## 

**Head of Finance**

Thank you for your interest in working with Gendered Intelligence.

We are looking for an experienced professional to manage the finances of our growing charity to the highest standard. This important role will work closely with colleagues throughout the whole organisation to ensure good practice is followed and that financial information is available in a timely and accessible manner. You will have extensive experience of reviewing, developing and implementing systems, with excellent attention to detail.

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. If you have any questions or want more information about the role please contact Moya Wilkie [moya.wilkie@genderedintelligence.co.uk](mailto:moya.wilkie@genderedintelligence.co.uk)

What is in this pack:

1. Diversity Information
2. Recruitment Process and timeline
3. Background information about Gendered Intelligence
4. Job description
5. Person specification
6. Additional information

Separate documents:

1. Application form (2 part)
2. Diversity monitoring form (optional)

## 1. Diversity Information

Gendered Intelligence welcomes applications from people of diverse backgrounds, abilities and gender identities. Our policy is to encourage trans people, in particular trans-feminine spectrum people and people of colour to apply. We aim to create a positive working environment for all staff, and are working towards a diverse workforce. We recognise that people from different communities may gain skills in different ways, and while the criteria below refers to formal qualifications, we will view equivalent, relevant experience in a positive light. As part of our commitment to increasing diversity, we have included an Equal Opportunities monitoring form with this pack, which is not mandatory, but we hope you will complete.

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.

## 2. Recruitment Process

Please read the job description and person specification carefully.

Please complete the application form that comes with this pack. We have provided guidance that you may find useful to read before you fill in the form. If you have any questions, please email [recruitment@genderedintelligence.co.uk](mailto:recruitment@genderedintelligence.co.uk)

As part of our commitment to diversifying our organisation and supporting a wide range of individuals, we are offering a limited number of 10 minute slots to support applicants with their applications. These 1:1 online sessions will take place on Wednesday 21st April and will give the chance for potential applicants to ask any questions they have about the process, or about how to complete or what to include on the application form. 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 or people of colour to apply for a slot. Please email [recruitment@genderedintelligence.co.uk](mailto:recruitment@genderedintelligence.co.uk) by Friday 16th April if you would like to take advantage of this offer.

Deadline for submission of applications: **Monday 26th April at 9am**

Shortlisted applicants will be informed by: Wednesday 5th May

Interviews are expected to take place online in week beginning: Monday 10th May. if you are not available during this week please let us know this when you apply.

All job offers are made subject to references.

**3. Background Information**

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 grass roots 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**  
  Work with professionals and organisations to develop trans inclusivity in workplaces and services
* **Youth and Communities Work**  
  Work with trans people, especially young trans people, to support well-being and enable trans people to thrive
* **Public Engagement and Central Support Services**  
  Work with the media, general public and major institutions like the government to raise awareness; all internal support functions such as finance, HR and IT

To find out more, visit [www.genderedintelligence.co.uk](http://www.genderedintelligence.co.uk)

**4. Job description**

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| **Post** | **Head of Finance** |
| Contract type | Permanent |
| Hours | 0.5 Full Time Equivalent – average 17.5 hours pw |
| Salary | Band 6 (Spinal Points 25 – 30): £29,576 – £33,782 (+ £3,000 London Weighting where applicable) pro rata. Pay rise pending |
| Location | Office/ remote |
| Line Manager | Director of Public Engagement and Central Support Services |
| Management responsibilities | Freelance Finance Administrator |
| Other significant working relationships | Internal: Heads of Service and Team Leads across GI; Senior Leadership Team  External: accountants |

**Overview**

This new role has been created to support the development of Central Support Services (CSS) and ensure its smooth day-to-day running. As GI has grown - in staff size, income and reach - we need to ensure that our systems and processes remain fit for purpose and are implemented consistently. This helps everyone: it enables our staff and volunteers to continue to deliver high quality services in a safe and compliant manner; and increases transparency so that our service users are confident in GI and their engagement is supported in the most appropriate manner.

The role will work very closely with another newly created role – Head of Operations – to support the Director of Public Engagement and Central Support Services (PECSS), which will become a more strategic, developmental role. Certain aspects of the division of the roles are expected to continue to evolve in the first few months, and ongoing liaison and a strong working relationship with the Director and Head of Operations will be necessary.

The size of GI, and the nature of the role, means that the postholder will be required to have a good working knowledge across the whole of the organisation. There will be a varied mix of activities, and the postholder will be expected to be hands on when required, as well as able to manage and delegate effectively to others.

