



## Finance and Compliance Manager

**Salary:** £32,000 - £37,000 p.a.

**Hours:** 37.5 per week.

**Location:** Women's Equality Party Central Office, Brixton, London

**Duration:** Permanent post with a six-month probation period.

**Line Manager:** Chief Operating Officer

**Line Management Responsibilities:** Administration Officer

**Key Relationships:** The Party Treasurer, Company Directors, Chief of Staff, All Managers and Heads of departments, Branch Treasurers.

### Job Description

The Finance and Compliance Manager will report to the Chief Operating Officer (COO). They will work at a senior level to ensure the effective management of the Party's finances and will have lead responsibility for the Party's compliance with electoral law and other regulations. This will involve working with central office staff, Party officers, including Branch Officers and suppliers to enable and ensure their actions in relation to the Party are compliant. The Finance and Compliance Manager will also oversee central office management, including systems and processes and will line manage the Administration Officer.

### Responsibilities

#### 1. Compliance

- i. Keep up to date with, and understand, relevant laws and regulations
- ii. Monitor compliance with laws, regulations and internal policies and report back to business functions on current risk and compliance performance.
- iii. Set up robust and effective compliance controls within the organisation and update based on learning
- iv. Investigate irregularities and non-compliance issues and respond to or make recommendations and escalate areas of concern
- v. Educate employees, officers and suppliers on the regulations as well as the impact on the organisation of non-compliance to build a culture of compliance

- vi. Prepare internal information in response to regulatory requests
- vii. Oversee compliance with GDPR for finance and operations data and records

## **2. Financial Management and Reports**

- i. Maintain the Party's accounts on Xero (or another accounting software) and produce quarterly management accounts for Executive Committee with supporting information and forecasts as requested
- ii. Ensure effective bookkeeping, manage the keeping of records of all invoices submitted and received, and the reconciliation of cash reports with bank and accounting records
- iii. Support Treasurer to file accurate and compliant VAT returns, quarterly donation reports, weekly pre-poll reports and campaign expenditure returns on time.
- iv. Support the production of annual audited accounts and returns
- v. Maintain effective financial procedures and ensure documentation of financial procedures is up to date
- vi. Process monthly payroll and pension payments

## **3. Business planning and budget management**

- i. Support the development of annual budget based on strategic priorities, trends and projections and assist the COO in developing a business plan to maintain the financial health and sustainability of the organisation
- ii. Analyse income and expenditure and the organisation's performance against business plan and report to the Executive Committee and Steering Committee as required
- iii. Provide financial reports and interpret financial information to managerial staff while recommending further courses of action
- iv. Conduct reviews and evaluations for cost-reduction opportunities and create a culture of value for money
- v. Support the management of the Finance and Operations Department, including setting goals and objectives, developing and implementing financial policies and procedures, and liaising with other departments

## **4. Relationship management**

- i. Be the first point of contact for the Electoral Commission, Companies House and the appointed auditors
- ii. Manage effective relationships with suppliers and contractors to ensure effective service delivery and risk management

- iii. Train and support local Treasurers and branches in finance and compliance to support financial independence, elections and fundraising
- iv. Support heads of departments to build budgets, manage income and expenditure and monitor spend
- v. Work closely with the membership team to ensure proper reconciliation of finance and membership records and compliance with GDPR

## **5. Office and Personnel Management**

- i. Manage staff and volunteers, according to the organisation's procedures, providing direction and support to ensure that they carry out their tasks effectively
- ii. Effective performance management of the Administration Officer through regular supervision and annual appraisals
- iii. Manage the development and implementation of new administrative systems, such as record management, to ensure the efficient running of the office
- iv. Review central costs, contracts and suppliers and identify cost-saving opportunities
- v. Ensure the condition of the office is maintained and necessary repairs are organised, as well as managing the office layout and office supplies
- vi. Review and update health and safety policies and ensure they're observed
- vii. Support senior management in the development and implementation of human resource frameworks and policies

## **Person Specification**

### **Essential**

- Experience in finance management and bookkeeping, accountancy or business
- Strong IT skills and in-depth knowledge of Excel and Xero (or other accounting software)
- Experience managing VAT and PAYE
- Experience of accounts preparation to audit standard
- Knowledge of electoral, company and employment law and experience of completing electoral returns or proven ability to quickly acquire this.
- Critical problem-solving ability, strong attention to detail and an investigative nature
- Ability to analyse and interpret information quickly and make rational decisions and communicate clear recommendations
- Project management skills, and the ability to juggle several projects at once

- A passion for financial issues and contexts combined with an affinity for rules and regulations
- Negotiation skills and the ability to lead, motivate and influence others
- Willingness to undertake training and to develop new skills in response to the organisation's changing needs
- Excellent communication, organisational and time management skills
- Commitment to women's equality and sympathetic to the aims and values of the Women's Equality Party

### Desirable

- A proven track record of managing individuals within a similar sized team
- A qualification in bookkeeping

### Type of employment

The position is offered on a full-time, continuous basis and is subject to a six-month probationary period. The normal working hours of this post will be 37.5 per week, at times to be agreed with the Chief Operating Officer.

The post is based in our Brixton, London offices. Flexible homeworking can be arranged in agreement with the Chief Operating Officer. Unfortunately, our current offices are not wheelchair accessible.

The nature of this post means that there will be a need at times for the post holder to be available outside of normal office hours and at other locations, including but not limited to the offices of the party.

### To apply for this role, please submit to us:

- an up-to-date CV,
- a covering statement addressing the requirements of the person specification,
- an equal opportunity monitoring form (optional)

Please email applications to [apply@womensequality.org.uk](mailto:apply@womensequality.org.uk) by no later than midnight on 11<sup>th</sup> August. Interviews are planned for 15<sup>th</sup>, 16<sup>th</sup> and 22<sup>nd</sup> August.

The Women's Equality Party values equality and diversity, and welcomes applications from candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. In relation to this post we particularly welcome applications from BAME candidates as these communities are under-represented within WEP at this level.