomson Group, working with the Thomson Media Finance Manager in setting clear timetables and decision-making points, ensuring all stakeholders in both entities are involved and working with the Development Team to ensure robust income forecasting.
- Support the Development Team by ensuring relevant information is available and can be tracked especially in respect of overheads and cost drivers.
- Proactively train and develop finance and non-finance staff across both entities to ensure a culture of financial compliance and understanding within the organisation.
- Oversee the development and implementation of policies and procedures to provide sufficient internal controls and protect organisational assets.
- Responsible for treasury management, including managing currency needs.
- Maintain banking, auditor, investment manager and other key supplier relationships.
- Ensure appropriate systems and processes are in place to manage financial aspects and compliance aspects of funding contracts and grants to partners.

Risk Management, Compliance & Legal

- Lead on organisational risk management, overseeing the organisation's risk management framework and ensuring that risks are recorded and that appropriate risk mitigation measures are put in place, with a quarterly review by the Senior Management Team and reporting to the Finance Committee and Board.
- Provide support and assistance on legal matters relating to grants and contracts and be a key point of contact with legal advisers.
- Ensure that the organisation meets its requirements under GDPR.
- Ensure that the organisation fully discharges its legal responsibilities as a charity and company limited by guarantee (including with the Charity Commission and Companies House).
- Oversee a central function for effective reporting and record keeping against all compliance responsibilities, with all regulators – including ICO, Charity C, Companies house, HMRC, etc.
- Lead on overseas compliance matters, including any requirement for local registration, setting up of local payroll facilities and banking facilities.

Technology

- With the support of Thomson's outsourced IT provider, leading on Thomson Foundation's technology infrastructure strategy and needs, ensure an efficient and effective IT working environment as well as compliance with relevant legislation, ensuring systems are appropriate and in line with organisational need.
- Lead on the use of MS365 and associated applications across the organisation and acting as gatekeeper for use of other cloud services, ensuring appropriate governance and controls are in place where these are used, so as to both protect Thomson's information assets as well as enable overseas team have the right tools to carry out their work.

Other

- Overseeing the space requirements of the UK office, liaising with the landlord, proactively identifying any upcoming lease breaks and with the CEO, managing any changes to existing arrangements.
- Ensure appropriate insurance coverage is in place at all times to cover the needs of the organisation and its staff.
- Line management of a small team.

Qualifications and experience

- Qualified accountant (ACA, CIMA, ACCA or equivalent) with senior level experience (at least Head of Finance or Financial Controller) gained within the charity / not for profit sector.
- Excellent financial technical skills including knowledge of Charities SORP, VAT and proven experience of dealing with international donor compliance and finance requirements.
- Experience overseeing Technology and other operational functions in a charity / not for profit, including managing financial software platforms and integrations with other platforms (e.g. expense management/ invoice payment apps, Power BI) or able to demonstrate a strong understanding and aptitude to develop this area.
- Experience of overseeing the governance function of a charity / not for profit.
- Experience of presenting data to senior leaders at Board and Finance Committee level

- Strong problem-solving skills with a track record of delivering modernisation and improvements.

Personal attributes

- Collaborative, non-hierarchical working style.
- Ability to build partnerships with a wide range of individuals from diverse backgrounds.
- Not phased by having to carry out hands on financial tasks such as posting journals, reconciliations and manipulation of data to obtain reports in the required formats, as well as conducting the strategic functions of this role.
- Commitment to pursuit of results with a strong work ethic, organisational skills and a can-do attitude.
- Comfortable planning and delivering multiple activities under pressure to strict deadlines.



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Employee Benefits

- Salary : £90,000
- Full time, Permanent (37.5 hours per week) (4 days may be considered)
- Hybrid / London (staff attend the London office a minimum of two days per week, Tuesdays and Wednesdays).
- Pension - 10% non-contributory.
- Annual leave - 25 days, plus public holidays. In addition to this, the period between Christmas and New Year is granted as leave for all staff.
- Death in service – 4 x salary
- Private health insurance – full family cover available
- Employee Assistance Programme which includes access to a which has a range of included benefits including shopping discounts and a wellbeing portal
- Virtual GP services via Health Hero



Recruitment timeline and how to apply

Application deadline	1 st February 2026
Allen Lane interviews	w/c 2nd February/9th February 2026
Shortlisting	Thursday 19 th February
1st stage interviews	25 th or 26 th February
2nd stage interviews	w/c 2nd March
Appoint	9th March

Please note that these dates are only indicative at this stage and could be subject to change. We'll try to offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews. You're asked to note the below timetable and be flexible through the recruitment and selection process.

To apply, please:

- send your CV, along with a supporting statement to thomson@allenlane.co.uk

We encourage all candidates to discuss the role further before submitting an application. If you'd like to discuss the role in more detail, please contact:

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