

JOB DESCRIPTION

Job Title:	Director of Finance and Operations
Working hours:	Full time (37.5 hours per week - reduced/flexible working hours possible)
Location:	Helen Bamber Foundation office, Camden, London (home working/flexible options available)
Salary:	c £55,000 p.a. (dependent on experience)
Benefits:	27 days holiday plus 4% matched pension contribution
Reporting to:	CEO

The Helen Bamber Foundation (HBF) is a pioneering Human Rights charity supporting refugees and asylum seekers who are the survivors of extreme human cruelty. The people we work with have been subjected to atrocities including state-sponsored torture, human trafficking, religious and political persecution, forced labour, sexual exploitation, and gender-based and 'honour-based' violence. Recognising the complexity of each client's suffering and needs, HBF offers specialist services within a Model of Integrated Care encompassing: therapy; medical advice; legal protection; counter-trafficking support; housing and welfare advice; and community and integration.

HBF exists to ensure that *all* survivors of trafficking and torture are free and healthy (both physically and mentally), are safe, are protected from re-victimisation, detention and poverty, and have the ability and agency to integrate in and contribute to the communities around them. HBF also uses its unique expertise to drive change and improve practice and policy for all survivors.

We are innovative, ambitious and compassionate. The bravery and resilience of our clients is an inspiration to all the team at HBF.

Purpose of the job

This is an exciting time to be joining HBF as we are successfully driving forward our strategy to increase impact and income, and have recently become a group structure with the addition of Asylum Aid to the Helen Bamber Foundation Group team. You will be joining Helen Bamber Foundation Group at a time when we are looking forward to the next phase of the charity's development. As the Director of Finance & Operations, you will oversee the financial management and financial control of the group, ensuring that the charity's operations continue to be financial sustainable and based on robust financial planning. You will also oversee all non-frontline areas of operations for the charity, leading a small team to ensure the efficient running of the charity and offices.

Working closely with the bookkeeper and the CEO, you will manage the processing of payroll and payments, produce and monitor monthly management accounts, monitor income, develop an annual budgets, and create the annual accounts for the audit process. With the recent addition of Asylum Aid to our charity we are also looking to increase the team to deliver the necessary finance support for the Legal Aid Authority engagement.

You must have experience of strong financial management, as well as accounting procedures and ideally would hold a Recognised Accounting Qualification. You must be able to work under pressure, manage your time effectively and

Founder: Helen Bamber OBE, DU (Essex)

President: Emma Thompson (DBE)

Human Rights Advisory Group

Sir Nicolas Bratza, Shu Shin Luh, & Parosha Chandran

Board of Trustees

Charlotte Seymour-Smith (chair), Hugh Richardson (Treasurer),

Sir Nicolas Bratza, Rebecca Hirst, Sam Peter,

Caroline Moorehead, Patricia Pank, Prof Ian Watt, Nina Kowalska

Managing Executives

Kerry Smith (Chief Executive Officer), Professor Cornelius Katona MD FRCPsych (Medical Director),

Gareth Holmes (Director of Fundraising and Communications)

Registered Charity No. 1149652 Company No. 08186281

have strong communication skills. You will be overseeing the organisational risk register and helping to ensure improvements in its support systems including sourcing a new premises. Our current lease expires in April 2023.

This position is key to helping the Helen Bamber Foundation to deliver its ambitious strategy to increase impact on all survivors of trafficking and torture.

HBF is an equal opportunities and Living Wage employer. ***We are committed to attracting and recruiting diverse candidates as we are keen to make sure that our staff, trustees, volunteers and ambassadors reflect the communities we serve and the wider community we work in at every level within the organisation.***

Main Duties & Responsibilities

Finance

- Ensure effective financial reporting to CEO, Board of Trustees and funders and oversee and lead the development the charity's financial management systems.
- Responsible for the Budget and Finance Function supporting the CEO in the management of the annual budget and in providing reporting and analysis to the Management Team and Trustees, including liaison with the Treasurer in relation to the Finance and Fundraising Committee.
- Delivery of financial systems and processes including but not limited to production of monthly management accounts, timely and accurate financial reports such as cash flow monitoring and forecasting, and maintaining up to date policies and procedures.
- Produce and regularly review 3-5 year financial forecasting for the charity, to inform the charity's strategy and identify key financial issues.
- Effective control of accounting function including payroll in-house with Sage 50 payroll software (training available if needed), the pension scheme, and the management of the correct accounting for restricted funds including revenue and costs allocations and proper reporting to funders.
- Responsible for statutory returns such as VAT, PAYE, NI and Gift Aid; management and reconciliation of supporter donations and Gift Aid; processing of accruals, prepayments and other journals as necessary; processing and reconciliation of all major control accounts; and maintenance and updating of the fixed asset register.
- Work closely with Fundraising team and Heads of Teams to support budgets for funding bids and timely and accurate donor reporting.
- Production of the annual report and accounts in compliance with SORP 2005, Companies Act and Charities Act and liaison with the CEO and Trustee and external auditors and coordinate arrangements for the annual statutory audit.
- Manage, mentor and develop the Bookkeeper and other team members in their roles.

