

CSW Applicants Pack: Finance Director 2024

Introductory note from the CEO

Hi there

Thanks for your interest in the role of Finance Director (FD).

This is an exciting time for CSW, and I want to spend a few minutes giving you a brief insight what I'm looking for in a colleague. This is clearly a pivotal appointment for the organisation and the role of FD is primarily responsible for stewarding the finances of the charity, but we are also looking for someone who will contribute to the strategic leadership of the organisation and help us navigate the season of growth we are anticipating in the years ahead.

Ultimately, CSW is an incredible team of people dedicated to bringing about freedom and justice all over the world. We are confident in our identity as a Christian human rights organisation that works for freedom of religion or belief for all people, no matter what religion, belief, faith or no-faith they might hold.

I'm looking for someone who can work with me as we grow our reach and impact internationally and develop a movement of people intent on pursuing freedom and justice.

The right person will be a leader with an expert eye for detail and demonstrate prudent financial control; the ability to problem solve at speed and analyse data trends to help forecast outcomes. Above all, this person will be committed to the vision of CSW in working towards an end to religious persecution. If that sounds like you, I'd love to hear from you.

Wishing you every success and thanks again for your interest.

Best wishes

Scot Bower (CEO)

CSW everyone
free to believe

For more information about CSW's work and values, please visit:

 @csw_uk

 facebook.com/cswuk

csw.org.uk

Selection process

Thank you for applying for this position.

Below you will find details of the appointment process, an outline of the role and a person specification, a summary of our organisation and our Christian beliefs, and the main terms of employment for the role. Please read this information carefully.

Please send a copy of your CV and supporting statement to Jane Bave, Head of People and Culture, at janebave@csw.org.uk

Shortlisted applicants will be contacted and invited for an interview. The interviews will take place online, more information will follow.

The appointment will be made subject to satisfactory references being received.

If you have any questions about this vacancy please contact Jane Bave, Head of People and Culture, at janebave@csw.org.uk.

Jane Bave
Head of People and Culture

General Data Protection Regulation

CSW takes seriously the storing of personal data in line with the General Data Protection Regulation. Your application and any information you provide will be stored securely either on paper records or a computer system and then destroyed in line with the data protection laws.

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About the Role

Job title	Finance Director
Location	South-west London, UK / Hybrid working
Salary	£55,000 to £62,000 p.a. depending on experience
Length of contract	Full-time, permanent
Visa requirements	Must have the right to work in the U.K.

Reporting to: CEO

Department/Team: Finance

About you:

You are an excellent financial professional, self-motivated and passionate about your work. You have strong communication skills and are able to motivate and inspire others. You are proactive and willing to work well with others to achieve targets.

You are inspired by CSW's mission and eager to play your part, through this role, in ensuring freedom of religion and belief for all.

Job overview:

The Finance Director will manage the efficient and effective running of the Finance Department and lead on strategic development of CSW's multi-year financial planning providing responsive reporting and adaptive forecasting to the CEO, the Strategic Leadership Team (of which you will be part) and the charity's board of trustees.

Main Responsibilities:

Operationally:

- To lead the Finance Department and its staff, ensuring that team members are developed, individual KPI's are in place and appraised annually.
- To supervise banking procedures and ensure that incomes are recognised, reconciled and accounted for in a timely manner.
- To manage cash flow ensuring optimum levels of cash are maintained in the relevant current and deposit accounts.
- To ensure payroll, pensions and creditors are paid promptly and within agreed terms.
- To ensure proper prudent financial controls are followed and supported by clear organisational policies and procedures.
- To oversee the production of regular management accounts, cash flow forecasts and monthly flash reports for the CEO and strategic leadership team, and to present written and verbal reports to the board of trustees and its Executive Committee, including reforecasts as required, on a quarterly basis.
- Business planning and scenario forecasting including income, expenditure, balance sheet and cash flow modelling.
- To provide support for CSW's global affiliates and ensure that financial controls are in place for each office and, where appropriate, ensure that annual audits are conducted, and reporting cycles adhered to.
- To prepare CSW's annual report in accordance with SORP requirements and best practise and to liaise with the organisation's audit team through the year to coordinate and comply with requests for on- and off-site audit requirements.

Strategically:

- Working with the CEO to prepare multi-year financial plans and annual budgets that support organisational priorities.
- A business partner to the CEO providing financial advice and direction for Strategic Leadership Team.
- Providing expertise and insight to support the financial decision making of the organisation and assist department heads with financial analysis and budget monitoring.
- To lead on procurement across the organisation ensuring the charity receives value for money in all areas of the supply chain
- Perform the legal duties associated with the role of Company secretary.
- To keep informed of financial developments across the charity sector ensuring that CSW continually adapt and improve in line with emerging best practise.

Support the wider organisational structure and strategies through:

- Contributing to the leadership and management of the organisation as part of the Strategic Leadership Team.
- Pray for the work, partners and staff of CSW
- Carry out other tasks or projects as directed by the CEO.
- Undertake management of CSW interns and volunteers as appropriate.
- Contribute to cross and inter-departmental projects and working groups as necessary.

