



CANDIDATE PACK FOR DIRECTOR OF FINANCE AND OPERATIONS



YOUNG
WOMEN'S
TRUST



WELCOME

Thank you for your interest in becoming our next Director of Finance and Operations.

Our vision is a world where young women are valued, can make choices and look forward to a fairer financial future. Now is an exciting time to join Young Women's Trust; we are at the start of our Five Year Strategy 'An Equal World of Work' and we have two key goals: we will give young women a platform to raise their voices and ensure widespread visibility of the financial penalty young women face and we will work towards a more equal world of work.

We are looking for an experienced financial leader to help build the capabilities within the team as well as support the Board as we increase our focus on driving social change and grow our impact.

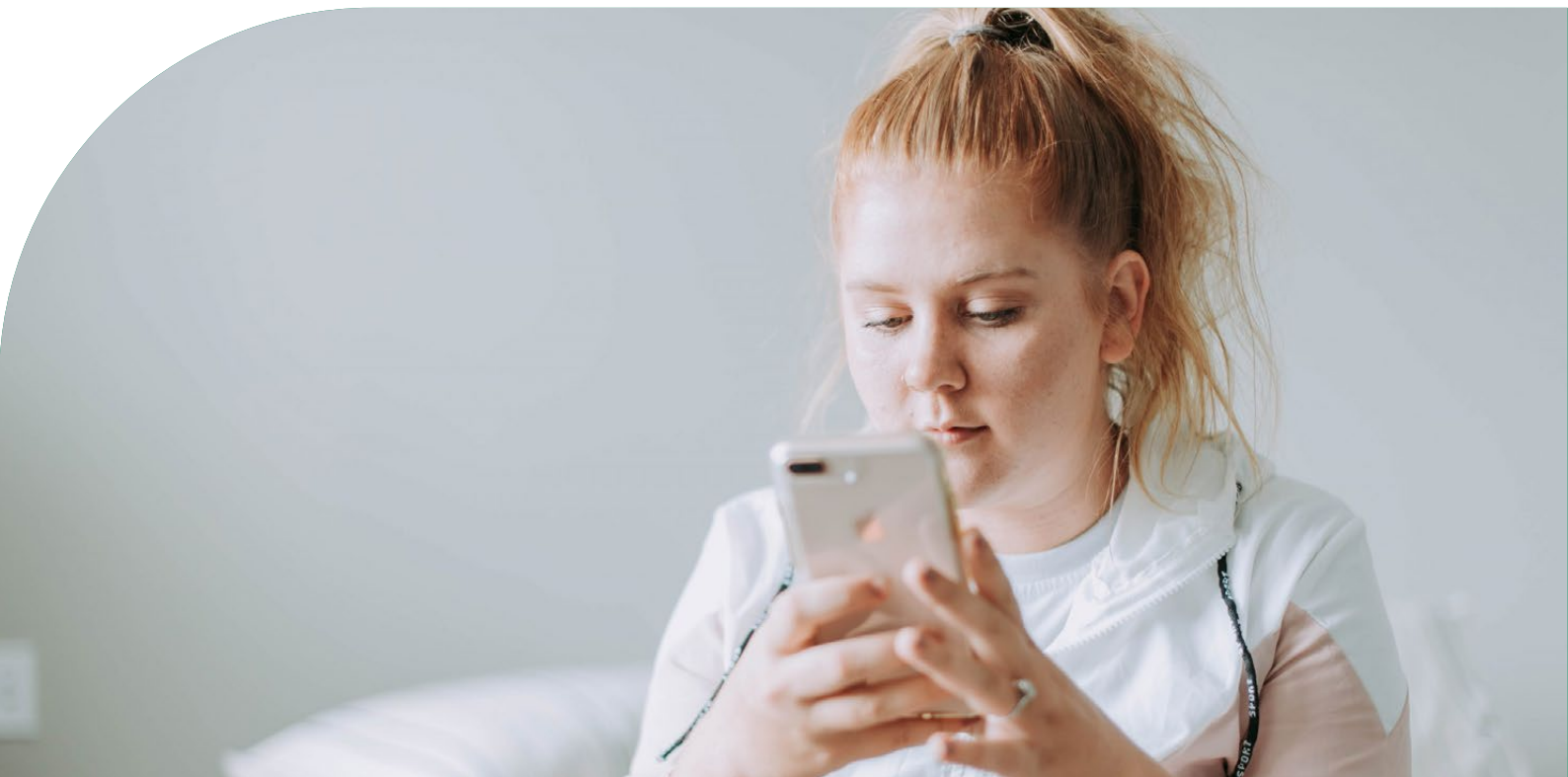
We need a dynamic, collegiate and engaged leader who is able to work effectively across the organisation, is supportive of their peers and brings an inclusive and empowering approach to leadership. You will have a strong eye for detail and will welcome the chance to engage with all aspects of our organisation, from day-to-day financial control, to ensuring we're a great place to work, to leading on larger operational projects. You will bring strong interpersonal skills and the ability to move between the strategic and operational aspects of the role with ease. Above all, you will share our passion for what we do and what we're trying to achieve with young women.

