Dear Candidate,

Thank you for your interest in the role of Director of Finance & Resources.

Anti-Slavery International is the world’s oldest human rights organisation. Our vision is freedom from slavery for everyone, everywhere, always.

We believe that modern slavery is a contemporary issue of the highest importance, and we are determined to work with others to make sure people can be free from slavery across the world. Over this past year we have argued hard that the pandemic has hit the poorest hardest, making more people vulnerable to slavery. Our work has never been more necessary. Our staff, supporters, members, and partners have helped us to navigate the challenges of the pandemic.

Anti-Slavery International is looking for an experienced Director of Finance & Resources who is passionate about ending slavery in the UK and around the world.

Anti-Slavery International is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age.

The Director of Finance & Resources will be a member of the senior management team of Anti-Slavery International, and play a crucial strategic part in leading all Finance, IT and HR related strategy and planning. They will work closely with the Board and Finance Committee.

The deadline for applications is midnight on 14 July 2022. Interviews will be held in the week of 19 July 2022.

Best wishes,

Jasmine O’Connor  
CEO
Job Description

Director of Finance & Resources

GRADE D

SALARY £54,915 - £65,000 per year

CONTRACT TYPE Permanent

HOURS Full Time

LOCATION Based in Stockwell, London with flexibility for hybrid working

DATE June 2022

CONTEXT

Our strategy commits us to working on four focus themes to drive systemic change and help end slavery for everyone everywhere:

- Child Slavery
- Responsible Business
- Trafficking
- Climate change and slavery

You can read more about us and how we work in the ‘About Us’ document on our recruiting webpage.

This role supports our work by ensuring that we have effective finance, HR, and admin systems in place, and deliver the appropriate support across the organisation. Teams should be supported to implement systems and the systems themselves should grow and develop in line with our ambitions.

MAIN TASKS

About the Role

The Director of Finance & Resources will be a member of the senior management team of Anti-Slavery International and play a crucial strategic part in leading all Finance, IT and HR related strategy and planning. They will work closely with the Board and Finance Committee.

The successful candidate will need to be hands-on and build up the finance and resources team to deliver effectively across the following areas – finance, business planning and budgeting, human resources, building management administration and IT.
Business performance, planning and budgeting (25%)
• Strategic development (25%)
• Financial Reporting (15%)
• Statutory Compliance (15%)
• HR, Administration, Building, health and safety and IT (20%)

The successful candidate will lead a team of 2.5 finance staff and 1.4 HR and administration staff and be supported by service level agreements in key areas such as IT and HR advice. They will play an active role in SMT and in leading the whole organisation.

The successful candidate will demonstrate a clear commitment to anti-racism, equality, diversity, and inclusion.

Expert Advice and Strategy Development
• Lead on the development and implementation of a multi-year finance strategy in collaboration with the Finance Committee, which is aligned with wider organisation strategy
• To develop Anti-Slavery’s people strategy in collaboration with the HR and Organisational Development Committee
• Advise the Senior Management Team, on financial policies and key financial decisions
• Represent SMT on the Finance Committee and the Human Resources and Organisational Development Committee
• Provide financial oversight on the design of all bids and contracts, ensuring compliance with relevant donor and procurement procedures
• Identify and implement cost saving opportunities to drive efficiency across the organisation

Financial Reporting, Budgeting and Forecasting
• Oversee and finalise the preparation of quarterly management reporting pack containing management accounts, forecasts and cash flow forecasts and Anti-Slavery International funding analysis for the management team and the Board
• Lead the annual budgeting process, working with relevant senior managers, SMT and the Finance Committee
• Oversee donor reporting procedures, with respect to all financial reporting requirements
• Support the fundraising team as required with respect to fundraising bids
• Lead the management of cash flow forecasts

**Statutory Compliance and Audit**
• Manage the annual audit ensuring it is completed and statutory accounts signed off within nine months of the financial year end and in good time for our AGM
• Responsible for all statutory filings, including Charity Commission Annual returns and Companies House annual returns
• Oversee the processing of payroll, ensuring all relevant PAYE and employer taxes are filed correctly
• Oversee the filing of all relevant VAT filings
• To ensure that our governance systems are fit for purpose and the Board, and its committees are effectively serviced

**Treasury Management and Exchange**
• Oversee the management of all funds and bank accounts, developing an investment policy for any surplus funds and monitoring charity and company reserves
• Expand and refine the foreign exchange management policy of Anti-Slavery International, minimising foreign exchange exposure and losses

