



## **JOB DESCRIPTION for a Director of Finance and Operations at the WOMEN'S EQUALITY PARTY**

### **Introduction**

The Women's Equality Party (WE) is seeking an experienced senior manager for the position of Director of Finance and Operations to help lead the party into its next phase. Following the party's success in its first ever elections in May 2016 - where WE gained more than 350,000 votes across the UK and one in twenty of votes cast for Mayor of London - we are looking to expand our reach ahead of the next elections and accelerate progress towards women's equality.

The Director of Finance and Operations will be the Party Treasurer, responsible for the party's compliance with electoral law. They will also have responsibility for managing the budget, cash and payments, as well as overseeing HR, Legals, Facilities and fundraising for the party's ongoing development. This is a senior position and we are looking for an experienced senior professional, with the ability to think creatively about financial management and the operations of a growing political party.

### **Background**

WE are the fastest growing political party in the UK, having been established in spring 2015 by Catherine Mayer and Sandi Toksvig. WE are working towards a society in which women enjoy the same rights and opportunities as men.

Gender equality means better politics, a more vibrant economy, a workforce that draws on the talents of the whole population and a society at ease with itself. Our strategy is straightforward: to win seats and influence, and in so doing put women's equality where it belongs, at the top of the agenda. The party's ongoing and sustainable development is key to achieving these aims.

### **Job Description**

The Director of Finance and Operations will be responsible for developing, implementing and managing systems and processes to maximise our operational and financial resources. Ideally, we are looking for an individual with extensive financial and operational experience in a political party, SME or NGO, who has demonstrable experience of legal and company secretary responsibilities and the ability to ensure our fundraising and development are maximised.

The Director of Finance and Operations will:

- ensure the Party's compliance with the requirements of the Political Parties, Elections and Referendums Act (2000);
- manage the party's budget, accounts, cash and payments;
- oversee HR and fulfilment of legal requirements;
- oversee the development and growth of a major donor and membership pipeline to support the party's strategic ambitions over the next four years.



The successful candidate will demonstrate excellent leadership and management skills, and the credibility to manage relationships at the highest level. This is a unique opportunity for a talented senior professional to expand their remit and support the wider operations of a company and its growth.

The Director of Finance and Operations leads the Finance and Development teams, which consists of the Head of Fundraising and Development and the Admin and Finance Officer. The Director of Finance and Operations reports to the Chief of Staff and will be a Director of the Company.

**Key responsibilities:**

- Improve the operational systems, i.e. finance, HR, fundraising, member retention and growth, IT, Facilities, Legal, —specifically, support better management reporting, information flow and management, business process and organizational planning;
- Support the Party to be effective, efficient and economical, to comply with regulatory and legal requirements and to appropriately manage operational risk without stifling our need to be flexible and responsive to the political climate;
- Oversee daily operations and make adjustments as necessary;
- Lead HR—both the legals and cultural work;
- Establish policies that promote organisational culture and vision;
- Play a significant role in long-term planning;
- Lead employees to encourage maximum performance and dedication;
- Manage the overall risk profile, ensuring that risks are managed and mitigated;
- Manage relationships with partners/suppliers;
- Measure effectiveness and efficiency of internal and external operations and find ways to improve and reduce processes;
- Develop and implement growth strategies;
- Provide mentoring/ coaching to staff;
- Motivate staff to meet or surpass organisational goals;
- Promote communication between staff for the benefit of information flow and to curb any problems that arise;
- Support the Chief of staff in ensuring effective Board Governance. This includes company secretarial duties, taking Board minutes and managing associated actions.

The Finance and Operations Director will deliver against the following three main areas:

1. **Party Treasurer**, responsible for the party's compliance with the requirements of the Political Parties, Elections and Referendums Act 2000 ('the Act').
2. **Finance Director and Company Secretary**, responsible for:
  - preparation of monthly financial reports and management accounts;
  - preparation of the annual consolidated accounts;
  - cash management and all payments in partnership with the Admin and Finance Officer;
  - preparation of all budgets;
  - Company Secretary's functions;
  - the financial framework of the party's local branches.



3. **Director of Operations** role, responsible for:

- HR, in partnership with the Chief of Staff, including recruitment, consultancy contracts, policies, Board reporting, managing payroll and ensuring compliance with employment law;
- the central legal functions of the party, including consultancy and supplier contracts, volunteering and other agreements and facilities management;
- overseeing party development, in partnership with the Head of Fundraising and Development and Members and Supporters Officer, including member recruitment; renewal systems; fundraising strategy and merchandising;
- databases, back office functions and IT Infrastructure.

**GROSS SALARY**

Up to £53k, commensurate with experience.

**START DATE**

ASAP.

**TYPE OF EMPLOYMENT**

The position offered is full time, and will be permanent subject to a four-month trial period. The normal working hours of this post will be 37.5 per week, at times to be agreed with the Chief of Staff.

This post is not suitable for those wishing to work part time on a job share basis.

The post is based in our London offices; flexible home-working time can however be arranged in agreement with the Chief of Staff.

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

**Candidate specification**

- Previous experience in Finance and Operational management in an SME environment essential, including legal and company secretary responsibilities;
- Experience of managing operations essential (including legal aspects of employment and IT infrastructure);
- Sound knowledge of UK accounting rules, payroll, cash management, financial budgeting, monitoring and reporting essential;
- Understanding of organisational functions such as HR, Finance, IT, membership, marketing etc.;
- A thorough understanding of financial compliance within political parties welcome;
- Experience of negotiating legal contracts essential;
- Knowledge of membership acquisition and retention;
- Experience of fundraising strategies;
- Working experience of an E-commerce environment welcome;
- Demonstrable competency in operational planning;
- Outstanding organizational and leadership abilities, including managing teams and major projects or initiatives;
- Willingness to develop new skills in response to the team's changing needs.
- Excellent interpersonal skills and a collaborative management style;
- Aptitude in decision-making and problem-solving;
- Persuasive with details, facts and ideas;



- Excels at operating in a fast-paced environment;
- High comfort level working in a diverse environment;
- Able to delegate effectively;
- Working knowledge of IT/Business infrastructure and MS Office;
- Commitment to equal opportunities and sympathetic to the aims and values of the Women's Equality Party and agreement to abide at all times by the WE code set out in our constitution.

**A successful candidate will be expected to have experience and knowledge of most of the following:**

- Financial and cash flow modelling
- Financial analysis
- Fundraising
- Membership strategies and retention
- Legal Compliance
- Risk Management
- Budgeting Experience
- Operational Planning
- Accounting Knowledge
- Customer Service
- Logistics Knowledge
- IT Knowledge
- Problem Solving
- Critical Thinking
- Leadership
- Crisis Management

**Skills and attributes:**

- Effective leadership, interpersonal and communication skills;
- The ability to find ways of solving or pre-empting problems;
- Team worker, able to delegate as well as take ownership;
- Deadline-focused, with a no nonsense, 'get things done' approach;
- Organised, methodical, thorough, with an eye for details;
- Able to plan for both short term and long term;
- Exceptional Oral and Written Communication Skills.

**Application Process**

Please submit applications to [eleonor.bull@womensequality.org.uk](mailto:eleonor.bull@womensequality.org.uk) and title your email: application for DFO role.

Your application should include an up to date CV and cover letter including your current salary. The completion of the Equal Opportunities form is optional.

**Closing date for applications: 30<sup>th</sup> January 2017**

**Interviews: 8<sup>th</sup> February 2017**