



# RECRUITMENT PACK

## DIRECTOR OF FINANCE AND RESOURCES





# WELCOME

---

Thank you for your interest in working at POhWER. I'm really inspired to see that you're interested in working with us – your application is the first step.

POhWER was established in 1996 by a number of founders - all of whom had disabilities and were fighting social injustice and challenges in their lives. POhWER still operates with these roots at the heart of everything it does, supporting marginalized, vulnerable, and socially excluded people through its charitable work. If this sounds like something you want to be a part of, please read on. If your application is successful, you'd be joining POhWER at an exciting time in its history.

We are implementing an ambitious 5-year strategy positioning us as an important Charity at a national level. One of our 6 strategic priorities is "A level playing field – true equity and empowerment". In 2020, we started on a journey of becoming a people-led Charity in the work we deliver through frontline advocacy, information and advice to vulnerable, marginalised and socially excluded beneficiaries. This aim of being people-led most importantly included creating a welcoming, inclusive and diverse workplace where everyone feels valued and respected.

We know we haven't always got things right, and there are some communities which are underrepresented at POhWER, particularly people who have used advocacy services themselves, BAME POC communities, people living with mental health or disability and LGBTQI+ applicants. We particularly encourage applications from protected characteristic(s), who are currently under-represented. As an organisation committed to rights and creating equitable fair environments we welcome people from all backgrounds regardless of race, ethnicity, gender, gender identity, religion, sexual orientation, responsibilities for dependents, age or physical/mental disability.

As POhWER's Chief Executive, our open, candid, and collaborative work culture is what I think makes POhWER a special place to work.

If you believe you are a great fit for the role, and for POhWER, I hope you will be inspired to find out more.

**Helen Moulinos**  
**Chief Executive**



# ABOUT US

At POhWER, we help people who are most vulnerable due to disability, illness, social exclusion, abuse, discrimination, and numerous other challenges, to express their views, uphold their human rights or to get the support they need. Established in 1996, POhWER is a £17m organisation and the largest independent advocacy charity in the UK.

Our mission is to empower people to have a voice and make a real difference to their lives. We do this by speaking for them when they can't and supporting them to speak for themselves when they can. We offer free, independent, and confidential services to support people facing difficult issues and want to make their voices heard. Since our conception, almost 30 years ago, we have worked to uphold and protect human rights and entitlements in public services across the UK. Last year we supported half a million people who have benefitted from our services. As an organisation we are growing, with 430 employees, 100 volunteers and an expanding portfolio of services.

## OUR INDEPENDENCE

We are an independent organisation, separate from the government, local councils, the NHS and other public authorities who commission our charitable services.

Our Advocates speak up for, and stand alongside individuals or groups, and are not influenced by the views of others. We always put the wishes and needs of the people we work with first.

Our independence is essential to us as an organisation and we ensure that all our funding relationships protect our independence, and do not result in a conflict of interest.

Our Code of Practice provides a framework for good practice for delivering independent advocacy.

Our independence from local & central government is important because we uphold and promote people's human rights. Everyone has basic rights and freedoms, such as the right to life, right to be kept safe from degrading treatment, the right to be kept free from discrimination. These human rights are protected by laws, and we respect, defend, and pursue these rights, making sure people's voices and opinions are meaningfully heard by statutory services, and that these services also deliver human rights-based approaches and practices.

## WORKING HERE

As Director of Finance and Resources you will lead the charity's strategic business planning and budgeting process to ensure we have the appropriate funds, systems, processes in place to support our growth and sustainability. A strategic leader of finance, you will work closely your leadership colleagues to increase financial understanding and commercial acumen across the team and you will be able to work with confidence and constructively as a critical friend.

<https://www.pohwer.net/pages/faqs/category/our-executive-team>



# JOB DESCRIPTION

---

**Job title:** Director of Finance and Resources

**Reports to:** Chief Executive

**Key relationships:** Chief Executive, Board Finance Audit Risk Committee Chair, The Charity Commission, HSE and other regulators, Strategic Legal Advisor, Companies House, HMRC, third party suppliers, Bank Manager, External Auditor, and other members of the Executive & Leadership Teams.