We are open to candidates who have experience gained in a wide range of sectors but you will need to bring an understanding of what constitutes good charity governance and of charity funding for this role (this could be in a trustee capacity).

As we seek to become an anti-racist organisation and bring an effective inter-sectional focus to our work on equity and inclusion you must also be able to meaningfully demonstrate where you've led or supported work of this kind within your field.

If you have the skills, ambition and experience we need, we very much look forward to hearing from you.

Claire Reindorp, Chief Executive



ABOUT US

Young Women's Trust champions young women aged 18 to 30 on low or no pay. We're here to create a more equal world of work and raise young women's incomes.

We offer young women free coaching, feedback on job applications and information to help them get where they want to be. We bring together a network of thousands of young women to support each other, build their self-belief, and have their voices heard. We work with young women and anyone who experiences misogyny and sexism to campaign for equality in the workplace. And our research provides insight into what young women's lives are really like, fuelling our campaigns for change.

You can find out more about our strategy [here](#).

OUR VISION

A world where young women are valued, can make choices and look forward to a fairer financial future.

OUR PURPOSE

To create an equal world of work and raise young women's incomes.

OUR VALUES



PRINCIPLES

YOUNG WOMEN AT THE HEART

We believe young women are a powerful force for change. Young women are at the heart of Young Women's Trust, shaping both our strategy and day to day work. We will give young women a platform so their voices can be heard, and they can build their own power and influence.

CHAMPION YOUNG WOMEN FACING THE GREATEST FINANCIAL PENALTY

We are working for a fairer financial future for all young women. Wherever we can, we will champion young women who face the greatest inequalities in relation to finances, employment and unpaid work - especially working-class young women, racially minoritised young women and disabled young women, in line with the evidence.

TACKLE THE STRUCTURAL BARRIERS AS WELL AS CHANGING INDIVIDUAL LIVES

We aim to influence both the external environment which holds young women back, as well as providing direct support to young women to increase their knowledge, networks and self-belief.

VALUE YOUNG WOMEN'S CHOICES

We want young women to be able to have real options about what to do with their lives, and to make choices without facing judgement. Whether they choose to look after young children at home, work full-time or part-time, and whatever work they choose to do – all of these choices are valid.

HOW WE WORK WITH YOUNG WOMEN

Grounded in our 5-year strategy is the belief that increasing young women's visibility, voice and power will contribute to a more equal world of work and increase their incomes. Having the authentic voice of young women as a central thread lends credibility to our work, recognises young women as experts in their own lives and active agents in influencing the world around them.

Young women are at the heart of Young Women's Trust, shaping both our strategy and day to day work. We give young women a platform so their voices can be heard, and they can build their own power and influence. Our current means of engaging with young women includes an advisory panel, a campaign planning group and roles as service designers, peer researchers and media volunteers, as well as contributors to our online community for young women called the Lounge.

