



Interim Director of Finance and Operations
Job Description and Person Specification
June 2022

Job Title:	Interim Director of Finance and Operations
Reporting to:	Chief Executive Officer
Direct Reports:	Office Manager Finance Officer
Based:	Angel, London
Hours:	3 - 4 days per week (21 - 28 hours)
Salary:	Band A: £60,899 (£36,539 - £48,719 pro rata)
Term:	12 month fixed term contract

Background

Young Women's Trust is the leading organisation championing young women aged 18 to 30 on low or no pay. We provide young women with practical support and undertake research to spotlight the realities of their lives and inform campaigns for greater economic justice.

Our mission to end the financial penalty faced by young women couldn't be more important. Over a million young women face a lifetime of disadvantage because they don't have a job or are in low paid, insecure work, and young women have been particularly affected by the social and economic fallout of the coronavirus crisis.

Previously YWCA, Young Women's Trust has a history spanning over 150 years, and continues to have a significant impact on the lives of young women in England and Wales. With a stable financial outlook and a strong team in place, the charity continues to move from strength to strength. As a key member of our Senior Management Team, our Interim Director of Finance and Operations will play a vital part in shaping the future of the charity over the next 12 months.

This is an exciting time to be joining us: Claire Reindorp joined as Young Women's Trust's new CEO at the beginning of the year and is leading the development and implementation of a new organisational strategy.

This post is offered on an interim basis for a period of 12 months. Between August 2022 and March 2023 Young Women's Trust will be finalising its 2023-26 strategy and agreeing longer-term staffing structures, including the longer-term resourcing of our Finance and Operations team.

Young Women's Trust strives to be an inclusive and representative organisation. We are committed to appointing individuals from a wide range of backgrounds,



lived experiences and cultures. We particularly encourage applications from communities under-represented in our organisation, including ethnically minoritized and disabled individuals. We use positive action under section 159 of the Equality Act in relation to disability, sexuality or race. This means that if we have two candidates of equal merit in our process, we will seek to take forward the disabled or Black, Asian and Ethnically Diverse candidate in order to diversity our staff team.

We can make reasonable adjustments throughout the application process and on the job. If you have particular accessibility needs, please get in touch and let us know any requirements you may have.

Overall purpose of the role

The Interim Director of Finance and Operations will oversee the day-to-day running of the finance and operations functions at Young Women's Trust. They will lead on the development of the financial strategy for the organisation and will work closely with the Senior Management Team, Finance Committee and Board of Trustees to ensure all decisions are well-informed, making recommendations as appropriate. The next 12 months will be an exciting period of change. The Interim Director of Finance and Operations will oversee a potential office move, a salary benchmarking exercise and work alongside Senior Management Team colleagues to support the Board of Trustees, many of whom are newly recruited.

Key responsibilities

- Work as part of the Senior Management Team to draw up a financial strategy to underpin the new three year organisational strategy (2023-26) that is in development
- Ensure accurate accounting, reporting, management and protection of the organisation's assets and finances
- Oversee the charity's investments, including managing investment manager performance and providing regular and timely advice to the Board on investment decisions to safeguard assets and endowments
- Oversee the charity's information management strategy, incorporating legal and regulatory requirements (GDPR), data security, and use of data and insight to deliver the objectives of the trust
- Oversee contract management and negotiation with suppliers, development of commercial partnerships in support of fundraising and service delivery objectives, and providing technical support on reports and analysis for funders
- Oversee the annual audit of the organisation's statutory accounts, including preparation and completion of the statutory accounts in accordance with charity and accounting standards, and submission of returns to regulators
- Provide line management and support for the Office Manager and Finance Officer
- Support the Senior Management Team with ensuring strong charity governance, including overseeing the production of Board and Finance



- Committee papers, presenting to Trustees as necessary and contributing to the charity's assessment and management of risk
- Oversee HR practices and policies, working with other members of SMT, our staff led Working Practices Group and external consultants as necessary
 - Act as lead advisor for legal compliance, including client and commissioner of external legal advice
 - Lead a review of the current office space and organisational requirements, overseeing an office move if necessary
 - Support the development of a performance management framework aligned to the new organisational strategy, ensuring key performance indicators are identified, tracked, analysed and used to inform future planning

Skills and attributes

- Recognised qualification in accounting
- A track record of operating at a senior management level, contributing to strategic analysis, business planning and evaluation
- A strategic thinker with the ability to see the bigger picture and make decisions in line with the charity's needs as part of a team
- Experience of working in a similar role in a charity or not-for-profit environment
- Proven knowledge of pricing and costing, and assessing the viability of new products and services
- Previous experience of effectively managing and monitoring budgets (£1million+ desirable)
- Advanced skills in MS Excel and MS Word and finance software (experience with Xero desirable)
- Collaborative working style
- An understanding of the issues facing young women, especially those furthest from power and influence, and the importance of achieving economic equality
- Experience of managing an HR function (desirable)
- Experience in and understanding of good charity governance (desirable)