



*Empowerment, healing and transformation for women moving on from violence*

**October 2024**

Dear Applicant,

**Women and Girls Network Application Pack for the role of Finance Business Partner (Female Applicants Only)**

This pack includes information about WGN, the Gateway Manager opportunity and the recruitment process for this position. Further information can be found by visiting [www.wgn.org.uk/support-us/work-us](http://www.wgn.org.uk/support-us/work-us).

If you would like to apply for this role, please contact Imogen Brown with your CV on [imogen.brown@altumconsulting.com](mailto:imogen.brown@altumconsulting.com) for a detailed conversation about this opportunity. Interviews are expected to take place on Thursday 31<sup>st</sup> October 2024, however, please note that dates may be subject to change.

Please ensure you submit a completed Equal Opportunities Monitoring form. WGN is committed to actively promoting equal opportunities in all aspects of our work. To ensure that our selection procedures remain appropriate and fair, we ask all applicants to submit completed Equal Opportunities Monitoring forms. The information provided on this form is confidential, used for monitoring and not selection purposes.

Please note we will not consider:

- Late applications
- Application Forms without a completed Equal Opportunities Monitoring Form

WGN has many people who wish to work with us, so if your application is not shortlisted for interview, we hope you will understand why, as a charity with limited resources, we are unable to offer feedback. If you do not hear from us again within two weeks of the date when receipt of your application is confirmed, please assume that your application has not been successful on this occasion.

To receive regular information about WGN's services, news and future employment and volunteer opportunities please visit [www.wgn.org.uk](http://www.wgn.org.uk) to sign up for our newsletter or to follow us on social media.

This post is subject to satisfactory references and a DBS check.

Thank you again for your interest in WGN and our work. We look forward to receiving your application.

Yours sincerely,

**Mehreen Mir**  
**Director of Finance and Resources**



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## **Women and Girls Network Information for Applicants**

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Women and Girls Network (WGN) is a pan-London charity which supports women and girls affected by all forms of gender-based violence. WGN's services are aimed at providing a holistic, integrated healing journey that involves the diverse aspects of self: body, mind and spirit. WGN promotes total and sustainable recovery, supporting women who have survived so they can thrive.

Established 1987 WGN celebrated her 30<sup>th</sup> birthday in 2017.

WGN is proud to be a member of the London Violence Against Women and Girls (VAWG) Consortium (Ascent), Angelou Partnership, EAW Coalition and various other partnerships.

Further information about WGN can be found by visiting [www.wgn.org.uk](http://www.wgn.org.uk) where you can also sign up to receive our regular newsletter or follow us on social media.

### **WGN Services**

#### **Advice**

The Advice Service provides information, advice, advocacy and casework support for women and girls (age 14+) affected by gender-based violence. WGN's Advice Line also offers consultation and support for professionals working with cases involving gender-based violence.

#### **Counselling**

The Counselling Service is provided to women and girls who have experienced any form of gender-based violence. Services are divided into different projects offered in various London boroughs.

#### **Group Work**

The Group Work Service provides a range of groups for women across London.

#### **Independent Sexual Violence Advocate (ISVA) Service**

The ISVA Service supports women who have experienced any form of recent or historic sexual violence, including support going through the criminal justice system.

#### **The London Survivors Gateway for Sexual Violence Services**

WGN lead the London Survivors Gateway, a collaboration between the four London Rape Crisis Centres, SurvivorsUK, Galop, Respond and the Havens. The Gateway provides tailored advice and support on accessing the most suitable services for survivors of sexual violence and abuse in London.



## **Sexual Violence Helpline**

The Sexual Violence Helpline provides emotional and practical support and advice to women and girls who have experienced recent or historic sexual violence. Advice and support is also provided to those supporting women or girls affected by sexual violence.

## **Training**

The Training service provides specialist (including accredited) courses for professionals. The Training Team also offers bespoke courses, Expert Led Seminars and workshops.

## **West London Rape Crisis Centre (WLRCC)**

The WLRCC provides counselling and support for women and girls who have experienced any form of recent or historic sexual violence. Part of Rape Crisis London this service is provided in Brent, Ealing, Hammersmith & Fulham, Harrow, Hillingdon and Hounslow.

