



## Women's Equality Party

**Job title:** Finance and Operations Manager

**Responsible to:** Chief Operating Officer

**Start date:** ASAP

**Hours:** Full-time 37.5 hours per week

**Salary:** £30-35,000 p.a. depending on experience, plus pension scheme, 25 days of annual leave exc. bank holidays

**Location:** [Women's Equality Party Central Office, Brixton, London](#)

The **Women's Equality Party** is a collaborative force in British politics uniting people of all ages, backgrounds, ethnicities, abilities, genders and beliefs in the shared determination to see women enjoy the same rights and opportunities as men – so all can flourish. WE challenge other parties through our campaigns and policy proposals as well as at the ballot box.

The **Finance and Operations Manager** will report to the Chief Operating Officer and will work 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 the Party Treasurer, central office staff, other Party officers and suppliers to ensure their actions in relation to the Party are compliant with the law. The Finance and Operations Manager will also oversee central office management, including facilities, systems and processes and will line manage the Administration Officer. Transaction processing is an essential part of this but the position has enormous potential for variety, challenge and career development for the right person.

WE are looking for an enthusiastic, reliable and hardworking individual with both a financial and administrative background. The successful candidate will have a passion for financial management and administration combined with an affinity for rules and regulations, and either experience of managing finances or compliance within a political party or a proven ability to quickly acquire the required knowledge. Our preferred candidate will have experience in using and maintaining Xero or an equivalent accounting software, strong attention to detail, ability to work under pressure and an investigative nature. In addition, they will be adaptable, able to work within the unpredictable environment of UK politics, committed to equality and excited by the prospect of changing British politics.

The Women's Equality Party is dedicated to achieving equality for all and our feminism is intersectional. We are committed to recruiting, retaining and developing a workforce that represents the diverse communities that we serve, although unfortunately our current offices are not wheelchair accessible.

## **Job Description**

### **Finance**

- ☐ Maintain the Party's finances and accounts on Xero, including:
  - ☐ Purchase ledger
  - ☐ Income processing
  - ☐ Reconciliations
  - ☐ Month End
  - ☐ Cash/Bank reconciliation and reports
- ☐ Produce financial reports as requested, for the COO and Executive Committee with supporting information and forecasts as required
- ☐ Liaise with external accounting services and support the production of quarterly management accounts for Executive Board
- ☐ Support Treasurer to file accurate and compliant VAT returns, quarterly donation reports, weekly pre-poll reports and campaign spending returns on time
- ☐ Maintain effective financial procedures and support the production of annual audited accounts and returns
- ☐ Support Department Heads to set and manage their budgets
- ☐ Manage payment systems, including GoCardless, Stripe and Paypal
- ☐ Work closely with the membership team to ensure proper reconciliation of finance and membership records and compliance with GDPR
- ☐ 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
- ☐ Support Branch Treasurers to manage branch finances and submit quarterly returns to Central Office
- ☐ Assist with online fundraising tools

### **Compliance**

- ☐ Monitor and maintain systems for ensuring compliance with laws, regulations and internal policies and report back to business functions on current risk and compliance performance
- ☐ Train and support local Treasurers and branches in compliance to support financial independence, elections and fundraising
- ☐ Prepare internal information in response to regulatory requests
- ☐ Oversee organisational compliance with GDPR for finance and operations data and oversee the collection of data and data protection controls across all areas and systems
- ☐ Oversee and coordinate Risk Register reporting and review to the Executive Committee

❑ **Office Management**

- ❑ Manage effective relationships with suppliers and contractors to ensure effective service delivery and risk management
- ❑ Manage staff and volunteers including effective performance management of the Administration Officer through regular supervision and annual appraisals
- ❑ Manage the development and implementation of new administrative systems, such as record management, to ensure the efficient running of the office
- ❑ Conduct reviews and evaluations of contracts and suppliers and identify cost-saving opportunities
- ❑ Ensure the condition of the office is maintained and necessary repairs are arranged, as well as managing the office layout and office supplies, insurance policies and health and safety policies and practices
- ❑ Managing the relationship with our outsourced IT provider to ensure requirements are met and that the servicing and maintenance of our IT is up to date
- ❑ Support the recruitment and induction processes, including setting up new starters and facilitating leavers
- ❑ Ensure maintenance of contracts and assets register

**PERSON SPECIFICATION – QUALIFICATIONS AND EXPERIENCE**

**Essential**

- A. Experience in bookkeeping and accounts payable activities with at least some experience in financial management and production of reports
- B. Strong IT skills including proficiency in an accounting software programme, ideally Xero and comfortable in utilising CRMs
- C. Knowledge of electoral and company law and regulations or proven ability to quickly acquire this
- D. Organised, methodical and thorough, with an eye for detail
- E. Ability to analyse and interpret information quickly and effectively communicate clear recommendations and rationale
- F. Effective people skills; ability to connect quickly and effectively with people inside and outside the party to achieve maximum results and win over support
- G. Self-motivating; able to prioritise workload and manage multiple projects to meet deadlines; capacity to recalibrate at short notice
- H. Team worker, able to delegate and take control, as well as listen to and value others' contributions
- I. Ability to manage staff and volunteers
- J. 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.
- K. Flexibility and the ability to manage time effectively whilst juggling multiple tasks

**Desirable**

- L. Experience of managing finances and/or compliance in a political party
- M. Experience of managing VAT and PAYE
- N. Experience of completing electoral returns
- O. Experience of line management

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

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

Please email applications to [apply@womensequality.org.uk](mailto:apply@womensequality.org.uk) by no later than **9am on 2<sup>nd</sup> December 2019**.

**Interviews will be held on 6th or 10th December**

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.

**TERMS****GROSS SALARY**

£30,000 - £35,000 p.a. (depending on experience) paid in arrears on 25th of each month or on the first working day thereafter.

**TYPE OF EMPLOYMENT**

The position is offered on a full-time permanent basis. The normal working hours of this post will be 37.5 hours per week, at times to be agreed with the Chief Operating Officer, but key to this role is flexibility as political and campaigning priorities can change; working hours will of necessity be varied and flexible. It may require some weekend and evening working.

The post is based in our London offices. However, the nature of this post means that there will be a need at times for the post holder to be available at particular locations including but not limited to the offices of the party.

Please note that unfortunately our current offices are not wheelchair accessible and access may prove challenging for anyone with mobility issues. Please contact the office if you require more information. All candidates must be eligible to work in the UK.

