



## Director of Finance and Operations

### JOB DESCRIPTION AND PERSON SPECIFICATION

- Job Title:** Director of Finance and Operations
- Contract:** Full time, permanent
- Reporting to:** Executive Director
- Salary:** **£58,950** rising on an annual incremental basis. War on Want also offers a 6% contributory pension scheme
- Holidays:** 27 days' annual leave, which includes four closure days over the Christmas period; rising to 29 days after three years' service and 30 days after five years
- Hours:** 35 hours per week with some weekend and out-of-hours work required, for which time off in lieu will be given. A job share may be considered for the right candidate(s).
- Based at:** War on Want's head office, 44-48 Shepherdess Walk, London N1 7JP.
- Responsible for:** Department of two staff, plus volunteers and interns
- Deadline for receipt of applications:** **9am Monday 19 July 2021**
- Interviews:** **Week commencing 26 July 2021**

#### **JOB DESCRIPTION**

##### **About War on Want**

War on Want is a radical charity. We run hard-hitting campaigns against the root causes of poverty and human rights violation. We mobilise support, and build alliances, to fight for human rights, especially workers' rights. We raise public awareness of the root causes of poverty, inequality and injustice, and empower people to take action for change. We work in partnership and active solidarity with grassroots groups around the world, as part of the movement for global justice.

##### **About the role**

You would be joining a small, engaged, and committed Senior Management Team of 4 people,

You will be directly managing a team of 2 people – a Finance Officer and Office Manager, as part of our overall staff body of 20. You will report to the Executive Director as well as working alongside the Charity's Treasurer.

Every member of the War on Want team is proud of the difference the charity, alongside our partners, members and supporters, makes to people across the globe. Each of us appreciates that is only possible because this role provides an exemplary standard of financial and operational management, which supports the Executive Director, the Senior Management Team and the organisation to function smoothly.

In addition to supporting our ongoing business function, you will bring a keen eye for finessing and updating systems to ensure best practice. As a member of the Senior Management Team you will be responsible for ensuring effective cross organisational budgeting and planning process, to underpin robust strategic business plans for presentation to our Council of Management.

Monitoring our complex budgets is key to maintaining a clear grasp of our expenditure and income related to restricted and unrestricted budgets. Ensuring systems for recording income and producing clear and accurate management information for budget holders and for presentation to our Council of Management is a vital part of this role.

In addition to Finance systems, you will ensure we maintain exemplary HR systems. You will be expected to draft HR policy and maintain up to date knowledge and best HR practice throughout the organisation.

Other organisational policies and practices will also be developed, maintained and provided under this role such as Health and Safety, Standing Financial Instructions, Charity Commission returns, and Board administration.

You will support the charity in ensuring that it safeguards the wellbeing of its staff, and once the Covid restrictions have been lifted, that staff of the Charity are able to return to work safely, including the maintenance of the practical resources that War on Want needs for staff to undertake their daily work, such as the IT infrastructure, the physical environment and furniture, working with the Office Manager to ensure resources are maintained and delivered as required.

### **Specific Areas of Responsibility:-**

#### **Finance:**

Oversee the financial operations of the organisation, that is:-

- Maintain accurate and up to date financial, including preparing quarterly management accounts and annual statutory financial accounts.
- Assist the Senior Management Team (SMT) in preparing business and operational plans, managing War on Want's funds to their best advantage.
- Prepare annual budgets and monitor cash flow projections based on the business and operational plans

- Monitor and control all expenditure (including projects) within budget
- Produce regular (normally quarterly) management accounts, including budget variances and agreed performance indicators
- Supervise payroll preparation (~20 staff)
- Advise on the preparation of project applications and budgets
- Maintain and develop effective internal financial controls
- Prepare annual statutory accounts, liaising with the Treasurer as required
- Liaise with the auditors with regards to the annual audit, the accounts and tax affairs of War on Want and other miscellaneous audits required by funders or statutory bodies
- Maintain and keep up to date Standing Financial Instructions
- Working with our board Finance and Resources Committee, ensure we have robust accounting and reserves policies.
- Oversee the administration of legacies and legacy income.

### **Personnel:**

- Provide the organisation with an HR function that enables War on Want to fully comply with HR regulation.
- Ensure that staff records are kept as necessary, regular staff appraisals are carried out, and new staff members are provided with contracts, job description etc.
- Oversee the organisations recruitment procedures
- Assist the Executive Director with updating of the Staff Handbook and Conditions, in particular to ensure compliance with the law regarding Health and Safety, Equal Opportunities, Recruitment etc.

### **Administration:**

- Assume overall responsibility for the effective and efficient running of the administrative mechanism
- Deal with enquiries and annual returns to and from Companies House, the Charity Commissioners, statutory donors, HMRC etc
- Maintain and develop effective internal controls
- Maintain the risk register, and liaise with the Executive Director and the Finance and Resources Committee regarding periodic reviews and updates
- Assume overall responsibility for Health and Safety matters and ensure that suitable health and safety policies and procedures are in place.
- Ensure that internal systems for storing information about staff and other stakeholders are compliant with GDPR and other regulations

### **Information Technology:**

- In conjunction with the charity's IT external support ensure the integrity and security of the IT resource, including back-up procedures and compliance with software licensing requirements,

### **Management and organisational culture:**

- Contribute to the leadership and organisational strategy, planning, policy, decision making and every day running of War on Want as a member of the Senior Management Team
- Provide pastoral care and support the professional development of the department
- Lead, inspire and build the capacity of the department
- Embed a culture of high-performance in the team by developing departmental objectives, budgets and work plans, ensure performance standards are achieved, budgets are monitored, and results evaluated to drive continuous improvement
- Work with the Council of Management (Trustees), the Finance and Resources Committee and the Treasurer on reporting against the organisations finances and operations.
- Work closely with the rest of the SMT and their teams to ensure alignment between our fundraising, grant management and financial reporting systems.

### **Person Specification:-**

#### **Essential:**

- Substantive or proven Director level experience of at least three years' experience in finance management in UK environment
- Relevant accountancy qualifications or appropriate experience
- At least three years' experience in charity accounts
- Experience in personnel management in a small/medium sized organisation
- Team player and ability to work to tight deadlines
- Excellent written and oral communication skills
- Good proficiency in Word and Excel
- Organised, methodical and logical thinker
- Demonstrable ability to solve problems and manage complex issues
- Clear understanding of and commitment to equal opportunities
- Experience of managing organisational procurement, admin and legal processes to ensure conformity with establish regulations and best practise.

#### **Desirable:**

- A strong commitment to the aims and objectives of War on Want
- Experience or knowledge of Exchequer Accounting System
- An understanding of income generation, grant management and restricted funding processes
- Experience of working for a small/medium sized charity