## Text Description automatically generated

## Finance Officer

**Thank you for your interest in working with Gendered Intelligence (GI)**

We are seeking an experienced, self-motivated and organised individual with previous experience in bookkeeping or accounting. You will join our small existing team overseeing financial activity – led by our Finance and Central Services (FCS) Manager, with oversight from Director of Public Engagement and Central Support Services (PECSS) and practical support from the existing Finance Officer - in supporting the wider GI staff cohort.

This role will provide opportunities for professional growth in the charity finance sector for the successful applicant.

Whilst the majority of staff are trans[[1]](#footnote-1)-identified, we welcome cis allies at all levels, and have a number of cis people working for us.

This pack contains information to help you decide if you would like this job; and tells you what to do if you decide you want to apply.

**What is in this pack?**

Click on any of the links below to go to the section you are interested in:

1. [Diversity information](#_Diversity_Information)
2. [Recruitment process and timeline](#_Recruitment_Process_&)
3. [Organisational context](#_Organisational_context)
4. [Job description](#_Job_description)
5. [Person specification](#_Person_Specification)
6. [Additional information](#_Additional_information)

Separate documents:

1. Application form
2. Diversity Monitoring Form

## Want to learn more before applying?

We hope this recruitment pack will provide all the information you need to decide if you want to apply for this job. But we’re aware that people may have different needs or additional queries, and we want to support all potential applicants.

**Option 1:** You can contact Hattie Davis [hattie.davis@genderedintelligence.co.uk](hattie.davis@genderedintelligence.co.uk%20) Please note Hattie will be line-managing the postholder and Chairing the interview panel.

**Option 2:** Contact [recruitment@genderedintelligence.co.uk](mailto:recruitment@genderedintelligence.co.uk) for anonymous support. As well as responding to any general queries about the process, we are offering a limited number of 15 minute slots to support applicants with their applications. These 1:1 online sessions will take place on **Thursday 4th May** and will be hosted by a senior member of the GI team, who is not involved directly in this recruitment process.

The sessions will provide the opportunity for potential applicants to ask any questions they have about the process, or about how to complete the application form or what to include on it.

We hope these sessions will encourage individuals from marginalised and/or under-represented sections of our communities to apply for this position. While open to all, we would specifically encourage individuals who are transfeminine and/or people of colour to apply for a slot. Please email by **10am Wednesday 3rd May** if you would like to take advantage of this offer.

You are welcome to use both the options above.

# Diversity Information

Gendered Intelligence aims to create a positive working environment for all staff, and is working towards a more diverse workforce who are supported effectively to deliver their roles. We are committed to meaningfully improving our Equity, Diversity and Inclusion (EDI). This work is coordinated by the EDI Participatory Platform, which includes representation from all Departments/Bands, and colleagues with different identities and lived experiences; this work is valued by GI and participation forms part of colleagues' paid hours. Through our annually updated EDI Action Plan we are actively engaged in a programme of organisational development, reviewing policies, practices and working culture in order to improve our environment and enable colleagues to work effectively and supportively together.

We welcome applications from people of diverse backgrounds, lived experiences, abilities and gender identities. For this role we are actively encouraging applications from trans people and, in particular, welcome trans-feminine spectrum people and people of colour to apply.

As part of our commitment to increasing diversity, we have included a Diversity Monitoring form with this pack, which is not mandatory, but we hope you will complete.

# Recruitment Process & Timeline

Please read the background and overview information about the role, as well as the job description and the person specification carefully.

Please complete the application form (2 part) that comes with this pack. We have provided guidance that we recommend you read before you fill in the form.

Deadline for submission of applications: **9am Monday 15th May 2023**

Shortlisted applicants will be informed by: **5pm Friday 26th May 2023**

Interviews are expected to take place on **Wednesday 31st May 2023.** If you are not available on this day please let us know this when you apply.

All job offers are made subject to references.

# Organisational context

Gendered Intelligence (GI), established in 2008, is a registered charity that works to increase understandings of gender diversity and improve the lives of trans people.

We imagine a world where people are no longer constrained by narrow perceptions and expectations of gender, and where diverse gender expressions are visible and valued.

We are a trans-led and trans-involving grassroots organisation with a wealth of lived experience, community connections of many kinds, and a depth and breadth of trans community knowledge that is second to none.

We believe everyone can be intelligent about gender!

