

Director of Finance and Operations

Job Description and Person Specification

March 2023

Job Title:	Director of Finance and Operations
Reporting to:	Chief Executive Officer
Responsible for:	Office Manager Finance Officer
Based:	Our office is based in Angel, London but we welcome applicants from further afield. This postholder is expected to be in the office 1-2 days per week.
Hours:	3.5 to 4.5 days per week (24.5 – 31.5 hours) This will need to include Mondays (SMT meeting day) and Tuesdays (all staff meeting day)
Salary:	Pro rata based on Band A (£65,222 - £73,357)

OVERALL PURPOSE

- To lead the Finance and Operations team to provide an effective, efficient and business-focussed support function for the Young Women's Trust

BACKGROUND

Young Women's Trust champions young women aged 18 to 30 on low or no pay. We're here to create a more equal world of work and raise young women's incomes.

We offer young women free coaching, feedback on job applications and information to help them get where they want to be. We bring together a network of thousands of young women to support each other, build their self-belief, and have their voices heard. We work with young women to campaign for equality in the workplace. And our research provides insight into what young women's lives are really like, fuelling our campaigns for change.

This position arises following a year in which we had an interim Director of Finance and Operations to support the organisation to set a long-term financial strategy, business plan, and move into new tailored premises. It is therefore an exciting time to be joining the organisation in this post – with a clear and inspiring strategy and plan in place, but with considerable scope for the new post-holder to contribute their vision as to how this is delivered.

There is some flexibility in the exact scope of personal delivery responsibilities of this post. For a candidate able to demonstrate the full breadth of experience and skills as set out in the person specification we would be open to a contract of 4 or 4.5 days a week.

Candidates without this full breadth of experience (for example, with less of a track record in HR) should feel free to apply but in these cases we would prefer

to appoint to a contract of 3.5 days per week, with complimentary resourcing put in place to ensure delivery levels across all the areas below.

The Young Women's Trust pay policy is currently under review. At present, our policy is that candidates will normally be placed at the bottom of the scale on appointment; if an individual can demonstrate that they have advanced skills and experience in relation to the job description, for example, they have performed equivalent or greater level roles to a high standard elsewhere, then we have the ability to exercise discretion in starting pay points within the advertised range.

KEY ACTIVITIES

Leadership and Governance

- As a member of the Senior Management Team, contribute to the leadership and delivery of the Young Women's Trust strategic and operational goals;
- Provide expert support and guidance to the Chief Executive on the legal and governance duties of a charity;
- Work with the Chief Executive and Treasurer on the agenda setting, and lead on production of papers for the quarterly Finance and General Purposes Committee of trustees; and to contribute towards papers for the Board of Trustees;
- Oversee the annual business planning and reporting cycle;
- Act as lead advisor for legal compliance, including client and commissioner of external legal advice as needed;
- Provide line management, support and development for the members of the Finance and Operations Team.

Finance

- Working primarily through the Finance Officer, ensure the consistent delivery and quality of standard finance routines of transactions processing, monthly management accounts, and annual budgets and closure of accounts processes;
- Assisted by our outsourced investment advisors, ensure oversight of the charity's endowment and investments; including managing investment manager performance and providing regular and timely advice to the Board on investment management strategy and delivery;
- Lead on (with some support from the Finance Officer) the financial aspects of funder bidding, management and reporting. Support contract management and negotiation with funders and suppliers as required, development of commercial partnerships in support of fundraising and service delivery objectives, and providing technical accounting support on reports and analysis for funders;
- Lead on the annual production and 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 annual returns to the Charity Commission and Companies House;
- Ensure that systems of internal control exist and function to protect the organisation's assets, to guard against fraud and error, and to ensure levels of cover and business continuity for critical processes.

Human Resources and Working Practices

- Oversee HR practices and policies, working with other members of SMT, our staff led Working Practices Group and external consultants as necessary;
- Using external experts as required, co-ordinate and interpret advice on any human resources issue arising;
- Oversee the Office Manager to ensure the consistent delivery and quality of standard human resources processes including staff recruitment, induction and development, monthly payroll and pensions, annual objectives and appraisals, and annual staff survey;
- Lead on delivery of our Equity Diversity and Inclusion workplan, working closely with other members of SMT and our EDI Working Group.

IT Facilities and Business Support

- 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;
- Working primarily through the Office Manager and our outsourced IT providers, ensure the quality, performance, and modernity of IT hardware, software and connectivity used by the Young Women's Trust;
- Working primarily through the Office Manager, ensure the pro-active and re-active management of the charity's office;
- Manage the charity's two investment properties' leases and ultimate disposal;
- Working primarily through the Office Manager, ensure active management and periodic quality and best value refresh of support contracts across HR, IT and Facilities.

PERSON SPECIFICATION

Qualifications and training

- Recognised full qualification in accounting.

Experience

Essential

- A track record of delivering organisational plans as part of a management team
- Significant experience of management and development of staff
- Previous experience of effectively managing and monitoring budgets (£2million+ desirable)
- A strong track record of efficient and effective delivery of objectives, both personally and by managing a team

Desirable

- Experience of working in a similar role in a charity or not-for-profit environment
- Experience in and understanding of good charity governance
- Experience in investment management
- Experience in charity funding bidding, managing and reporting
- Experience of managing an HR function

Skills & attributes

- 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
- Advanced skills in MS Excel and MS Word and finance software (experience with Xero desirable)
- Collaborative working style
- Excellent written and verbal communication skills
- A flexible, creative and solutions-focused approach to problem-solving
- An understanding of the issues facing young women, especially those facing the greatest inequalities in relation to finances, employment and unpaid work
- The commitment to working in line with and as a senior member of staff providing a consistent model for the Young Women's Trust values
- A well-developed and up-to-date understanding of themes within equity diversity and inclusion and the roles a support function plays in this.

At Young Women's Trust we value and celebrate diversity, and welcome applications regardless of age, gender, ethnicity, disability, religion, sexual orientation or gender identity. We particularly encourage applications from communities under-represented in our sector including racially minoritised people, people with disabilities, and those from low socio-economic backgrounds.

You'll be joining a team that will embrace your ideas and support and encourage you to bring your whole self to work.

Young Women's Trust Structure March 2023

