

# Gingerbread\*

Fighting for single parents and their children

## Interim Head of Finance & Resources

### Job specification



Gingerbread, the charity for single parent families, is registered in England and Wales as a company limited by guarantee, no. 402748, and a registered charity, no. 230750.

# Welcome



**Victoria Benson**  
CEO, Gingerbread

**Thank you for your interest in joining the Gingerbread team. This is an exciting opportunity to join a passionate and inclusive organisation making a real difference to single-parent families across England and Wales.**

This pack will tell you more about our charity. It includes details of the role you're interested in, how to submit your application and some background information about our history and the work we're doing today.

Gingerbread is the charity for single parents. If you take the next step of your career with us, you'll be joining a small team who punch above our weight in the impact we deliver. We challenge discrimination, and campaign against the inequalities single parents face. We support single parents by providing them with expert advice and information. And we build connections – providing a support network so that no single parent is ever alone.

There are over 1.8 million single parents in England and Wales. Although the majority of them are working, they're twice as likely to live in poverty as couple parents. And too many single parents experience loneliness, worry and the impact of negative stereotypes in the media and wider society. Gingerbread is leading the fight to create a society where all single parents and their children can thrive. We hope you'll consider joining us.

As you'd expect, we're a family-friendly charity. We offer a supportive team culture and good work-life balance, while delivering impressive results. As a single parent myself, I know how difficult (and rewarding) it can be to be part of a single-parent family. I am passionate about the work we do, as are all the team.

We'd be delighted to discuss this role with you so please get in touch by emailing [recruitment@gingerbread.org.uk](mailto:recruitment@gingerbread.org.uk) if you'd like any more information. We look forward to hearing from you.

A handwritten signature in black ink that reads "Victoria Benson".

# What Gingerbread does

**Gingerbread has supported and championed single parents since 1918. Originally called the National Council for the Unmarried Mother and her Child, we've worked for over 100 years to make sure that single parents are not forgotten.**

Our campaigns have led to changes in the law. We've influenced the government and challenged stigma and stereotypes. Our expert advice and information help tens of thousands of single parents every year.

Through our policy work, we ensure that our members' concerns and experiences are taken to the heart of Westminster and our in-person and online communities can be found across England and Wales, providing support and friendship to thousands of single parents and their children.

In 2022, we launched our **latest strategy** with a focus on improving the financial situation and the mental health and wellbeing of single parents.

## Our vision

**All single parents and their children thrive.**

## Our mission

**We stand with and support single parents to overcome disadvantage, inequality and injustice.**

## Our values

- **To be brave**
- **To be inclusive**
- **To be trustworthy**
- **To be supportive**
- **To be ambitious**



# Working with Gingerbread



## Where we work

Gingerbread is currently in the process of moving office and will be moving in to the new Canopi offices from January 2025.

82 Tanner Street

London

SE1 3GN

We currently operate a hybrid working environment and support applications from those wishing to work remotely.

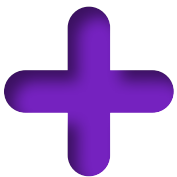


## When we work

Staff can work between 7.30 am and 7.30 pm; agreeing a schedule with their Line manager. Most full-time roles are for 35 hours per week, however, some of our teamwork non-standard hours or part-time.

We would also consider other requests for flexible work patterns.

Gingerbread welcomes flexible working requests from day one and has a Flexible Working Policy in place to support the team. While we cannot guarantee that all requests will be approved, we can ensure that they are all carefully considered.



## Equal opportunities

Gingerbread wishes to actively encourage applicants from diverse backgrounds, including underrepresented communities and single parents.

To help us monitor the effectiveness of our recruitment, please complete a diversity and equality questionnaire on **MS Forms**. This data is completely anonymous, is stored confidentially by our HR department and will not be seen by the selection panel.

# What we can offer you

**We offer our staff a wide range of health, wellbeing, lifestyle and financial benefits.**

## Working culture

- A welcoming and supportive workplace
- Open approach to flexible working requests to support work-life balance
- Transitioning to a 4-day work week following a successful 12 month trial
- Training and development opportunities
- Two charity days a year to volunteer with an organisation of your choice
- Be part of a team making a difference for single parents across England and Wales.

## Money

- A competitive salary that is annually reviewed
- Workplace pension with Aegon (Gingerbread makes a 5% contribution)
- Matched pension increase (up to 2%)
- Interest-free season ticket loan up to £10,000
- Death-in-Service benefit
- Income protection insurance.

## Time off work

- Generous annual leave allowance of 28 days plus bank holidays
- Office closure between Christmas and New Year
- An extra day's leave after two years' service
- Day off on your birthday
- Able to buy or sell up to five days of annual leave a year.

## Health and lifestyle

- Employee Assistance Programme (Employee advice line and discounts/promotions from leading name brands, restaurants and cinemas)
- Cycle to work scheme to help you buy a bike
- Eye tests and contribution to glasses needed for your job
- Technology loan scheme
- Critical illness cover.