Gendered Intelligence is structured into three departments:

* **Professional and Educational Services (PES)**  
  Work with professionals and organisations to develop trans inclusivity in workplaces and services
* **Youth and Communities Services (YCS)**  
  Services and projects that work with young trans people and trans adults - including non binary, gender diverse and gender questioning people - to support well-being and enable our community to thrive
* **Public Engagement and Central Support Services (PECSS)**  
  Work with public policy and decision makers, the media, researchers and academics as well as the general public and major institutions to raise awareness; All internal support functions such as finance, HR, office management and IT

## To find out more, visit www.genderedintelligence.co.uk

# Job description

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| Contract type | Permanent |
| Hours | Full-time – 35 hours per week |
| Salary | £27,852 – £30,151 per annum pro rata + £3,000 London Weighting where applicable. GI uses the NJC scale. This post is in Band 4. |
| Department | Central Support Services |
| Line Manager | Finance and Central Services Manager |
| Direct reports | None |
| Other key working relationships | Finance Officer  Director of Public Engagement and Central Services  Administrators |
| Location | London.  GI support flexible working for staff. This role can be home or office based by agreement.  There is a requirement to attend GI’s London Office (currently at Kings Cross) on a regular basis; frequency will be agreed with line manager and may change over time.  For more detail, see ‘Additional Information’ |
| Occupational Requirements | There are no Occupational Requirements for this role. In particular, both trans and cis people are welcome to apply. |

**Overview**

This is a new position created to support the growing financial needs of our organisation. Gendered Intelligence is a charity with a strong history, due to celebrate its 15th birthday this summer, and we are developing rapidly. We have seen an expansion since 2015 in both activity and associated income/ expenditure. In 2021 we secured more than £1m income, triggering the need for our first externally audited end of year accounts. Other recent milestones include the appointment of a Treasurer to our Board of Trustees to support our financial management, and our registration for VAT due to our increased taxable income. This means there are new challenges for our existing team, both within the volume of transactions now being processed, and the nature of the tasks involved.

This role will provide opportunities for professional growth in the charity finance sector for the successful applicant.

Current financial activity within GI is led by our Finance and Central Services (FCS) Manager, with oversight from Director of Public Engagement and Central Support Services (PECSS) and practical support from the existing Finance Officer. You will join this small team in supporting the wider GI staff cohort.

The vast majority of our team are home-based, but we currently retain a small number of desks in a shared office space near Kings Cross in London.

**Main Duties and Responsibilities**

The range of responsibilities and duties of this role will include the following, although

priorities may change in line with the development of the role and other duties may be allocated from time to time.

You will be working closely and collaboratively with the existing Finance Officer, who will have initial oversight of the following areas and will induct you into the financial systems and procedures. However, following a successful probation period, you will be able to manage the following tasks alongside the other Finance Officer:

* Manage the finance email inboxes (payables and receivables).
* Maintain accurate and detailed Purchase Ledger records: liaising with budget holders for authorisation, posting supplier invoices and staff expenses claims to Xero and making payments.
* Raise Sales Ledger invoices to customers in a timely fashion and other receipts such as Donations and grants and monitoring credit control.
* Manage the administration of several Petty Cash floats and Cards including liaising with staff members for receipts and returns.
* Process Bank Reconciliations.
* Assist with the preparation of payroll journals and monthly salary payments.
* Liaise with the other Finance Officer regarding the division of tasks, making sure that appropriate checking procedures are in place.

In addition, you will play a supportive role to the FSC Manager in the preparation of year-end and regular/ad-hoc reporting requirements to SLT, the Board, the auditors and other relevant authorities, including funders. This could include assisting with:

* Donation commission journals;
* Gift Aid claims;
* Cashflow monitoring;
* Control account reconciliation;
* Fixed Assets and Depreciation;
* Accruals and Prepayments;
* Accrued and Deferred income;
* VAT returns;
* Grant and budget monitoring;
* Quarter-end and year-end processes.

All staff may be asked to undertake other duties and responsibilities appropriate, as determined by the CEO or Director of Department, on an occasional basis.

**General Requirements**

* To bring GI’s “3P’s” to your work – Professionalism, Positivity and Passion.
* To reflect the wider values of the organisation such as being open to an ethos of collaboration and working together, to recognise the positive aspects of trans lives and to stand up for trans people, especially young trans people.
* To take care of the health and safety of yourself and others who may be affected by your actions at work, at all times; to operate within the Company’s Health and Safety policy; and to participate in health and safety processes (for example risk assessment) when necessary.
* To follow all relevant GI policies, ensuring these are carried out in practice in relation to the job; in particular to behave in accordance with Gendered Intelligence’s Codes of Conduct and Equal Opportunities Policy.

# Person Specification

Please address each point in the person specification in turn, providing examples for each one. You are welcome to evidence the experience and qualities required using examples outside of paid work.