You will be responsible for the ensuring GI’s budget is managed and monitored effectively, supporting colleagues to deliver their work in a timely manner. You will sit on the Management Group alongside other department heads, service managers, line managers and senior practitioners from across the organisation.

**Main Duties and Responsibilities**

Overall aim: The postholder is responsible for reviewing, improving, implementing and embedding appropriate finance systems and processes across the organisation to ensure that staff, volunteers and service users are adequately supported.

The range of responsibilities and duties of this role will include those listed below. Priorities may change in line with the development of the role, and other duties may be allocated from time to time. Training and support will be provided to ensure that all responsibilities can be met.

**Finance and Compliance**

* Oversee the annual budget setting and review and monitoring process. This involves supporting budget holders, creating templates, collating income and expenditure data, and providing timely reports for budget holders, Dir PECSS, SLT and the Board.
* Oversee grant and contract income. This involves reviewing and negotiating contracts/ terms and conditions; liaising with funders and commissioning bodies; monitoring income and cash flow; developing a 3 year forecast.
* Manage compliance with funder requirements, maintaining overview and communicating with colleagues to ensure they are aware of responsibility for timely and accurate reporting.
* Work closely with the fundraising team, providing financial information for grant giving applications and ensuring applications are targeted to meet identified organisational needs
* Manage the payroll process, checking and collating data from monthly timesheets and liaising with GI’s payroll provider. Create annual timesheets for all staff.
* Work with line managers and the Finance Administrator to allocate expenditure appropriately to multiple activities.
* Support GI budget holders and other staff to meet their financial responsibilities, developing tools and guidance as required
* Review all contracts received and liaise with partners to ensure terms and conditions are favourable to GI; where necessary create contract templates and issue contracts and sub-contracts.
* Manage tender processes for new services as required.
* Line manage finance staff as required (currently the Finance Administrator works on a freelance basis).
* Ensure compliance with Companies House and Charity Commission regulations, including managing the End of Year financial process and liaising with colleagues to ensure timely production of our Annual Trustee Report.

**General Requirements**

* To work independently, effectively and reliably to meet deadlines on a wide range of activities without supervision.
* To work with others to help achieve the organisational strategic goals and a positive working environment for all staff.
* To communicate effectively and in a timely and professional manner.
* 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.
* All staff may be asked to undertake other duties and responsibilities as appropriate, as determined by the CEO, on an occasional basis.

## 5. Person Specification

We recognise societal structures adversely affect people with marginalised identities / experiences and we are committed to building and supporting a diverse team.

If you feel you have the qualities to fulfil these specifications, but do not have formal qualifications, or feel less confident about your experience, we are keen for you to apply.

Please address each point in the person specification in turn, providing examples for each one. You are welcome to evidence any of the qualities outlined below through a variety of ways outside of paid work. This could, for example, be through organised volunteering roles; caring roles; informal community activity or any other route.

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| **ESSENTIAL** |
| **Abilities** |
| 1. Self-motivated, well organised and proactive. |
| 1. Ability to multi-task, work quickly and accurately, and remain calm and efficient under reasonable pressure |
| 1. Attention to detail and commitment to finishing work to a high standard |
| 1. Ability to find creative solutions to operational issues |
| 1. Ability to communicate financial information in an accessible way for a range of colleagues |
| **Skills** |
| 1. Effective decision-making skills, with the ability to prioritise complex tasks and implement strategic decisions |
| 1. Excellent interpersonal skills, both verbal and written |
| 1. Excellent Information and Communication Technology skills with competency in Office programmes such as Excel |
| **Experience** |
| 1. Budgeting and financial management for a small/medium sized organisation |
| 1. Managing multiple income streams and projects |
| 1. Experience of the voluntary sector, including compliance matters and SORP, ideally within a small charity |
| 1. Working knowledge of finance software such as Xero |
| **Knowledge** |
| 1. Finance qualification (at least Part Qualified accountant) and/or equivalent finance experience |
| 1. An in-depth understanding of trans identities, communities and gender diversity |

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| **DESIRABLE** |
| 1. Experience of working within an LGBTQ setting |

## 6. 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 October to 30th September.

**Location.** The GI office is near Kings Cross. Currently all staff are home-based but the expectation is that this role will be predominantly office-based, once this is deemed safe and practical.

**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 the hours will be spread over a minimum of 3 working days. Due to the responsibility for the monthly payroll, flexibility would be appreciated but is not essential.

**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.

**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.

**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.