



Empowerment, healing and transformation for women moving on from violence

September 2024

Dear Applicant,

Women and Girls Network Application Pack for the role of Financial Controller (Female Applicants Only)

This pack includes information about WGN, the Financial Controller opportunity and the recruitment process for this position. Further information can be found by visiting www.wgn.org.uk/support-us/work-us.

If you would like to apply for this role, please return completed Application and Equal Opportunities Monitoring forms by emailing them to imogen.brown@altumconsulting.com by 9am on Friday 11 October 2024. Interviews are expected to take place in the week commencing 15th October 2024, however, please note that dates may be subject to change.

Please ensure you submit a completed Equal Opportunities Monitoring form. WGN is committed to actively promoting equal opportunities in all aspects of our work. To ensure that our selection procedures remain appropriate and fair, we ask all applicants to submit completed Equal Opportunities Monitoring forms. The information provided on this form is confidential, used for monitoring and not selection purposes.

Please note we will not consider:

- Late applications
- CVs
- Application Forms without a completed Equal Opportunities Monitoring Form

WGN has many people who wish to work with us, so if your application is not shortlisted for interview we hope you will understand why, as a charity with limited resources, we are unable to offer feedback. If you do not hear from us again within two weeks of the date when receipt of your application is confirmed, please assume that your application has not been successful on this occasion.

To receive regular information about WGN's services, news and future employment and volunteer opportunities please visit www.wgn.org.uk to sign up for our newsletter or to follow us on social media.

This post is subject to satisfactory references and a DBS check.

Thank you again for your interest in WGN and our work. We look forward to receiving your application.

Yours sincerely,

Mehreen Mir
Director of Finance and Resources



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Women and Girls Network Information for Applicants

Women and Girls Network (WGN) is a pan-London charity which supports women and girls affected by all forms of gender-based violence. WGN's services are aimed at providing a holistic, integrated healing journey that involves the diverse aspects of self: body, mind and spirit. WGN promotes total and sustainable recovery, supporting women who have survived so they can thrive.

Established 1987 WGN celebrated her 30th birthday in 2017.

WGN is proud to be a member of the London Violence Against Women and Girls (VAWG) Consortium (Ascent), Angelou Partnership, EAWW Coalition and various other partnerships.

Further information about WGN can be found by visiting www.wgn.org.uk where you can also sign up to receive our regular newsletter or follow us on social media.

WGN Services

Advice

The Advice Service provides information, advice, advocacy and casework support for women and girls (age 14+) affected by gender-based violence. WGN's Advice Line also offers consultation and support for professionals working with cases involving gender-based violence.

Counselling

The Counselling Service is provided to women and girls who have experienced any form of gender-based violence. Services are divided into different projects offered in various London boroughs.

Group Work

The Group Work Service provides a range of groups for women across London.

Independent Sexual Violence Advocate (ISVA) Service

The ISVA Service supports women who have experienced any form of recent or historic sexual violence, including support going through the criminal justice system.

The London Survivors Gateway for Sexual Violence Services

WGN lead the London Survivors Gateway, a collaboration between the four London Rape Crisis Centres, SurvivorsUK, Galop, Respond and the Havens. The Gateway provides tailored advice and support on accessing the most suitable services for survivors of sexual violence and abuse in London.



Sexual Violence Helpline

The Sexual Violence Helpline provides emotional and practical support and advice to women and girls who have experienced recent or historic sexual violence. Advice and support is also provided to those supporting women or girls affected by sexual violence.

Training

The Training service provides specialist (including accredited) courses for professionals. The Training Team also offers bespoke courses, Expert Led Seminars and workshops.

West London Rape Crisis Centre (WLRCC)

The WLRCC provides counselling and support for women and girls who have experienced any form of recent or historic sexual violence. Part of Rape Crisis London this service is provided in Brent, Ealing, Hammersmith & Fulham, Harrow, Hillingdon and Hounslow.

Young Women's Service

The Young Women's Service works with young women (11-25 years) who have experienced are at risk of or vulnerable to sexual violence and / or sexual exploitation including those involved in gangs. The service runs support groups and workshops for young women in West London.



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Financial Controller (Female Applicants Only)

Salary range £53,000 - £57,000 per annum | 35 hours per week | Permanent

Hybrid working pattern (2 days in the office)

Women and Girls Network (WGN) was established in 1987 and has spent over 30 years supporting women and girls across London affected by gendered violence. This includes childhood sexual abuse, domestic violence, rape, prostitution (including trafficking and sexual exploitation), female genital mutilation (FGM), and so-called 'honour' based crimes such as forced marriage.

Our goal is to promote, preserve, and restore the mental health and wellbeing of women and girls, to empower them to make a total and sustainable recovery from the experiences of violence. VAWG crimes, which include domestic abuse, rape, sexual assault, stalking, and harassment, accounted for 20% of total police recorded crime in England and Wales between 2022 and 2023. Do you want to make a difference? If so, read on.