## ROLE PURPOSE:

The Director of Finance and Resources will lead on all aspects of Finance and Governance Directorate within the Charity.

You will also lead on the development and delivery of technology support. The Director of Finance and Resources is a pivotal position which reports directly into the Chief Executive and is part of the leadership team. You will be responsible for developing financial strategy, leadership, and direction to the charity including support to the Chief Executive, Executive Team, and the Board of Trustees.

The Director of Finance and Resources will be commercially astute, technically qualified, and will be an insightful and independent leader, ambitious for the organisation and the people we serve.

You will have strong analytical, communication, decision-making and influencing skills.

You will be accountable for ensuring that our Finance & Governance operations, programmes, and initiatives are effective, efficient, and aligned to overall business objectives. You will enjoy working from concept to full implementation and be comfortable working collaboratively with staff, volunteers, and trustees to effect inspiring change.

You should be able to draw upon experience of implementing Finance, Governance and technology solutions that support business growth, improve financial stability, enhance regulatory and legal compliance, strengthen our financial position, manage risks and issues, and independently scrutinise resources to manage the day-to-day operations and aspirations for future growth.

## MAIN RESPONSIBILITIES:

### To provide executive-level strategic and technical Finance & Governance leadership.

To lead on the implementation of the 5-year Finance Strategy recently approved by our Board of Trustees. To lead the operation for all matters related to our Finances, Governance, Technology, Compliance, Procurement, and Legal position including staff and volunteers. To lead the operation of Information Technology Support Services and Health and Safety services. We are undertaking a period of significant change and evolution during a period of growth, so this role would suit someone with a flexible and innovative mindset.

- Leadership & Stewardship of the Charity's finances, governance, regulatory, and legal compliance.
- The Charity lead on the provision of financial advice to assist the Executive Team and Board of Trustees in reaching decisions that understand financial implications.
- Design and implement financial strategies and delivery plans to support.
- the success of the Charity's overarching strategic plan.
- Lead on financial compliance, governance/controls, and operations to ensure that the Charity operates to best practice.
- Lead on IT strategy and system change requirements to facilitate efficient growth.
- Champion commercial performance, budgetary control, and tight working capital management to ensure that the Charity operates in a financially sustainable manner.
- Contribute to best practice in risk and regulatory compliance matters.



### **Taking responsibility for the finance and governance team outputs**

- Financial operations that provide excellent stakeholder service.
- Robust working capital controls and management.
- Asset management and placing suitable investments within agreed parameters.
- High quality internal and external financial reporting.
- Production of budgets and forecasts; thereafter managing performance against budget with variance insight and remedy where possible.
- Delivery of the annual audit with an engaging and compliant set of financial statements and remedy of audit finding recommendations.
- Commercial business development support such as pricing, cost management; contract review and intervention.
- Providing the Board and Committees with facilitation and support to conduct effective meetings within a strong governance framework.
- Supporting the Board and Finance, Audit, and Risk Committee with agreed reports, and working to ensure that the Committee forward plan is maintained with suitable agenda points to discharge financial governance oversight.
- Ensuring that financial systems and processes are efficient, cost effective and fit for purpose.
- Keeping financial policies and procedures up to date and ensuring that they are complied with.
- Ensure compliance with tax legislation, company secretarial matters, and any other regulators connected with financial activity.