# Job description

Job title		Interim Head of Finance & Resources		
<b>Hours:</b>	35 hours per week (30 under the 4-day week)	<b>Salary:</b>	£65,000-£80,000	
<b>Based at:</b>	Hybrid	<b>Reports to:</b>	CEO	
Job purpose				
<p>The successful candidate will support Gingerbread and the senior management team (SMT) through a period of review and transition. As a member of the SMT they will share in taking corporate responsibility for the strategic direction, leadership and operational management of Gingerbread</p> <p>To ensure that we are working towards achieving the organisation's financial strategy, advising the Board, Chief Executive and SMT on all financial matters in order to maximize Gingerbread's financial performance.</p> <p>To be responsible for all of the organisation's resources and to lead the Finance, Human Resources, Facilities, Information Technology, administrative and general operational functions.</p>				
Key responsibilities				
<b>Finance &amp; Resources</b>	<ul style="list-style-type: none"> <li>To advise and report to the Board, Chief Executive and SMT on all financial matters, including investments, reserves, financial forecasting and cashflow, financial performance and systems.</li> <li>To lead the financial planning processes for the organisation, including annual budgeting and re-forecasting as necessary and to prepare regular financial reports, including management accounts, cashflow, statutory accounts and other reports as required by the Board, the SMT and budget holders.</li> <li>Working closely with the auditors, Chief Executive and Board of Trustees, to manage the annual audit process including preparing the formal annual review and accounts.</li> <li>To provide input and guidance for the Risk Register, liaising closely with SMT across all areas of risk.</li> <li>To maintain and develop high quality financial procedures and controls to ensure the safeguarding of Gingerbread's assets and the accuracy of financial information.</li> <li>To be responsible for the day-to-day management and performance of those for whom you have line management responsibility.</li> <li>To ensure accurate external reporting to Companies House and the Charity Commission in line with legislative and regulatory requirements.</li> <li>To work in conjunction with Gingerbread's IT support Consultants and oversee in house IT applications and the implementation of IT projects.</li> <li>To oversee the continuing development of Salesforce as Gingerbread's CRM.</li> <li>To oversee the efficient management of Gingerbread's premises and facilities and ensure compliance with leaseholder responsibilities.</li> <li>To lead of Gingerbread's collaborative planning process, with oversight of the infrastructure used to enable that planning.</li> <li>To ensure compliance with all Gingerbread's policies and standard practices, with specific attention to Diversity and Equality.</li> <li>Advise on technical matters, in line with the Charities' SORP and any other accounting standards</li> </ul>			
	<b>Corporate</b>	<ul style="list-style-type: none"> <li>To take a flexible approach to work and duties within an appropriate level of responsibility, carrying out other duties as directed by the Senior Management Team</li> <li>To actively contribute to organisational cohesion, encouraging cross-team working and a problem-solving approach</li> <li>To work in line with Gingerbread's values and Code of Conduct</li> <li>To take personal responsibility and ensure compliance with corporate policies, including safeguarding, confidentiality, health and safety, data protection and risk management.</li> <li>To support a digital-first and collaborative approach to all work</li> <li>To champion and promote equality and diversity in your work area and the broader organisation.</li> </ul>		

# Person specification

Criteria	Essential	Desirable
<b>Knowledge and experience</b>		
Relevant finance leadership experience gained within the charity sector, including a track record of budgeting and financial policy formulation.	✓	
A professional accounting qualification (ACCA, CIMA or equivalent) or demonstrable qualification by experience.	✓	
Excellent management and financial reporting experience, including preparing statutory accounts, insightful management accounts and other financial reports.	✓	
Knowledge of supporting income generation and diversification strategies in competitive fundraising environments, ideally from trusts & foundations.	✓	
Experience of development and implementation of organisational IT systems such as Salesforce and/or Exchequer.		✓
Experience of managing health & safety, personnel, facilities and administrative functions.		✓
Knowledge of charity law & VAT partial exemption.		✓
<b>Skills and abilities</b>		
Well-developed people management skills, including the ability to develop and inspire teams through inclusive leadership.	✓	
Ability to form effective working relationships at all levels, with high levels of diplomacy and negotiating skills.	✓	
Ability to develop and implement operational plans across full range of services and meet targets and deadlines.	✓	
Strong oral and written communication skills and attention to detail.	✓	

	Essential	Desirable
<b>Skills and abilities continued</b>		
Ability to analyse complex issues and to produce practical solutions.	✓	
Excellent project management skills.	✓	
<b>Other qualities</b>		
Commitment to Gingerbread's aims and objectives	✓	
Commitment to Gingerbread's diversity and equality policy	✓	



# How to apply



Tall Roots is acting as an employment agency partner to Gingerbread.

Applications should be made online via Tall Roots' website and include:

- A CV

The closing date for applications is **Friday 25th October 2024**

Final interviews with Gingerbread will be held during **w/c 4th November 2024**

If you have any questions relating to the role or the process, or would like any adjustments made to accommodate your needs, please contact Natalie Sanders at Tall Roots by email at [Natalie.sanders@tallroots.co.uk](mailto:Natalie.sanders@tallroots.co.uk).