**Finance and IT Systems**
• Oversee the development and ongoing improvement of Anti-Slavery International’s finance system
• Oversee the refinement of Anti-Slavery’s IT systems and needs, including ensuring effective data protection and cyber security measures are in place.
• Ensuring value for money from our IT service providers and retendering as required

**Human Resources**
• Ensuring that systems and polices are followed and developed to keep pace with legislative changes and best practice
• To oversee the contract with our HR provider, ensuring value for money
• To play a leading role, alongside other SMT members in nurturing a positive Anti-Slavery International culture
• To ensure our people are effectively developed, overseeing the annual appraisal process
• To oversee and develop our system of reward and renumeration  
• To act as SMT lead and maintain effective relations with the recognised Union Unison

**Building and Health and Safety**
• To ensure that there are effective systems in place to maintain health and safety in our freehold building  
• To ensure that there is a maintenance schedule in place and that issues are dealt with promptly  
• To ensure any tenants have up to date leases and are effectively looked after  
• To ensure the building is physically secure  
• To develop long term plans for the property
PERSON SPECIFICATION

Essential

- Qualified Accountant (ACCA, ACA, CIMA, CIPFA)
- Experience in the preparation, monitoring and reporting of budget and financial management information
- Experience in cash flow management and forecasting
- Excellent knowledge of accounting principles and best practice, and the preparation and audit of charity and company financial statements
- Experience of developing, delivering, and monitoring financial strategy
- Experience of providing financial expertise to Fundraising and Programmes departments, supporting on the financial aspects of applications, grant management, and grant reporting
- Awareness of company secretarial, legal and tax issues relating to companies and ideally charities
- Awareness of GDPR
- Excellent communication skills with the ability to present to a broad range of people internally and externally, including non-financial specialists
- Excellent leadership, interpersonal, teambuilding, management, and problem-solving skills
- Excellent analytical and interpretive ability
- Ability to maximise service level contracts and consultants to ensure the right expertise in areas where it doesn’t reside in house
- Substantial experience of management within a charity setting and at senior level
- A good people manager, with an ability to support staff members and make sure work is delivered effectively
- Experience of managing HR in a smaller organisation
- Appreciation of health and safety and staff wellbeing

Summary Terms and Conditions

- The position is based in Anti-Slavery’s office in Stockwell, London or vicinity with flexibility for hybrid working
- Annual leave entitlement is 30 days (on a pro rata basis initially) including 3 days that must be taken between Christmas and New Year
- There may be a requirement for some out-of-hours work, for which time in lieu is given
- We pay 6% into our recognised contribution pension with TPT Retirement Solutions, with a mandatory employee contribution of 2%
• The role is subject to a probationary period of 6 months
• We offer a range of employee benefits including an employee assistance programme and cycle to work scheme
• Unison is the recognised trade union
How to apply

This pack includes a job description, person specification and other background information. If you would like more information, please visit our website: www.antislavery.org

If you wish to apply for this position, please email a CV along with a supporting statement setting out why you want this role and explain how your skills and experience support your application. Candidates must have the right to work in the UK, please confirm in your covering letter if you have the right to work in the UK.

Please submit your application to jobs@antislavery.org using the reference Director of Finance & Resources in the subject line before midnight on 14 July 2022.

Please also complete the equal opportunities monitoring form at this link. The form is anonymous, and responses will be handled in strict confidence.

Interviews will be held in the week of 19 July 2022 either at our office in Stockwell or online.

We regret that it will not be possible for us to reply to candidates who have not been shortlisted for interview.

Candidates must have the right to work in the UK.
We particularly welcome and encourage applications from survivors of modern slavery, Black and Asian candidates and those from a diverse ethnic background, and disabled, LGBT and non-binary candidates.

We have a zero-tolerance policy on bribery and corruption, recognising that bribery is contrary to fundamental values of integrity, transparency and accountability and undermines organisational effectiveness.

We are committed to safeguarding the children and adults that our staff and representatives encounter, virtually and in-person. As such, candidates are required to commit to and uphold our organisational safeguarding principles, practice and procedures. These organisational policies include, but are not limited to, the Code of Conduct policy and Safeguarding policy. We maintain a strict zero-tolerance policy towards bullying, harassment, sexual exploitation or abuse, of any form, perpetrated by any representative of the organisation.

The purpose of this Code of Conduct is:

- To guarantee high standards of staff behaviour and integrity
- To safeguard our staff’s, interns’ and volunteers’ welfare and that of the external shareholders with whom we work or into contact
- To protect our reputation and interests

This role may require a DBS check for traveling to projects where there is access to vulnerable groups.

In accepting appointment, you undertake to regulate your conduct in line with the requirements of this code and to undergo any background checks that may be required.

As an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.