### **Developing financial capacity**

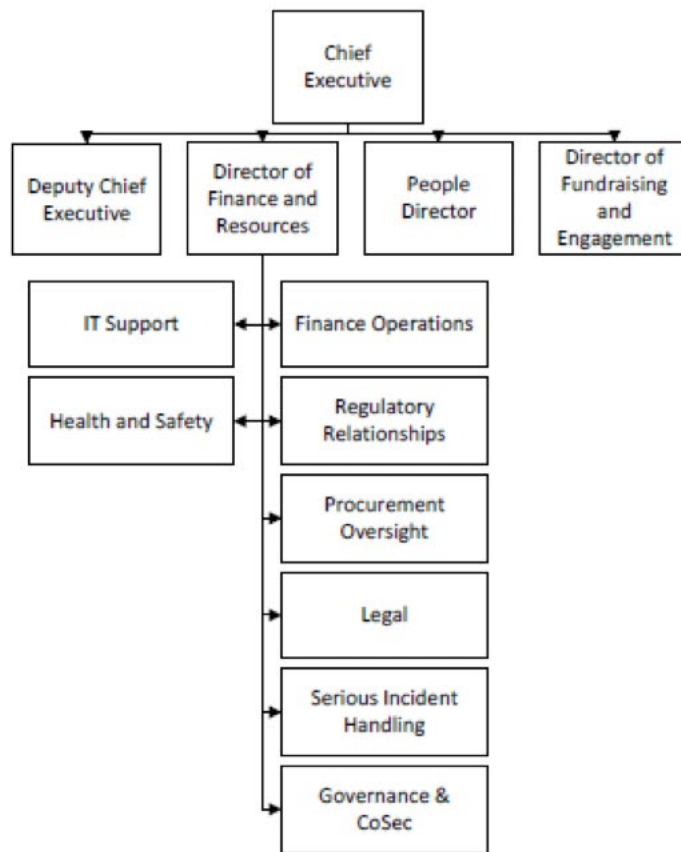
- Design, implement and adapt financial strategies and plans that best support the Charity to achieve its overarching strategy and goals.
- Ensure that the finance team and budget-holding managers are furnished with appropriate financial information and expertise in order to fulfil their duties with the right level of financial insight.

### **Relationship management**

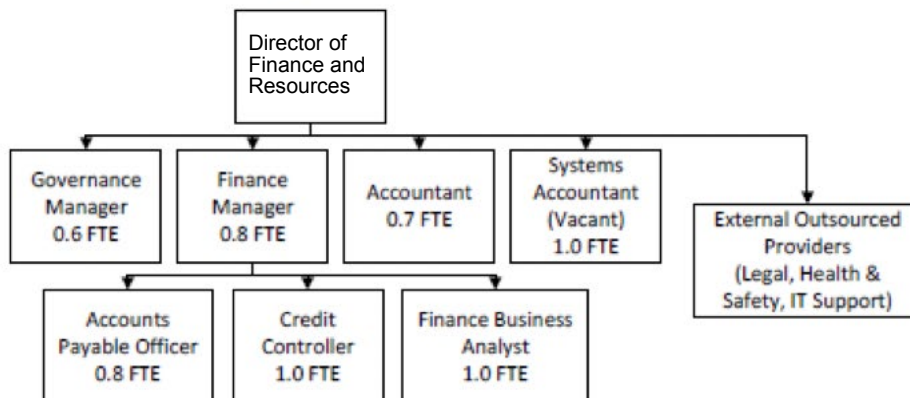
- Act as the point of contact for key financial institutions such as banks, investment agents, and auditors.
- Manage all supplier and outsourced supplier relationships – Health & Safety, IT, lawyers, landlords.
- Act as the senior point of contact for Regulators.



Charity Functions covered by the Finance Governance Directorate



**Direct Reports:** You will lead a directorate which comprises of seven professionals. The Director of Finance and Resources has four reports includes the Accountant, Finance Manager, Governance Manager and a project specific FTC Systems Accountant.



# PERSON SPECIFICATION

---

## KNOWLEDGE AND EXPERIENCE

- Qualified accountant (ACA, ACCA, CIMA or equivalent) with proven senior- level experience of financial leadership in a charitable or not for profit organisation.
- Effective leader and strong team player able to lead with authority when required and develop effective relations with diverse staff, trustees, and stakeholders.
- Experience of statutory reporting and engagement with regulatory bodies.
- Experience of financial modelling using marginal cost/full cost recovery techniques.
- Knowledge and understanding of audit processes and the production of financial statements to current accounting standards.
- Sector-relevant technical accounting and tax knowledge e.g., SORP.
- Creative and solution focused, able to develop and maintain systematic approaches to service improvement with experience of designing, developing, and implementing business support systems Knowledge and understanding of the regulatory environment.
- An understanding of charity governance systems.
- Demonstrable experience of succinct report writing for an Executive & Board audience.