## **Young Women's Service**

The Young Women's Service works with young women (11-25 years) who have experienced are at risk of or vulnerable to sexual violence and / or sexual exploitation including those involved in gangs. The service runs support groups and workshops for young women in West London.



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## **Finance Business Partner (Female Applicants Only)**

**Salary range £47,000 - £52,000 per annum (£28,200 - £31,200 per annum pro-rated) |  
21 hours per week (over 4 days) | Permanent**

### **Hybrid working pattern**

Women and Girls Network (WGN) was established in 1987 and has spent over 30 years supporting women and girls across London affected by gendered violence. This includes childhood sexual abuse, domestic violence, rape, prostitution (including trafficking and sexual exploitation), female genital mutilation (FGM), and so-called 'honour' based crimes such as forced marriage.

Our goal is to promote, preserve, and restore the mental health and wellbeing of women and girls, to empower them to make a total and sustainable recovery from the experiences of violence. VAWG crimes, which include domestic abuse, rape, sexual assault, stalking, and harassment, accounted for 20% of total police recorded crime in England and Wales between 2022 and 2023.

Do you want to make an impact? If so, please read on!

We are excited to be advertising this newly created role as part of WGN's recent growth. Reporting into the Financial Controller, the Finance Business Partner works closely with stakeholders across the organisation, including Executive Leadership, with a specific focus on working closely with the project leads for all our funded services. Although the organisation is well established, this is a growing sector, and the organisation has gone through rapid change over the past few years and is therefore offering the right candidate a great opportunity to deliver change and make a real difference to WGN's staff and clients.

If you are someone who thrives on supporting service teams in ensuring their budgets are on track, enjoys liaising with funders, including reporting, wants exposure and wants to make a real difference, this could be the role for you!

The ideal candidate will have experience in working within the charity sector in a similar role, a commitment to WGN's goals is key requirement, as well as a proactive and collaborative working approach. It is essential that the candidate has strong relationships management skills as well as a passion for financial analysis and reporting.

Employee benefits are competitive for our sector and size, details of this can be requested from the HR team.

We welcome and encourage applications from women of all backgrounds. We particularly welcome applications from Black, Asian, Minority and Ethnic communities.

**We are working with Altum Consulting, for a more detailed conversation please contact Imogen Brown with your CV on [imogen.brown@altumconsulting.com](mailto:imogen.brown@altumconsulting.com).**

Please visit [www.wgn.org.uk/support-us/work-with-us](http://www.wgn.org.uk/support-us/work-with-us) to download an application pack.

**Interview dates will be confirmed in due course, but it is anticipated that first stage interviews will be held remotely within a week of the closing date.**

This post is subject to satisfactory references, DBS check, and social media check.

WGN is an equal opportunities employer.

The above post is exempt under the Equality Act 2010, Schedule 9, Part 1



## Finance Business Partner - Job Description

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<b>Job title:</b>	Finance Business Partner (Female Applicants Only)
<b>Team:</b>	Finance
<b>Reporting to:</b>	Financial Controller
<b>Location:</b>	Hybrid working from home and WGN head office based in Vauxhall
<b>Contract type</b>	Permanent

### **Women and Girls Network (WGN)**

Women and Girls Network (WGN) is a pan-London charity which supports women and girls affected by all forms of gender-based violence. WGN's services provide a holistic, integrated healing journey which promotes total, sustainable recovery, supporting women and girls who have survived so they can thrive.

### **Overall Purpose**

The Finance Business Partner (FINBP) will act as a trusted financial adviser to the service teams across the charity and provide the appropriate support, information and challenge when required to ensure teams remain on budget and within funding rules as well as delivery of the required outcomes.

Additionally, the FINBP will work closely with the other Finance team members and support the financial reporting to stakeholders including SLT and Trustees.

This role will include direct liaison with funders and partner charities. To provide funders them with timely and accurate financial reporting. The FINBP will support the Financial Controller and CEOs with bid applications for future funding, and as the team grows, work with the other FINBPs towards the same goals.

This job description is accurate as at the date shown below. It does not form part of contractual terms and may be varied to reflect or anticipate changes in or to the role.