We are excited to be advertising this newly created role as part of WGN's growth. This role will be the lead on the finance function. Reporting into the Director of Finance and Resources, the role works closely with stakeholders across the organisation including executive leadership, with a specific focus on working closely with the Director and external auditors. The role will have two direct reports – Finance Business Partner and Senior Finance Officer. This is a hands-on role and will have full responsibility for the finance function on a day to day and medium-term basis. The Financial Controller is to lead on all financial systems set up and upgrades.

Although the organisation is well established, this is a growing sector, and the organisation has gone through rapid change over the past few years and is therefore offering the right candidate a great opportunity to deliver change and make a real difference to WGN's staff and clients.

Role Responsibilities:

- Responsible for the management and development of the Finance Business Partner and Senior Finance Officer.
- Preparing the year-end statutory accounts and liaising with external auditors.
- Responsible for ensuring that all financial controls are implemented and adhered to within the organisation, in accordance with company policies and procedures.
- Supporting non-finance colleagues and stakeholders in understanding all requirements related to the funding agreements.
- Leading the month-end process with the support of the Finance Business Partner and the Senior Finance Officer.
- Leading on all financial systems set up and upgrades.
- Ensuring that all restricted funds are used in accordance with the funding agreements.
- Responsible for treasury and investment management across the organisation.
- Ensuring all payroll payments are made on time.
- Leading the procurement function across the organisation.

If you are someone who has strong financial reporting, budget setting, and year end processing skills, with a keen eye on details and drive to facilitate change and enhance the finance function this role would be for you.

The ideal candidate will:

- Have experience in working with the charity sector in a similar role for at least two years.



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- Work well with non-finance colleagues and trustees in delivering key financial reports in an easy-to-understand manner.
- Be a qualified accountant.
- Be comfortable working in a hands-on environment

A commitment to WGN's goals is key requirement, as well as a pro-active and collaborative working approach.

Employee benefits are competitive for our sector and size and can be found on our website or can be requested from the HR team by emailing recruitment@wgn.org.uk.

We welcome and encourage applications from women of all backgrounds. We particularly welcome applications from Black, Asian, Minority and Ethnic communities.

Altum Consulting are managing the recruitment process on behalf of WGN so please apply now or contact Imogen Brown on imogen.brown@altumconsulting.com to speak in more detail about the role.

You will be required to complete an application form and Equal Opportunities Monitoring form. Please visit www.wgn.org.uk/support-us/work-with-us to download an application pack.

The deadline for applications is 9am on 11th October 2024. Interviews are expected to take place in the week commencing 15th October, however, please note this may be subject to change and could be sooner. Interviews are likely to take place remotely.

This post is subject to satisfactory references, DBS check, and social media check.
WGN is an equal opportunities employer.

The above post is exempt under the Equality Act 2010, Schedule 9, Part 1



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Financial Controller - Job Description

Job title	Financial Controller (Female Applicants Only)
Team	Finance
Reporting to	Director of Finance and Resources
Location	Hybrid working from home and WGN head office based in Vauxhall
Working hours	Full-time (35 hours / 5 days per week)
Contract type	Permanent
Salary Range	£53,000 - £57,000 per annum

Women and Girls Network (WGN)

Women and Girls Network (WGN) is a pan-London charity which supports women and girls affected by all forms of gender-based violence. WGN's services provide a holistic, integrated healing journey which promotes total, sustainable recovery, supporting women and girls who have survived so they can thrive.

Overall Purpose

The Financial Controller will be responsible for WGN's Finance function and will provide support to the Director of Finance and Resources on ongoing strategy and financial planning for the 3-year plan.

Drive excellence across the finance team; work to deadlines to enable timely and meaningful internal financial reporting; lead on the year end and mid-year external audits, ensuring the relationship with the external auditors is effectively managed.

Lead on procurement, providing a strategic framework of best practice and cost efficiency across the charity; and lead the strategic oversight of the organisation's cash flow and any investments.

Maintain good relationships with all internal and external stakeholders. Challenge and lead the current finance function process and procedures relating to regulatory and best practice and keep up to date with the financial landscape in the sector.

The Financial Controller will lead a team comprising of a Finance Business Partner and Senior Finance Officer. As the charity grows, further Business Partners may be recruited as needed.

This job description is accurate as at the date shown below. It does not form part of contractual terms and may be varied to reflect or anticipate changes in or to the role.



Key Activities

Team & line management

- Manage, motivate, and support the professional development of all direct reports
- Develop criteria to measure and drive performance and celebrate success
- Develop a good working relationship with Finance colleagues and wider Operations teams, fostering a collaborative working approach.
- Provide support and guidance to the finance team and be hands-on when needed due to workload or absences.

Financial controls

- Proactively ensure the charity's financial control framework is robust and forward-looking.
- Undertake an annual review of the controls, with the Director of Finance and Resources, to supplement the external audit and to provide assurance to the Finance Committee that financial controls are robust across the group.
- Create and continually strengthen processes which limit and mitigate the risks of fraud across the organisation.
- Ensure that financial procedures are being adhered to across the organisation.
- Approve all recruitment before being advertised to ensure that the funding is available for each post. Work closely with the Finance Business Partner to ensure they are checking relevant funding before roles are filled.
- Foster a culture continuous improvement across finance function to ensure the timelessness and accuracy of financial information both internally and to external funders.