## SKILLS AND ABILITIES

- Demonstrable ability to analyse financial information and make strategic recommendations using commercial acumen. Experience of developing financial policy and procedures.
- Ability to prioritise and manage your own time. Project management experience and able to deliver against tight deadlines.
- Accurate and strong attention to detail.
- Excellent IT skills to include the use of accounting software suitable for a complex charity.
- Ability to deal with ambiguity and shape structured viable solutions.
- Ability to listen, reflect and to make decisions based on sound criteria, and to communicate effectively with a wide variety of people.
- A confident leader and coach who is also able to invest in the development of the team.

## STYLES AND BEHAVIOURS

- Effective communicator both written and oral, with strong influencing.
- integrity and engagement skills and able to lead change. Calm and resilient under pressure.
- An agile leader who can think strategically but dive into the detail with the team as required.
- A collaborative leader who embraces the ethos of POhWER, supports a culture of mutual respect and role models effective team working.

## IDEALLY YOU MIGHT ALSO HAVE

- Understanding of POhWER's work and advocacy sector.
- Change leadership and Project Management skills relevant to finance functions.
- Experience of finance systems and technology selection.

# DIVERSITY STATEMENT

---

POhWER is committed to equality of opportunity and celebrating diversity, and we take great care to ensure that our action as an employer reflect our ethos.

We know we haven't always got things right, and there are some communities which are underrepresented at POhWER, particularly people who have used advocacy services themselves, BAME POC communities, people living with mental health or disability and LGBTQI+ applicants. We particularly encourage applications from protected characteristic(s), who are currently under-represented. As an organisation committed to rights and creating equitable fair environments we welcome people from all backgrounds regardless of race, ethnicity, gender, gender identity, religion, sexual orientation, responsibilities for dependents, age or physical/mental disability.

POhWER is a member of the Disability Confident Scheme, a signatory of the Mindful Employer Charter and we currently hold the Investors in People (IIP) Silver Award. We are also an accredited Living Wage Employer.

We are a member of the Positive about Disability scheme and disabled applicants who meet all the essential criteria will be guaranteed an interview.

# TERMS OF APPOINTMENT

---

## SALARY

The salary for this role is c £75,000 per annum on a full-time permanent basis.

## LOCATION

Hybrid: home and/or office based with some national travel. Our Head Office is based in Stevenage, Hertfordshire and the Director of Finance and Resources would be expected to be physically present in our Head Office 6 – 10 days per month for face-to-face meetings.

## PENSION

Employer contribution 3%. Employee contribution 5%.

## ANNUAL LEAVE

25 days annual leave, rising to 30 after 5 years of service. Discretionary holiday paid leave between Christmas and NYE. One day paid birthday leave after one year of service.

## ADDITIONAL BENEFITS

One day Community Leave to volunteer per annum, five days paid Carer & Parental Leave per annum, Cash Wellbeing and Healthcare Plan Cover, Cycle to work scheme, Death in Service Insurance Pension, Wellbeing Employee Assistance Programme.

## OTHER REQUIREMENTS

A DBS check will be required for this post. Occasional travel may be required to sites other than Head Office for meetings and away days across the UK which is reimbursed through our expense policy.



# HOW TO APPLY

---

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact [hilary.clifford@starfishsearch.com](mailto:hilary.clifford@starfishsearch.com) and we will be happy to arrange a call.

**To make an application, please go to <https://starfishsearch.com/jobs/pohwer-dir-fin-res/> and click on the apply now button, with the following prepared:**

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

We would also be grateful if you would also complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

**Closing date:** Monday 27th March 2023

**Preliminary interviews:** w/c 10th April 2023 and w/c 17th April 2023

**Final Panel interviews:** End of April 2023 – Early May 2023