Operations

- Oversee the Risk Register alongside the CEO and work closely to ensure our policies and procedures manage risk effectively and uphold the highest standards health and safety, including ensuring that GDPR and other regulatory requirements are met.
- Oversee the management of the Charity's premises, dealing with all lease and building issues, including the development and implementation of premises planning strategy, including a review of requirements across current and future premises.
- Line manage the Operations & HR coordinator, the Volunteers Coordinator, and the bookkeeper. The responsibility for HR and Volunteer Strategy and oversight will remain with the CEO.
- Oversee the management of IT systems and equipment to ensure staff are effectively supported to carry out their work.
- Oversee the management and licensing of the support services contracts.

- Ensure existing systems, processes and policies are reviewed regularly in conjunction with CEO and Board, engaging the whole organisation to facilitate implementation and compliance.
- Ensure robust and inclusive planning processes are in place.
- Undertake all Company Secretarial duties in terms of maintaining Companies House and Charity Commission submissions for all of the Helen Bamber Group.
- Participate in the charity's senior Leadership Team, providing input to strategy and - alongside other Management Team members - deputising for the CEO from time to time;

Person specification

HBF uses Sage 50 Accounts Professional 2012 and X accounting package experience of these are desirable

Essential knowledge, skills & experience

- A relevant professional qualification in accountancy (CIMA, ACA, ACCA, CIPFA) **or** substantial relevant finance experience.
- Strong experience of managing finance functions and a proven ability to master and develop a chart of accounts, budgets, cash forecasts, spending authorisation structures, and effective financial reporting.
- Demonstrable experience of long-term financial forecasting and risk management.
- Strong, demonstrable financial knowledge and experience of financial management including budget setting, monitoring and production of management accounts
- Ability to think strategically and create plans to deliver against the charity's strategy and demonstrable experience of supporting business planning and risk management
- Understanding of the charity accounting SORP and experience of annual audit
- Proven management experience
- Experience of applying internal control systems
- Excellent IT literacy
- Proven ability to build effective relationships at all levels both internally and externally
- Ability to work independently and as part of a team
- Sufficient energy and organisational skills to handle a multi-faceted job in a busy work environment
- The ability to work proactively towards challenging personal and organisational goals; the ability to take responsibility for resolving problems
- Strong interpersonal skills and excellent verbal communication skills

Desirable knowledge skills & experience

- Experience of providing financial information for fundraising bids, competitive tenders and reports in order to secure resources for the charity.
- Experience of digital transformation
- Significant charity experience
- Understanding of organisational health and safety requirements
- Experience of reporting to and working with Trustees
- Experience of managing property/facilities in accordance with charity and other law, and planning or supporting a premises move
- Experience of engaging with professional advisors such as lawyers, to achieve advice efficiently, co-ordinating and consolidating this to inform good governance and strategic decision making.
- Experience of overseeing HR systems and files.

Please note that the successful candidate will be offered the job subject to suitable references and a DBS check. If appointed, you will be required to give your consent to HBF to receive regular updates on your criminal records status throughout your employment.

Please submit an up to date CV and a covering letter by 9am on Monday 30th November by outlining your relevant skills and experience, as well as how your previous experience that matches the listed responsibilities and person specification to jobs@helenbamber.org. Please state in your covering letter when you would be available to start the role. Interviews are scheduled to be held on Wednesday 8th or Thursday 9th December and will be conducted either via Zoom or in person.

We particularly welcome applications from those from Black, Asian, Minority-Ethnic, refugee and migrant backgrounds.

If you have an enquiries or would like to speak to someone about the role please contact Kerry Smith (Kerry.Smith@helenbamber.org).

We regret that we can only respond to applicants who make it to the interview stage.