Young Women's Trust helps support women like myself who may have caring responsibilities, or experiences on low or no pay.

When I found Young Women's Trust, I was in a confusing point in my life where I felt I had nothing to offer. I knew where I wanted to go - I just didn't know how to do it with the roles and responsibilities I had as a young woman.

Accessing Young Women's Trust's coaching meant that I had the confidence to apply for a new job in a different industry. Because of this, combined with their CV feedback, I was able to progress into full-time, better paid work.

Young Women's Trust are campaigning for fairer financial conditions for young women. If this was achieved it would mean people like me would have the financial freedom to reach our goals. We'd be able to feel safe. We'd be able to thrive in a world that doesn't see the value in the unpaid work carried out by young women.

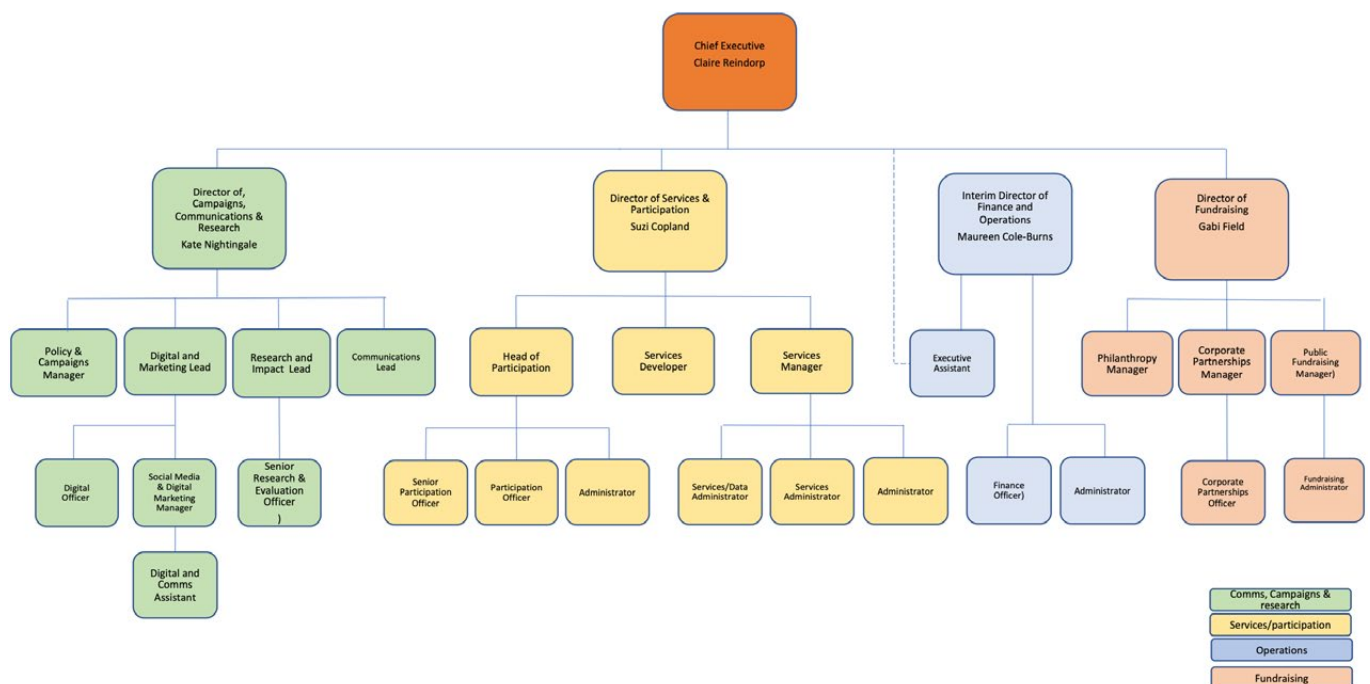
As an advisory panel member, one of the opportunities I've had was speaking at an event for HR professionals so that they could see the value in investing in flexible working, and supporting young women trying to get into work that they can progress in. I was able to share my lived experiences as a woman with caring responsibilities and how flexible working has been able to provide me with the opportunity to enter full-time work.

