

WAR
child



DIRECTOR OF FINANCE & IT CANDIDATE PACK

April 2024

WELCOME

Dear Candidate,

Thank you for your interest in becoming our Director of Finance & IT.

For more than 30 years, War Child has been driven by a single goal – ensuring a safe future for every child affected by war. We aim to reach children as quickly as possible when conflict breaks out and stay long after the cameras have gone to support them through their recovery. We work with local communities and governments to help protect and educate children, and support them to heal and learn, for a safer, brighter future. We understand children’s needs, respect and stand up for their rights, and put them at the centre of everything we do – because one child caught up in conflict is one child too many. Every day, our local teams are in communities and in refugee camps creating safe spaces for children to play, learn and access psychological support, and we specialise in responding rapidly to emergency crisis situations to deliver immediate and critical care impartially to help to those who need us most, when they need us most.

Last year, War Child UK agreed to come together with War Child Holland, War Child Germany, War Child Sweden and Children in Conflict in the USA, each of whom previously operated as independent NGOs, to form the War Child Alliance, which went live in January 2024. The new Alliance now runs our overseas projects, our research, scaling and advocacy programmes on behalf of us all, utilising our collective power and influence to have the greatest possible impact for children affected by war. As a member of the new Alliance, War Child UK is now a highly effective and innovative fundraising entity, raising crucial funds and awareness of our work globally.

Join us as our Director of Finance and IT at War Child UK, a pivotal role within our Leadership Group reporting directly to the CEO. Your role is to lead our finance and IT, but as a member of our leadership group to take joint responsibility with other Directors for leading the organisation. As Finance and IT Director, you'll lead the optimisation of our finance and IT systems to streamline recording and

reporting of financial transactions. Your analytical skills will be essential as you explore cost and income centres, supplying vital data necessary to significantly enhance our fundraising efforts.

Beyond day-to-day operations, you'll play a strategic role in long-term financial planning, fostering collaboration across the War Child Alliance. Together with fellow leaders, you'll steward the wider organisation, ensuring War Child UK is ready for success and equipped with ambitious financial investment frameworks.

Success in this role also entails ensuring our IT systems maintain the highest standards of excellence, delivering accurate and timely financial performance insights. You'll contribute to a vision where War Child UK achieves extraordinary results within a financially sound Alliance, empowering members to maximise their impact while being accountable for every penny raised.

You will be a qualified accountant with exceptional strategic and operational experience. You do not necessarily need to have prior international development experience, although you will need to demonstrate that you can build effective working relationships with overseas counterparts. Experience of working within a complex fundraising environment would be highly advantageous though.

For this role, we are also keen to hear both from experienced directors who are excited by what we do as we are from those for whom this would be their first senior leadership role.

If you share our values and believe that children’s lives should not be torn apart by war, we want to hear from you.

Helen Pattinson

Chief Executive, War Child UK



ABOUT US

War Child is the only International NGO focussed solely on children in conflict, delivering high-impact programmes that are rebuilding lives across 15 conflict affected countries and supporting a huge network of partner organisations to develop their contribution to making sure that no child affected by conflict is denied the assistance they are entitled to.

We aim to be there for children who need us most, when they need us most.

OUR WORK COVERS FOUR MAIN AREAS:

■ Protecting children

We work with children, families, communities, and governments in conflict zones to protect children from danger. Whether they are moving across borders, living in their homes, on the streets or in refugee camps; we support children's wellbeing, provide safe spaces for them to play and learn, and get the psychological support they need to process their experiences of conflict.

■ Educating children

We work to ensure children's learning continues in times of crisis. We set up temporary learning spaces, provide catch-up classes, rehabilitate schools damaged by bombs and bullets, and support teachers operating in conflict zones. We work with families and communities to ensure they have the resources and knowledge to support their children's education.

■ Supporting communities

We provide immediate and long-term support to young people, families and communities living through conflict. We provide families with food, cash relief and access to other life-saving essentials and support young people and caregivers with the skills they need to find apprenticeships and employment.

■ Campaigning

We work to ensure that challenges faced by children are understood and addressed. We boldly campaign to influence global leaders and empower young people to raise issues and campaign for change themselves.

