

Director of Finance

Job Title:	Director of Finance
Location:	Hybrid: Helen Bamber Foundation Group office, London and remote (flexible)
Responsible to:	Chief Executive Officer
Responsible for:	Finance Manager & Operations Manager
Hours:	Full-time (37.5 hours per week); Open to part time and job share applicants
Salary:	£65,000 per year
Benefits:	27 days holiday (increasing to 30 days after 5 years of service) plus 4% matched pension contribution

The **Director of Finance** is a member of the Executive Leadership Team (ELT) and plays a pivotal role in designing and delivering the organisation's strategy and approach. The role will lead the finance infrastructure of the organisation and prioritise enabling the organisation's growth. You will work in close collaboration with the CEO and other members of the ELT to develop the capacity, capability and impetus of the organisation in achieving impact at scale through direct delivery, partnerships and systems change for survivors of torture and trafficking across the UK and globally.

Your priorities will include providing strategic leadership in developing and managing finance and leading on several governance systems and functions, as well as directly leading on specific strategic projects. You will contribute to the development and implementation of a strategy to secure the organisation's long-term financial health and growth, enabling us to deliver our vision and mission. Together with your ELT colleagues, you will create an environment, culture, policies, processes and practices which ensure the Helen Bamber Foundation group is an exemplary place to work.

The role of Director of Finance is critical to ensuring the Helen Bamber Foundation Group delivers its ambitious strategy to increase impact on all survivors of trafficking and torture. It is an exciting time to be joining us and you will help ensure we build upon our success to date to increase impact and income. We would like to hear from you, whatever your background. We do not believe that prior charity experience is necessary for this role, please do apply if you believe you have the skills, experience and confidence to make a financial and strategic contribution to our ambition to grow impact.

Founder: Helen Bamber OBE, DU (Essex)

Human Rights Advisory Group

Sir Nicolas Bratza, Parosha Chandran, Shu Shin Luh

Managing Executives

Kerry Smith (Chief Executive Officer),
Professor Cornelius Katona MD FRCPsych (Medical Director)
Gareth Holmes (Director of Fundraising and Communication)
Anne Muthee (Director of Finance and Operations)

President: Emma Thompson (DBE)

Board of Trustees

Charlotte Seymour-Smith (Chair), Hugh Richardson (Treasurer),
Sir Nicolas Bratza, Rebecca Hirst, Sam Peter,
Nancy McCartney, Prof Ian Watt, Nina Kowalska

Registered Charity No. 1149652 **Company No.** 08186281

BACKGROUND

The Helen Bamber Foundation (HBF) is a pioneering Human Rights charity supporting refugees and asylum seekers who are the survivors of trafficking and torture, including gender-based and 'honour-based' violence. Recognising the complexity of each client's suffering and needs, the Foundation provides specialist medical consultation, therapeutic care, legal protection and practical support to survivors of human rights violations by helping men, women and children heal the emotional and physical damage they have suffered through torture, trafficking or other forms of cruelty. We take the learning from our work to develop partnerships to increase survivors' access to services, and use the learning generated by our clients and partners to drive system change.

Since August 2020, Asylum Aid has been part of the Helen Bamber Foundation Group. Asylum Aid operates as an independent charity, led by its own Director within the group structure, and is ambitious about growing its impact and reach in the future to ensure protection from persecution for those who need it. For over thirty years, Asylum Aid has been providing legal representation to some of the most vulnerable people seeking asylum. It has built an expert service, delivering vital and life-saving services in some of the most complex legal cases, with a particular speciality working with unaccompanied children, survivors of trafficking, torture or other forms of human cruelty, and stateless people. In this role you will support both charities alongside the CEO and Executive Director of Fundraising and Communications.

EQUAL OPPORTUNITIES

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

MAIN DUTIES AND RESPONSIBILITIES

Strategic leadership and management

Reporting to the CEO, and working closely with ELT and the Board, the Director of Finance will have responsibilities to:

- Work collaboratively with ELT colleagues to provide operational leadership and development for the whole organisation, building our capacity and capability to deliver our strategy.
- Work with the CEO to develop robust governance systems and infrastructure that will strengthen accountability, and support growth and deliver impact.
- Lead, manage and develop the Finance Manager and Operations Manager.
- Oversee all aspects of finance to enable effective day-to-day running of the Helen Bamber Foundation group and to support the continuous improvement of employee experience.
- Conduct strategic financial planning to support the decision making of the ELT, Board sub-committees and the Board, and report to the Board as appropriate.