A world where women have the same if not more opportunities for better pay is what Young Women's Trust is striving for in their new strategy. By making space to hear young women's voices we hope that we can create an equal world of work so that young women like me can thrive.



Daniella Adelusi
Young Women's Trust Advisory Panel Member

ORGANISATIONAL CHART



JOB DESCRIPTION

Job title: Job title: Director of Finance and Operations

Reports to: Chief Executive Officer

Direct reports: Finance Officer
Executive Assistant
Administrator

ROLE PURPOSE

To lead the Finance and Operations team to provide an effective, efficient and business-focussed support function for the Young Women's Trust.

MAIN RESPONSIBILITIES:

LEADERSHIP AND GOVERNANCE

- As a member of the Senior Management Team, contribute to the leadership and delivery of the Young Women's Trust strategic and operational goals.
- Play a full part in the collective leadership of Young Women's Trust, role-modelling our values and inspiring your colleagues.
- Provide support and guidance to the Chief Executive on the legal and governance duties of a charity.
- Work with the Chief Executive, Chair and Treasurer to plan and develop the activities of the Board of Trustees, ensuring best practice in governance arrangements, and lead on the operation of the Finance and General Purposes Committee.
- Act as lead advisor for legal compliance, including client and commissioner of external legal advice as needed.
- Ensure our reporting, controls, and regulatory compliance are effective for ensuring the safety and security of the organisation, and for achieving our goals.
- Provide line management, support and development for the members of the Finance and Operations Team.

FINANCE

- Maintain the financial sustainability of YWT, ensuring the charity delivers against its long-term financial plan.
- Ensure effective reporting of the financial and non-financial performance of YWT, both at Board of Trustee and Senior Leadership Team level.
- Working primarily through the Finance Officer, ensure the consistent delivery and quality of standard finance routines of transactions processing, monthly management accounts, and annual budgets and closure of accounts processes.
- Assisted by our outsourced investment advisors, ensure oversight of the charity's endowment and investments; including managing investment manager performance and providing regular and timely advice to the Board on investment management strategy and delivery.
- Lead on (with some support from the Finance Officer) the financial aspects of funder bidding, management and reporting. Support contract management and negotiation with funders and suppliers as required, the development of commercial partnerships in support of fundraising and service delivery objectives and provide technical accounting support on reports and analysis for funders.
- Lead on the annual production and audit of the organisation's statutory accounts, including preparation and completion of the statutory accounts in accordance with charity and accounting standards, and submission of annual returns to the Charity Commission and Companies House.
- Ensure that systems of internal control exist and function to protect the organisation's assets, to guard against fraud and error, and to ensure levels of cover and business continuity for critical processes.

BUSINESS PLANNING

- Oversee the organisational planning processes to enable YWT to achieve its strategic objectives and embed agile ways of working.
- Ensure the risks of the organisation are effectively identified, mitigated and overseen.

HUMAN RESOURCES AND WORKING PRACTICES

- Oversee HR practices and policies, working with other members of SLT, our staff led Working Practices Group and external consultants as necessary.
- Using external experts as required, co-ordinate and interpret advice on any human resources issue arising.
- Ensure the consistent delivery and quality of standard human resources processes including staff recruitment, induction and development, monthly payroll and pensions, annual objectives and appraisals, and annual staff survey.
- Lead on delivery of our Equity Diversity and Inclusion workplan, with a particular focus on anti-racism, working closely with other members of SLT, our EDI Working Group and external consultants as necessary.

