

WBG Head of Finance and Organisational Development

Job description and person specification

Hours: Negotiable but between 22.5 and 30 hours per week worked over a minimum of 3 days. We are happy to consider flexible working arrangements.

Location: Office is in London. Post can be worked as office based, or a mixture of office/remote working, ideally with a minimum of one day a week in the office.

Duration: two-year contract.

Salary: £ 38,110 pro rata (£30,488 at 0.8 FTE) plus pension contributions.

Line management: Reports to the Director, manages the Administrative Assistant.

To apply please complete and return the application form to recruitment@wbg.org.uk by 5 pm on Monday 14 June. Please title your email Head of Administration and Finance *Application*.

If you have any questions about the role, or if you feel you could succeed in this role but are unsure if you meet all the role requirements, please contact our Director Mary-Ann Stephenson at maryann.stephenson@wbg.org.uk for an informal conversation.

Interviews will be held on Friday 25 June 2021

About us

The Women's Budget Group (WBG) is an independent network of leading academic researchers, policy experts and campaigners.

For over 30 years we have been analysing economic policy for its gender and other equalities impacts and developing and promoting policies that will increase equality. We work to influence policy debates ourselves and to build the capacity of women's organisations and other equality groups to influence debates on their own behalf.

This is an exciting time to join the Women's Budget Group. We have built a strong reputation for analysing the impact of UK Government policies and for research into alternative policies that would promote gender equality.

We have been through a period of growth and currently have 10 staff (7.8 FTE). We are now looking for an experienced Head of Finance and Organisational Development to lead our organizational development and ensure we have the systems, process and policies in place to ensure the organisation runs smoothly and in line with our values.

This is an exciting opportunity to help steer WBG through the next stage of its development. We are looking for someone who enjoys working as part of a small, committed team, with excellent communication, organizational and interpersonal skills. You will have experience of organizational development, financial management, staffing and governance ideally within a small but growing organisation. A commitment to the aims of the Women's Budget Group is essential, and ideally you would have experience in the women's voluntary sector.

This role is part-time, with core working hours to be agreed with the Director and the potential for some flexibility in hours.

Key responsibilities

Organisational development

- Working with the Director to drive forward WBG's organisational development and ensure we have robust systems and policies that enable us to work effectively in line with our values.
- Maintain and update WBS's financial, operational and HR policies, ensuring they reflect sector good practice, current legal requirements, and WBG's core values.
- Ensure all members of the team contribute to, are aware of, and follow WBG's policies and processes, and develop a culture of shared responsibility for continually improving these policies.

Financial strategy and management

- With the Director, work with the Co-Chair for Fundraising and Development and Treasurer to lead the development of WBG's financial and fundraising strategy ensuring a sustainable financial base from which to grow our impact.
- Lead the development of the annual budget and cashflow forecast, prepare quarterly management accounts, and liaise with our accountants to prepare our annual accounts.
- Support the Director to manage the fundraising cycle, lead the development of grant proposal budgets, and produce internal and external reporting on grant expenditure.
- Lead WBG's financial management, including all aspects of planning, controlling and reporting on financial activity, and ensure that our financial processes are rigorous and transparent.
- Build the team's capacity for financial management and develop effective processes for delegation of financial responsibilities.
- Oversee day-to-day financial operations, working with our outsourced finance support organisation Excluserv.

Team and operations management

- Support the Director to develop a strong team culture that reflects WBG's values
- Lead the development and support the implementation of effective team processes, including recruitment, induction, objective-setting, appraisals and professional development.
- Ensure high standards of information and relationship management including compliance with data protection and GDPR obligations.
- Take ownership of WBG's core operations (including hardware, software, office space and equipment) and ensure that these enable all team members to work and collaborate efficiently.
- Line-manage the administrative assistant.

Governance support

- Ensure the production, editing and approval of Board papers and minutes.
- Attend and report to Board meetings on finance, team and operational matters.
- Ensure that key financial and operational risks are identified, monitored and mitigated.
- Maintain up-to-date records and statutory submissions with Companies House, Inland Revenue and other agencies as required.

Person specification

Essential

1. Experience of successful organisational development, with proven skills in building effective and rigorous systems and policies that embed organisational values.
2. Strong communication (written and verbal) and interpersonal skills, with the ability to explain technical concepts to non-specialists.
3. Outstanding multitasking skills; highly organised, with a methodical approach and strong attention to detail.
4. Excellent financial management skills, with experience of running financial systems for a company, charity or NGO.
5. Skilled at using a computerised accountancy package with a high degree of accuracy.
6. An understanding of the nature of charitable funding and familiarity with statutory accounting and reporting requirements.
7. Strong understanding of legal requirements and good practice in HR and people management, including practical ways to embed WBG's commitment to equality, and diversity.
8. Excellent knowledge of good practice and legal requirements in the full range of other organisational operational areas - including procurement, data protection, information management, health and safety, and company law - with an ability to manage these effectively in a small, dynamic, impact-focused organisation.
9. Highly IT literate, with an ability to learn new software quickly, strong understanding of Microsoft Office.
10. An understanding of the role and requirements of Boards, and an ability to prepare Board papers to a high standard.
11. Discreet and able to respect confidentiality on sensitive issues.
12. Committed to WBG's aims and values.

Desirable

13. Experience of working in a small and growing organisation.
14. Experience of developing charitable funding proposals and reporting on restricted and unrestricted grants.
15. Experience of managing the production and submission of statutory accounts and annual reports.
16. Experience of designing and leading recruitment processes.

17. Experience of contracting and managing freelance staff.
18. Experience of managing the operations of a small organisation.
19. Experience of working within the women's voluntary sector.
20. Experience of team building and working in a flexible environment with a team who do not always work in the same place.

WBG Values and Principles

Values

Human rights

We will ensure that we work in line with the sort of society we want to see; based on substantive equality and respect for human rights, where care is valued and shared and which allows everyone to live in dignity, reach their full potential and fully participate.

Feminism

The Women's Budget Group is a feminist organisation. We recognise that sex-determined social roles have given rise across the world to a variety of forms of patriarchal society in which access to work, resources, assets and income is determined largely by a hierarchy of imposed gendered roles, with men having greater rights, entitlement, and opportunity to access resources than women.

Intersectionality

We recognise that gendered structures of inequality intersect with other structures of inequality including those based on class, race, disability and so on. While our primary focus is on gender equality, we will reflect the intersectional nature of inequality in our work.

Principles for our work

Partnership

We believe that we can achieve more with others than we can alone and will work in partnership with organisations and individuals who share our aims and values. We will play an active role within wider feminist movements both in the UK and internationally.

Expertise and learning

We will ensure our work is academically robust, that our analysis and policy proposals are evidence based and that we are always open to learning as an organisation. We recognise that expertise, knowledge and opportunities to learn come in many forms and include front line and lived experience as well as academic research.

Diversity

We believe that diversity of backgrounds and perspectives strengthens our work and we will actively seek to promote diversity at all levels within the organisation.

Pluralism and Respect for difference

WBG is an organisation that brings together people with different views, perspectives and experiences. We are committed to open discussion based on respect for these differences and believe that honest and respectful dialogue where all views can be heard is the best way to ensure robust analysis and policy making in the WBG and wider society.

Integrity

WBG will work in an open, honest, accountable and transparent way with staff, volunteers, members and other stakeholders.

Political Independence

WBG does not affiliate to or support any political party. We seek to influence all parties to adopt policies that promote women's equality, gender budgeting and feminist economic principles.