OUR VALUES

BOLD

We are passionate about having an impact and aren't afraid to be bold and innovative in our drive for quality.

ACCOUNTABLE TO CHILDREN

Children can rely on us to listen to them, respond to their voices and to treat them with dignity and respect and uphold their rights. Children can rely on us to listen to them, respond to their voices and to treat them with dignity and respect and uphold their rights.

ANTI-RACISM

Anti-racism is not merely a belief. It includes actions that we mainstream throughout our work to change and challenge policies and behaviours that perpetuate racism.

SUPPORTIVE OF EACH OTHER

We support each other and our partners to achieve ambitious goals in difficult circumstances.

TRANSPARENT

We expect to be held to account by our supporters and the people we reach through our programmes, and we respond with openness and honesty.



JOB DESCRIPTION

Responsible to Chief Executive

Responsible for Team of four (Senior Finance Lead; Finance Officer; Finance Assistant; IT Project Analyst)

THE ROLE

The Finance and IT Director is a member of our Leadership Group and reports directly to the CEO. The role combines leadership responsibilities for a finance and IT system designed to efficiently record and report on our financial transactions, analyse cost and income centres and give us the data we need to be the best fundraising organisation that we can be. The role also includes strategic responsibilities for longer term financial planning, collaboration with colleagues across the War Child Alliance and stewarding the wider War Child UK organisation in partnership with other members of the Leadership Group. Success in this role means that War Child UK will have great IT systems, accurate and timely information about our financial performance, an ambitious and intelligent financial investment framework, and is set up to achieve extraordinary results within an Alliance that has a sensible and growth oriented financial structure in which members are free to make the decisions they need to maximise their contribution and the platform is accountable to members for their use of the funds we are raising.

YOUR RESPONSIBILITIES

Strategy and Leadership

- Provide leadership and accountability for the finance and IT function, building the team and agreeing performance standards and monitoring their achievement.
- Ensuring the good stewardship of our financial and IT resources, with responsibility for the financial health of the organisation as a whole (WCUK).
- To provide first-rate line management to the Finance and IT team. You will model excellence in management that will result in the team thriving in their roles, with high standards of performance and behaviour, and team members that are developed to achieve their best, whilst maintaining strong wellbeing.
- Sit on the Leadership Group, and with other Directors, take responsibility for decision making and strategic leadership across all of War Child UK.

Financial Management

- Looking after both the UK (and, on occasion, overseas – i.e. relating to UK donors such as FCDO) financial management.
- Leading the annual financial budgeting process for WCUK and the quarterly review processes that monitor our performance against our plan.
- Work closely with the Senior Finance Lead, ensuring you are fully competent and able to lead all operational finance processes in their absence, and there is a comprehensive plan of responsibilities across the team to ensure business continuity. This is a small organisation and it will require you, on occasions, to ‘roll your sleeves’ up. This spirit operates across all directorates in WCUK.

Governance & Compliance

- Working closely with the Treasurer and organising the processes and reporting to the Audit and Risk Committee.
- Working closely with senior colleagues in fundraising on our investment strategy, our fundraising performance and strategy to ensure a joined up and forward-facing approach.
- Working with colleagues across the War Child Alliance to agree a financial framework for the Alliance which will ensure financial stability but also a growth orientated use of financial resources and an alignment of motivations across the family with the ultimate aims and objectives of the Alliance.
- Contribute to creating a culture committed to the safeguarding of children and adults and compliant to WCUK’s Safeguarding and Adults at Risk Policies.

Management and Values

- Living our culture and our values, setting an example to others as a senior member of our organisation and engaging fully with initiatives designed to strengthen our culture.
- Building strong and respectful relationships across the different teams in WCUK and supporting colleagues in your team to do the same.
- Bringing creativity, insight and experience to your peers, as well as being a key voice and representative internally and externally. You will contribute to the wider Fundraising & Communications strategy by taking a leadership role in cross-team projects and activities.
- Manage project groups, and when required, being the senior sponsor on departmental projects, having autonomy and oversight of entire projects and all key decisions.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.