IT FACILITIES AND BUSINESS SUPPORT

- Oversee the charity's information management strategy, incorporating legal and regulatory requirements (GDPR), data security, and use of data and insight to deliver the objectives of the trust.
- Working with our outsourced IT providers, ensure the quality, performance, and modernity of IT hardware, software and connectivity used by YWT.
- Champion information governance at YWT, ensuring that the charity complies with its obligations and achieves the level of data maturity consistent with its aims and values-based approach to supporters, members and others.
- Ensure the smooth running of our serviced office in Angel, London N1.
- Manage the charity's two investment properties' leases and ultimate disposal.
- Ensure active management and periodic quality and best value refreshes of support contracts across HR, IT and Facilities.



PERSON SPECIFICATION

QUALIFICATIONS AND TRAINING

- Recognised qualification in accounting or evidence of qualification by experience

EXPERIENCE

- Track record of successful leadership of a finance function
- Experience of managing HR, IT and general operations functions or projects
- Considerable experience of management and development of staff
- Experience of the charity or not-for-profit environment (this could be gained as a trustee) preferably with some understanding of charity funding and investment management
- A track record of developing and delivering organisational plans as part of a management team
- Experience of effectively managing and monitoring budgets (£2million+ desirable)
- A strong track record of efficient and effective delivery of objectives, both personally and by managing a team

SKILLS & ATTRIBUTES

- A strategic thinker with the ability to see the bigger picture and make decisions in line with the charity's needs as part of a team
- Collaborative working style with excellent written and verbal communication skills
- Resilient with a flexible, creative and solutions-focused approach to problem-solving
- An understanding of the issues facing young women, especially those facing the greatest inequalities in relation to finances, employment and unpaid work
- The commitment to working in line with and as a senior member of staff providing a consistent model for the Young Women's Trust values
- A well-developed and up-to-date understanding of themes within equity diversity and inclusion and the roles a support function plays in this.
- Advanced skills in MS Excel and MS Word and finance software (experience with Xero desirable)

At Young Women's Trust we value and celebrate diversity, and welcome applications regardless of age, gender, ethnicity, disability, religion, sexual orientation or gender identity. We particularly encourage applications from communities under-represented in our sector including racially minoritised people, people with disabilities, and those from working class backgrounds.

You'll be joining a team that will embrace your ideas and support and encourage you to bring your whole self to work.

TERMS OF APPOINTMENT

SALARY

c.£80,000 per annum.

CONTRACT

This is a full time, permanent role with the possibility of a 4 day week pro rata.

LOCATION

Our office is based in Angel, London but we welcome applicants from further afield. There is the expectation that the postholder will work from our office 1 to 2 days per week (including Tuesdays).

PENSION

5% employer contribution, plus the opportunity to take advantage of a pension salary sacrifice scheme.

ANNUAL LEAVE

27 days annual leave plus bank holidays – rising annually to a maximum of 30 days

ADDITIONAL BENEFITS

- Enhanced parental leave irrespective of length of service.
 - Up to 52 weeks maternity leave – 26 weeks at normal rate of pay, 13 weeks Statutory Maternity Pay, 13 weeks unpaid
 - Up to 26 weeks new parents leave at your normal rate of pay
- 2 annual wellbeing days
- Employee Assistance Programme
- Learning and development budget
- Flexible working which is fully embedded in our working culture.



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 Erin Fuller, erin.fuller@starfishsearch.com and we will be happy to arrange a call. To make an application, please go to <http://starfishsearch.com/jobs/ywt-dir-fin-ops/> 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 responds, but need not be limited by, the questions below:
 1. Why are you interested in applying for this role, and why do you think you would be a good match for it?
 2. Please give example(s) of a time where you have used your creativity combined with technical financial knowledge to identify and analyse a problem, work with colleagues across teams to devise and secure approval for the solution and implement it successfully.
 3. The postholder needs to capably manage considerable complexity across a range of demands. Please give us an example of how you have managed a team outside of a Finance function, to deliver business as usual, planned project work and responses to urgent matters whilst maintaining quality/staying within budget.

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 12th February 2024**

Preliminary interviews online: **w/c 26th February 2024**

Final Panel interviews: **w/c 18th March 2024**