Main Terms of Employment

Hours of work	Five days a week (35 hours)
Holiday	25 days per year (FTE), excluding public holidays.
Sick pay	Four weeks paid sick leave during the first twelve months' service. Three months paid sick leave after twelve months' service.
Notice period	Four weeks either side during probationary period. Twelve weeks written notice either side after probationary period.
Probationary period	Six months.
Group Pension Plan	After three months' service you will automatically be enrolled onto our group pension plan, administered by Royal London. There is a 6% employer's contribution, as well as a minimum 3% employee contribution, which can be made via a salary exchange to benefit from the CSW contribution. More information about the salary exchange process will be provided on joining the pension scheme.

About You

Skills and Experience

Essential

Qualifications

A recognised CCAB professional accounting qualification:

- Association of Chartered Institute of Management Accountants (CIMA) or
- Association of Chartered Certified Accountants (ACCA) or
- Association of Chartered Accountants (ACA) or
- Chartered Institute of Public Finance and Accountancy (CIPFA)
- Alternatively qualified by experience.

Experience

- 3 Years' middle or senior financial management in the commercial or not-for-profit sector
- Team or department leadership.

Skills/ Knowledge

- Excellent communication skills, especially verbal and written English.
- Excellent interpersonal skills.
- Ability to motivate and inspire people.
- Strong strategic planning skills.
- Excellent time management skills and ability to prioritise competing deadlines appropriately.
- Financial budgetary and accounting systems
- Good grasp of key charity accounting and database software, principally Sage 50, Raiser's Edge, electronic/online banking, Microsoft Office, especially Excel at advanced level
- Financial management of funded projects, especially internationally funded projects.
- Committed to providing accurate and timely information to a high standard
- Good planner with analytical and problem-solving ability.
- Works well within a team.

Desirable

Experience

Able to work well with non-finance professionals and volunteers

Skills/ Knowledge

Ability to coach and develop colleagues and delegate accountability to encourage staff responsibility and engagement.

Personal Circumstances/Qualities

Essential

- Committed Christian in agreement with CSW's vision*
- Committed to affirm, pray and encourage the work of CSW*
- Has permission to work and reside in the UK.

Desirable

- Lives within reasonable travel distance of CSW's New Malden office ;

* This post falls within the definition of Occupational Requirement as per the Equality Act 2010.

CSW is a Christian human rights organisation specialising in freedom of religion or belief, and as Christians, we stand with everyone facing injustice because of their religion or belief.

Our vision is a world free from religious persecution, where everyone can practise a religion or belief of their choice.

The right to freedom of religion or belief is also known as the ‘first freedom’ given to humanity by God. It’s a touchstone human right, often serving as a ‘litmus test’ for whether other rights are at risk of being abused.

It's a right we must protect, defend and restore.

CSW seeks to challenge and change the laws, behaviours and policies which lead to abuses of the right to freedom of religion and belief. CSW's team of specialist advocates work on over 20 countries across Africa, Asia, Latin America and the Middle East, to ensure that the right to freedom of religion or belief is upheld and protected. We have over four decades of experience advocating for freedom of religion or belief around the world.

We gather evidence and document abuses

Our teams regularly visit the countries we’re working on to gather first-hand evidence of violations of the right to freedom of religion or belief. Our research and analysis is used by politicians, policy-makers and international institutions around the world.

We regularly provide decision-makers in the UK parliament, United Nations, European Union and US Congress with accurate reports on freedom of religion or belief around the world.

We train, equip and empower

We believe that to bring lasting change we must work with activists, journalists, religious leaders and partner NGOs in the countries on which we focus.

It’s a priority for us to build and equip networks of partners and communities, empowering them to become advocates for justice.

We enable policy-makers to stand up for FoRB

We challenge and encourage those in positions of power whose policies or actions can make a difference, to bring about change. We work extensively at the United Nations, and with the UK and US governments, the European Union and other regional and international bodies. We gained UN ECOSOC Special Consultative Status in 2017, in recognition of our specialist expertise on the right to freedom of religion or belief and valuable contributions to the UN in this field of expertise. This status also enables us to provide those marginalised on account of their religion or belief with an international platform.

We have Christian values at our heart

We are proud of our Christian heritage, identity and values: They are the foundations in all we do. This means that we believe in the power of prayer to transform situations, and we encourage our supporters to join us in praying for the cases and issues we work on. We meet regularly to pray both for our work and for one another and all staff are encouraged to take a day every quarter to pray for their work.

Our basis of faith

The basic creed accepted by the majority of Christian churches, as it is most familiarly known, is called the Apostles' Creed. It has received this title because of its great antiquity; it dates from very early times in the Church, a half-century or so from the last writings of the New Testament.

I believe in God, the Father almighty, creator of heaven and earth. I believe in Jesus Christ, his only Son, our Lord.

He was conceived by the power of the Holy Spirit and born of the Virgin Mary.

He suffered under Pontius Pilate, was crucified, died, and was buried. He descended to the dead.

On the third day he rose again. He ascended into heaven, and is seated at the right hand of the Father.

He will come again to judge the living and the dead.

I believe in the Holy Spirit, the holy catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. **Amen**