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| **ESSENTIAL** |
| **Experience** |
| Bookkeeping or accounting experience in a small or medium sized business. |
| Experience of using Xero, or similar accounting software. |
| **Skills and Abilities** |
| Excellent organisational skills especially regarding task management; able to manage and prioritise a multi-faceted workload; carrying out the role accurately, to deadlines, with a high attention to detail. |
| Self-motivated and proactive; able to work without supervision. |
| Excellent verbal and written communication and interpersonal skills; ability to deal tactfully and helpfully with staff and external suppliers and customers. |
| Able to implement, manage, work with and (ideally) improve systems and processes designed to provide information and ensure quality and consistency. |
| Able to work collaboratively and discreetly whilst dealing with potentially sensitive/confidential information. |
| **Knowledge** |
| A basic understanding of trans identities and experiences, trans communities and gender diversity, and the issues affecting trans people; a proficient and up-to-date understanding of the language and terminology relating to trans people |
| A solid understanding of accounting best practice and awareness of statutory requirements for the finance department of a small charity or business. |
| Good working knowledge of Microsoft Office including Word, Excel, PowerPoint. Good basic IT skills, such as use of email, use of an online diary / calendar, and online document storage and sharing |
| **Qualifications** |
| Studying with AAT/ACA/ACCA/CIMA and/or part qualified is desirable but not essential as we will also consider QBE (2+ years) |

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| **DESIRABLE** |
| Experience of working within an LGBTQ setting. |
| Experience of working within the finance department of a charity. |

# Additional information

**Annual leave.** You will be entitled to 28 days per annum (pro rata for part-time workers). Our leave year runs from 1st January to 31st December.

**Location.** The GI office is near Kings Cross. Currently most staff are home-based but coming into the office or other shared working spaces on a regular basis. We are open to discussions about flexible working practices, but the expectation is that this role will be mostly home-based.

**Hours of work.** GI’s working week is 35 hours; our offices are open from 9am – 6pm. Exact working pattern will be negotiated with the successful postholder, but the expectation is that normal office hours will be covered.

**Monthly timesheets and TOIL**. All staff are required to complete monthly timesheets which must be submitted promptly. GI has a policy for reasonable Time Off In Lieu (TOIL) where this is accrued due to periods of greater activity and agreed with your line manager in advance.

**Training and Development.** GI aspires to be a learning organisation that supports its staff to improve their skills and knowledge. This may be through informal means such as mentoring or work shadowing, or more formal training courses. You will be invited to reflect on your own training needs in discussion with your line manager, initially as part of the probation process and then ongoing through the regular supervision and annual appraisal process.

**Support for staff.** At GI we pride ourselves on the support staff get to do their role. We understand that the work we do at GI can have a strong emotional and personal element to it. Each staff member receives consistent and concentrated time with line managers, and front line delivery staff also have dedicated planning, preparation and wind down time with peers and teams. We have understanding of the various demands on trans workers and have a certain amount of flexibility to accommodate any disadvantages you may experience in the world due to transphobia. We also have different caucuses for staff members who experience multiple forms of marginalisation. The three caucuses are: transfeminine, disability and race & ethnicity. These are spaces where those affected can benefit from peer solidarity and support, as well as contribute directly to the EDI Action Plan on matters concerning organisational improvements. All incoming staff are provided with information about the wide range of support available for staff at GI. All of this is in place so that you can do the best job possible in your role and thrive in your life outside of work.

**Salary scale.** GI uses a salary scale and bands which are based on the NJC scale used by a range of employers across the UK. Annual inflationary increases will be based on NJC negotiated increases with effect from April each year. There is no automatic annual increase of spinal point.

**NB** The negotiations for the period (April 2023 – March 2024) are ongoing. Once agreed is reached, any applicable rise will be backdated to the employment start date.

**Pension.** GI is part of the NEST pension scheme, by which employees contribute 5% of their salary and employers 3%. You will be automatically enrolled in this scheme once you start work, but may opt out if you choose.

**GI Ethos and Approach.** GI places people at the heart of our organisation.

We continually strive to improve everything we do, including the support we offer to staff and the services we deliver to trans people and to all other types of clients. We think carefully about the ethical aspects of our work, how we practice and who we partner with.

This links in with our organisational values: ‘The 3 P’s’ – Positivity, Passion and Professionalism. We expect all staff to engage with these ‘3P’ concepts when approaching their work at GI. We see our 3P’s as equally important and balanced in the people we employ and the work that we carry out.

1. NOTE: In this document, we use the term ‘trans’ as a very broad single-word umbrella term to include binary-identified people, non-binary people, gender fluid people, agender people, those with dual-role and similar gender experiences, and anyone else with an experience of gender like or similar to the above. [↑](#footnote-ref-1)