

Job Description

Title:	Head of Finance and Corporate Services
Responsible to:	Chief Executive
Location	London – with occasional travel
Responsible for	People: HR Manager, Office & Operations Manager, Finance Manager, IT Manager Budget: TBC
Key Working Relationships:	External auditors, Audit, Finance and Risk Committee
UK Salary Grade	D

Job Purpose:

The Head of Finance and Resources role is maximize the impact of WAGGGS' resources and ensure that WAGGGS is effectively managing its resources through efficient business support functions.

Key Responsibilities:

General

- Work closely with the CEO on the delivery of strategic and operational plans and budget, to deliver the vision and mission of the organisation
- Develop and foster a positive organisational culture, demonstrated through our core values and behaviours that actively supports the delivery of our strategic goals.
- Provide strong leadership and line management for all direct reports. Lead, manage, and develop a competent and highly motivated Corporate Services Department that is focused on strategic goals, works collaboratively and maintains a credible professional presence with managers, staff and volunteers, and is proactive in supporting managers to deliver their objectives
- Create a link between the Corporate Services team and other WAGGGS departments, ensuring that all activities are aligned to ensure the business is able to operate effectively

Finance

- To develop and maintain a system of robust financial controls, underpinned by appropriate financial policies and procedures to ensure efficient working practices are embedded across WAGGGS
- To provide support and financial advice to the Audit, Finance and Risk Committee
- Develop up to date systems of financial management, set corporate standards for budget management and ensure the production of timely, high quality financial management information and reports, and support and guidance to budget holders and World Board/ Committees to enable proactive monitoring and effective decision making
- Manage the external audit process, and be responsible for preparing the year end statutory accounts and managing the relationship with the external auditors
- Ensure the effective management of WAGGGS investment portfolio, including managing the appointment of professional investment managers and financial advisors

Job Description

IT

- Oversee the development and implementation of an integrated IT strategy, and support the IT manager to ensure that WAGGGS has modern, effective information systems that support the delivery of its objectives.

HR

- Lead the development and implementation a cohesive People Strategy that creates a healthy, sustainable organisation, delivers the organisational capacity to deliver current and future objectives, builds high levels of trust and engagement, and marks out WAGGGS as an organisation of choice for staff and volunteers
- Set corporate standards for people management and provide regular monitoring reports that assess the impact of the People Strategy and present a comprehensive picture of how the organisation is performing as an employer of staff and volunteers
- Oversee the provision of professional advice to the CEO, Directors, HR Committee and World Board to ensure that WAGGGS has high standards of people management and leadership, has a highly engaged and motivated team, and effectively manages change

Risk

- Working with the CEO and Head of Governance, Lead and coordinate risk management across WAGGGS and ensure that appropriate plans are in place to mitigate identified risks

Facilities and Office Management

- Oversee an office and facilities management service for the World Bureau to assist with the smooth running of the office.
- Ensure all aspects of WAGGGS' business are adequately insured and that the organisation has access to high quality, professional legal services

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line may stipulate other reasonable requirements.

The job description will be reviewed regularly and may be subject to change.

Applicants must have the right to work in the country they are based in.

Person Specification

Area:	Essential:	Desirable:
Qualifications:	<ul style="list-style-type: none"> Professionally qualified accountant and member of a recognised accounting association, with substantial experience at a senior level including financial management systems and preparation of financial statements to recognised accounting standards 	<ul style="list-style-type: none"> Masters qualification, ideally in HR or Business Management
Experience:	<ul style="list-style-type: none"> Successful track record in leading a Corporate Services function at executive level in a complex organisation, with sufficient exposure to effectively manage the core functions of: Finance; Governance; Business Planning and Performance; HR/OD; IT; and Facilities Successful experience of working in partnership with volunteers and volunteer-led committees Wide and varied experience of successfully managing the relationship with professional advisers or outside contractors e.g. for financial and legal advice, auditing, security, insurance 	<ul style="list-style-type: none"> Working in international charitable organisation
Skills and Knowledge:	<ul style="list-style-type: none"> Proven leadership skills with the ability to inspire and motivate people around a common purpose, and work collaboratively to achieve agreed objectives Proven ability and resilience to operate at a very senior level in an organisation with a complex legal structure, with a demanding and intellectually challenging workload, and to effectively balance strategic and operational responsibilities Thorough understanding of the distinctive requirements of charity finance management/ accounting including cause related marketing, charitable grant- giving and stewardship of investments and other charitable assets Good working knowledge of relevant legislation (eg. taxation, charity law, Companies Act), regulatory bodies, external auditors 	<ul style="list-style-type: none"> Project and change management skills

Person Specification

	<p>and associated requirements plus understanding and practical experience of international and UK tax, VAT, and other financial aspects of exploiting and policing intellectual property rights; ability to engage with these areas in an international setting.</p> <ul style="list-style-type: none"> • Good level of understanding of UK employment law and practice 	
Personal Qualities:	<ul style="list-style-type: none"> • Dynamic leader while being a pro-active team player • Highly focused and passionate about the difference that excellent Corporate Services can make to the organisation's performance, impact and continuous improvement 	
Other Requirements:	<ul style="list-style-type: none"> • Fluent in spoken and written English • Occasional work outside regular office hours • Able to travel internationally on occasion 	<ul style="list-style-type: none"> • Language skills, in particular French, Spanish or Arabic.
Working for WAGGGS:	<ul style="list-style-type: none"> • Able to demonstrate a commitment to and be a role model for WAGGGS' organisational values of: Member Driven; Brave; Inclusive; Empowering; Transparent; Professional. • A passion and commitment for issues affecting girls and young women on a global level, and demonstrable ability to engage with girls and young women, either through a professional or personal background. 	