### **Key Activities**

- Provide insight and understanding to the stakeholders within the service teams of the projects' financial outcomes/performance.
- Build and develop relationships with Directors, Heads of Services and Senior Managers.
- Take responsibility for monthly and quarterly forecasting – income and expenditure for management accounts for the service teams/projects that will support the Financial Controller with organisational level reporting.



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- Hold regular sessions with the Directors and budget holders where appropriate to:
  - Deliver insightful financial information and reporting
  - Support business and financial planning
  - Analyse and discuss monthly financial reports
  - Understand changes to the forecast
  - Understand and organise, along with others, any additional training and reporting requirements and support from Finance
- Act as the key contact person with the funders and partner charities teams. Ensure all reporting and queries are responded to within the required deadlines.
- Ensure monthly payroll is accurately reflected in the finance system relevant to each project with the Senior Finance Officer.
- Be responsible for partner charity statements/updates and ensure payments are issued on a timely and accurate basis in line with SLA's and finance reporting requirements.
- Be responsible for funder invoices being issued on a timely and accurate basis.
- Developing appropriate KPI's with service team leads to monitor financial performance within the service teams.
- Oversee issuance of invoices to related charities and ensure all funding income is allocated correctly on the financial software ahead of the month end and year end reconciliation. Monitor income to ensure any discrepancies are chased promptly with the relevant funders.

### **Other Finance Responsibilities**

- Provide support to the Financial Controller and Director of Finance and Resources in preparation of annual budget and forecasts for the charity.
- Work with the Financial Controller and Senior Finance Officer on all finance function related communication across the charity colleagues.
- Support with bid applications working closely with the CEOs on this piece of work.
- Support the Financial Controller with year end and mid-year audits.
- Work as a team and support gaps when there are team absences.
- Ensure the recruitment process is followed to align with the funding agreements and keep in line with the charities available budgets.

Please note that this list is indicative of the key responsibilities and duties and areas of responsibility for this role but is by no means exhaustive. WGN is a solution-focused organisation and a 'can do' attitude and flexibility to take on other related tasks is essential.

### **Variation Clause**

WGN reserves the right, following full and reasonable consultation with the team member concerned, to vary, add or alter the terms and conditions of employment.



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### **Flexibility Clause**

In order to deliver services effectively, a degree of flexibility is required and the post holder may be required to perform work not specifically outlined above and / or outside of specified working hours, including occasional evenings and weekends. Overtime will not be paid, TOIL will be accrued for hours worked and staff will be supported to take that time.

### **Exemption**

Due to the nature of the role, we will only accept applications from female candidates. Exempt under the Equality Act 2010, Schedule 9, Part 1.

**Finance Business Partner – Person Specification**

<b>Knowledge, Expertise and Experience</b>	<b>Requirement</b>
Experience of working within the non-profit/charity sector (minimum 2 years')	Essential
4 years' experience in a similar Finance Business Partner role	Essential
Experience of managing third party relationships such as funders	Essential
Finalist Level accountant with a recognised professional body (e.g. ACA, ACCA or CIMA) or qualified by experience (minimum of 3 years)	Essential
Experience of working with financial software	Essential
Understanding of SORP	Desirable
<b>Skills, Abilities and Behaviours</b>	<b>Requirement</b>
Proactive and a self-starter with attention to detail and the ability to work as part of a team / collaboratively.	Essential
Good communication skills (all forms of communication) including presenting financial information to non-finance stakeholders	Essential
Ability to prepare accurate, relevant and clearly presented financial information	Essential
Strong organisational skills and efficient time management, ability to manage multiple tasks and priorities	Essential
Producing management accounts and liaising with budget holders on financial performance	Essential
Ability to understand complex processes and design and implement improvements	Essential
Ability to respond effectively to changing priorities	Essential
Demonstrable negotiation, relationship building, and conflict resolutions skills	Essential
Advanced Microsoft Excel skills	Essential
Ability to demonstrate respect for all stakeholders	Essential
<b>Others</b>	<b>Requirement</b>
Commitment to work in accordance with WGN's ethos, values and policies and ability to make a positive contribution to the charity.	Essential
Understand the impact of, and issues facing women and girls overcoming experiences of gender-based violence.	Desirable