- Lead the management and updating of the organisational risk register as well as identify and manage risks in your areas of responsibility.
- Act as strategic lead on processes, systems development and internal controls.
- Bring in external expertise when necessary.
- Act at all times as an ambassador for the Helen Bamber Foundation Group representing us at internal and external events.
- Perform any other task assigned by the CEO or Board.

Finance and operational oversight and leadership

- Finalise annual financial statements/periodic financial reports (where required), and provide them to the CEO, Board and Board subcommittees for consideration and approval.
- Lead on the Helen Bamber Foundation Group audit process, working with the external auditors.
- Ensuring all statutory and non-statutory reporting requirements to external stakeholders are met.
- Lead on budgeting and reforecasting across the organisation, supporting and challenging other teams to predict income and expenditure and make sound financial decisions, presenting to the Board and Board subcommittees.
- Support organisational planning by developing the systems to enable teams to model potential future work - e.g. costs of expansion of an existing programme or modelling potential new programmes and projects.
- Oversee the production of management accounting information, including internal monthly management accounts, quarterly reports for the Board, and financial reports for funders. Develop, maintain and monitor the financial systems of the organisation to ensure the accurate & timely production of these reports.
- Ensure compliance with agreements and contracts in relation to banks and external service providers.
- Monitor and report on the overall funding status, and ensure the timely reporting on grants is well supported.
- Support the preparation of applications for fundraising. Conduct financial analysis and review of existing and proposed strategic programmes, projects, and campaigns, contributing to decision making in this area.
- Oversee staff payroll, handling of petty cash and banking of donations, management of activity fees and credit control process.

Governance

- Work with the CEO to ensure that governance arrangements are fit-for-purpose, compliant and embody the spirit of partnership which defines the Helen Bamber Foundation Group.
- Support the Board and Board sub-committees, producing papers, and monitoring actions.
- Manage the organisational risk register including updating and monitoring of actions and Board discussions.

- Work with the Board to continue the development of outstanding governance policies and practices.
- Work with the CEO to develop and evolve the induction and training schedules for Trustees.
- Act in the capacity of Company Secretary.

PERSON SPECIFICATION

Essential knowledge, skills & experience

Experience

- A relevant professional qualification in accountancy (CIMA, ACA, ACCA, CIPFA) or substantial relevant finance experience.
- Track record of achievement in a senior strategic-level financial management role.
- Demonstrable financial leadership and a thorough understanding of best practices in setting and managing budgets and oversight of day-to-day financial management.
- Experience of preparing financial statements, consolidated accounts and seeing through the audit process from start to finish, including dealing with external auditors.
- Proven track record of building, developing and managing teams.
- Demonstrable experience in working successfully as part of a senior leadership team.
- Experience of managing change and growth.
- Knowledge and experience of charity finance would be an advantage.
- Experience of operating at a senior level within a role which requires an organisation-wide, cross-functional perspective on issues, challenges and opportunities would be an advantage.

Skills and Abilities:

- Ability to build trust and respect internally and externally, including with trustees, partners and clients.
- Ability to demonstrate tact and diplomacy.
- Ability to work at pace and across multiple projects whilst maintaining exemplary accuracy and quality of work.
- Ability to demonstrate strategic management capability.
- Strong collaborative approach to team working and ability to lead and motivate staff teams and external stakeholders.
- Ability to produce high quality communications for a range of stakeholders including representing the charity as needed.
- Ability to think laterally and develop creative and innovative solutions.
- Advanced computer skills in MS Office programs, particularly Excel.
- Demonstrable commitment to the Helen Bamber Foundations Group's core values.

RECRUITMENT PROCESS

Please note that you will require the right to work in the UK and 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, no longer than 2 pages, by 9am on Monday 5th February 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. Longlisted candidates are scheduled to be invited to a short introductory interview of 15 minutes between the 5th and 19th February. Shortlisted candidates are scheduled to be invited to interview in the week commencing 26th February and will be conducted either in person or where needed via Zoom.

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

If you have any questions or would like to speak to someone about the role please contact Kerry Smith, Chief Executive Officer at Kerry.Smith@helenbamber.org.

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