Funds management

- Provide an analytical framework to ensure each restricted fund is used in accordance with the terms of the funding agreement in place.
- Support non-finance colleagues in understanding the internal policies and statutory requirements for each funding agreements.
- Review fund balances regularly with the Finance Business Partner.
- Support the charity to maximise the efficient use of all funding and donations.

Treasury and investment management

- Lead the oversight of the organisation's cash flow and investments to support the organisation's financial strategy and decision-making with the Director of Finance & Resources.
- Ensure that cash flow for the charity is monitored, reported and forecasted to the Director of Finance & Resources.
- Recommend when funds need to be moved to/from the deposit accounts.



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- Ensure the balances held in cash/investments by general, designated and restricted funds are in line with internal policies and statutory requirements
- Maintain good working relationships with the bank and any advisors.

Financial internal reporting and payments

- Lead on month end processing with the support of the Finance Officer and Finance Business Partner/s.
- Ensure all payments for payroll and suppliers are made on time.
- Ensure all partner payments and funding income are reviewed monthly with the Finance Business Partner.
- Be responsible for management reporting on a monthly and quarterly basis, reporting to the Director of Finance and Resources, including the income expenditure, re-forecasted positions, cash flow and balance sheet.
- Lead on organisational financial KPIs to be part of the management reporting.

Statutory reporting

- To prepare for the year-end statutory external audit to ensure preparation meets all financial regulations.
- Work with colleagues on the preparation of the annual trustees' report and to ensure it covers all relevant regulations.
- Lead on all aspects of the annual audit, to ensure an unqualified audit report including third party returns from trustees.
- Ensure all Companies House and Charity Commission submissions are met and our records with regulators are kept up to date. As well as communicate changes to the relevant stakeholders including the finance team and executive leadership.

Procurement

- Lead on the procurement function and provide a strategic framework of best practice and cost efficiency across the charity.
- Develop and regularly review the charity's procurement policy and guidance for all staff.

Key Relationships to be maintained:

- Funders (with the Finance Business partner and CEO's)
- CEOs and Directors
- External Auditors
- External Payroll providers (with the Senior Finance Officer)
- Financial and payroll software providers (with the Senior Finance Officer)

Other key duties:

- Support the Director of Finance & Resources and CEO's on ad hoc costings and projects.



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- Work closely with the Operations teams, particularly the HR Manager, to ensure collaborative working and driving efficiencies.
- Review financial systems on a yearly basis to ensure fit for purpose and ensure lead on the implementation or upgrade of the system.
- Support with Risk Register update on a quarterly basis.
- Keep up to date with changes in the sector and financial regulations.
- Ensure the timely and accurate processing of payroll each month with the Finance Officer.
- To work collaboratively with the finance team to ensure gaps are covered within the team for short term absences and annual leave.

Please note that this list is indicative of the key responsibilities and duties and areas of responsibility for this role but is by no means exhaustive. WGN is a solution-focused organisation and a 'can do' attitude and flexibility to take on other related tasks is essential.

Variation Clause

WGN reserves the right, following full and reasonable consultation with the team members concerned, to vary, add or alter the terms and conditions of employment.

Flexibility Clause

In order to deliver services effectively, a degree of flexibility is required, and the post holder may be required to perform work not specifically outlined above and / or outside of specified working hours, including occasional evenings and weekends. Overtime will not be paid; TOIL will be accrued for hours worked and staff will be supported to take that time.

Exemption

Due to the nature of the role, we will only accept applications from female candidates. Exempt under the Equality Act 2010, Schedule 9, Part 1.

Financial Controller – Person Specification

Knowledge, Expertise and Experience	
Experience of working within the non-profit/charity sector (minimum 4 years')	Essential
4 years' experience in a similar role	Essential
Experience of managing third party relationships such as funders	Essential
Qualified accountant with a recognised professional body (e.g. ACA, ACCA or CIMA)	Essential
Experience of financial software (including implementation)	Essential
Understanding of SORP	Essential
Skills, Abilities and Behaviours	
Proactive with good attention to detail and the ability work as a part of a team/collaboratively	Essential
Good communication skills (all forms of communication)	Essential
Advanced Microsoft Excel skills	Essential
Able to demonstrate a respect for all stakeholders	Essential
Ability to prepare accurate, relevant and clearly presented financial information	Essential
Strong organisational skills and efficient time management, ability to manage multiple tasks and priorities	Essential
Producing management accounts and liaising with budget holders on financial performance	Essential
Ability to understand complex processes and design and implement improvements	Essential
Ability to respond effectively to changing priorities	Essential
Others	
Commitment to work in accordance with WGN's ethos, values and policies and ability to make a positive contribution to the charity.	Essential
Understand the impact of, and issues facing women and girls overcoming experiences of gender-based violence.	Desirable