PERSON SPECIFICATION

KNOWLEDGE & EXPERIENCE

Essential

- A relevant accounting qualification (ACA/ACCA/CIMA or equivalent) with relevant experience in roles spanning both finance and IT which includes organisational scale planning, excellent budgeting, monitoring and reporting skills and evidence of creating and leading an enabling workplace culture.
- Experience of leading a finance function within an organisation that undertakes a wide variety of complex fundraising – and the business acumen needed to analyse performance of the fundraising function.
- Expertise in both strategic and annual business planning through to monitoring and reporting against core business aims.
- A thorough knowledge of the legal and accounting context for UK charities.
- Experience within a values-based organisation.

Desirable

- Experience of leading and overseeing IT strategies.
- Knowledge of the international charity sector.

SKILLS & ABILITIES

- Strong organisational development skills gained in a rapidly changing organisation with the ability to think longer term and set an inspiring course.
- A strong business sense and the ability to prioritise between a number of attractive options.
- An ability to involve others whilst also making decisions in a timely manner.
- Excellent written and verbal communication and presentation skills.

STYLE & BEHAVIOURS

- A genuine commitment to helping children in dire circumstances and to War Child's values.
- High levels of energy and personal resilience.
- A result oriented and problem-solving approach to work and challenges.

All candidates for roles based in London are required to have the right to work in the UK.

TERMS OF APPOINTMENT

Salary	Circa £78,000 per annum
Contract	Permanent, full-time (37.5 hours)
Location	Our office is based at Dunn's Hat Factory (4th Floor), 106-110 Kentish Town Road, London, NW1 9PX

OUR BENEFITS

■ Flexible working

We recognise the considerable benefits that flexible working can bring and are happy to discuss any possible flexible working options with our employees from hiring. For most roles, the following types of flexibility are usually possible: flexible hours, occasional working from home and compressed hours.

■ Annual leave

28 days per year (full-time) rising to 33 days with service, plus bank holidays

■ Pension

All eligible employees automatically enrolled into a Group Personal Pension Plan with a 5% employer contribution, with minimum employee contribution on a salary sacrifice basis

■ Family leave

We offer enhanced maternity, paternity, adoption & shared parental leave

■ Health & wellbeing

Employees may take advantage of a healthcare cash plan and a range of wellbeing initiatives and training. In addition, all employees have access to free, confidential one-to-one wellbeing consultations with trained counsellors.

■ Learning & development

Dedicated to the investment in learning and continuing professional development for all our employees

■ Workplace Nursery Benefit

Employees make tax and NI savings on nursery costs for children up to the age of 5

■ Range of flexible benefits

Such a Cycle to Work scheme and season ticket loans.

SAFEGUARDING

Our work with children and at-risk adults to keep them safe is the most important thing we do. We are committed to the safeguarding of children and vulnerable adults in all areas of our work. We have zero tolerance for any behaviours and practices that puts children and/or vulnerable adults at risk of abuse and/or harm. All candidates selected for interview will be asked relevant child safeguarding question(s) during the selection interview. Successful applicants will be expected to be compliant with and sign up to our Safeguarding policy, our Code of Conduct and PSEAH (Protection from Sexual Exploitation, Abuse & Harassment). **You can find these policies on our website.**

DIVERSITY AND INCLUSION

We value diversity and inclusion and are committed to ensuring that all our people and job applicants are treated fairly, irrespective of where, what or whom they were born, or of other characteristics. We want to offer a safe and inclusive workplace where all our people, especially those who are currently marginalised or underrepresented, can be themselves at work. You can read our **Diversity and Inclusion policy on our website**, and if you have any questions about our commitment to diversity and inclusion do get in touch.



HOW TO APPLY

Tall Roots is acting as an employment agency partner to War Child UK. Applications should be made online at www.tallroots.co.uk and include:

- a CV.
- covering letter (no more than two pages), explaining your motivation for applying for the role, along with how you meet the Person Specification.

The closing date for applications is **Friday 26th April 2024**.

Preliminary interviews with Tall Roots will be held virtually during **w/c 6th May 2024**.

Final interviews with War Child UK will be held during **w/c 20th May 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 Mark Crowley or Natalie Sanders by email at mark.crowley@tallroots.co.uk or natalie.sanders@tallroots.co.uk.



TALL ROOTS



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