

LIBERTY

RECRUITMENT PACK: HEAD OF FINANCE – 3-4 days a week

Liberty is an independent membership organisation. We challenge injustice, defend freedom and campaign to make sure everyone in the UK is treated fairly.

We are campaigners, lawyers and policy experts who work together to protect rights and hold the powerful to account. We empower others to defend their own rights and the rights of their family, friends, and communities.

Our principles are guided by evidence and expertise – not political agenda, profit, or popular opinion. We are not afraid to speak uncomfortable truths or confront intolerance and abuse of power wherever we find it.

Together we've been making the UK a fairer, more equal place since 1934. Our Finance team supports everyone in the organisation to ensure that staff and suppliers are paid on time, that we provide timely and accurate financial information, and we abide by internal controls and external regulation.

POSITION DESCRIPTION	
POSITION TITLE:	Head of Finance
POSITION REPORTS TO:	Finance & Operations Director
SALARY:	T Scale (£45,955 - £53,530 pro rata)
EMPLOYMENT STATUS:	Permanent
HOURS:	21-28 hours per week (3-4 days per week). Must work Wednesday (Liberty core day) and two of Monday, Tuesday and Thursday due to prior staff commitments.
LOCATION:	Westminster, London1
START DATE:	On or after the 1st September 2021
CLOSING DATE FOR APPLICATIONS:	12noon Thursday 29 July 2021
INTERVIEW DATES:	First Round: Week commencing 09 August 2021 Second Round: Week commencing 16 August 2021

ROLE PURPOSE

An exciting new leadership role has been created at Liberty in what promises to be a pivotal year for human rights and civil liberties in the UK as we come out of the pandemic. The primary remit of this role is to manage our finance function.

Working closely with the Finance & Operations Director, the Head of Finance will be responsible for delivering on our finance and managerial workplan in line with anti-oppressive values and to ensure controls, policies and procedures are in place.

¹ Given the current Covid-19 crisis we have plans in place to complete the recruitment and onboarding process remotely. Candidates selected for interview will be able to discuss any specific requirements related to remote recruitment when contacted about the role.

The Head of Finance will lead a team of two Finance Officers and be responsible for the day-to-day smooth running of Liberty's financial processes.

This is an exciting role and a great opportunity to lead a financial team in one of the UK's oldest and most effective human rights campaigning organisations.

KEY RESPONSIBILITIES

Financial systems

- Delivery of high-quality long term financial plans for Liberty.
- Take personal responsibility for budget preparation and regular forecasting of expenditure and income.
- Oversee the audit and delivery of accurate year end accounts for Liberty and the Civil Liberties Trust and liaise with external auditors during the accounts process and ad-hoc during the year for technical accounting support.
- Oversee the delivery of accurate and informative management accounts.
- Oversee timely and accurate preparation of the payroll.
- Oversee preparation of VAT returns and compliance with all relevant submission deadlines.

Financial controls

- Working with the Head of Legal Casework, ensure compliance with Solicitors Regulatory Authority Accounts Rules.
- Review and develop further financial controls.
- Ensure application of financial procedures and controls.
- Producing and updating the Liberty Finance Manual.
- Ensure that Liberty's finance team operates in a way consistent with our anti-racist and anti-oppressive stance.
- Ensure compliance deadlines are met.
- Oversee and manage level of reserves so they are within approved limits.
- Produce a schedule of restricted funds expenditure as required.

Other duties

- Ensuring there is sufficient financial cover at Liberty through the year.
- Ensure the Development team are provided with the financial information and reports needed to support fundraising including providing financial cover in the absence of the Finance Officer.
- Line manage the Finance Officer and Accounts and Payroll officer. Ensure that they have the training and professional development required.
- Part of the Liberty Managing team responsible for fair and consistent management of Liberty employees.
- Will be required to attend some board meetings, and all board finance sub-committee meetings, and be the point of contact for financial queries from the board.
- Prepare finance related board papers.
- Review the Liberty risk register and ensure all financial risks are included and information is relevant and up to date.
- Formalise and develop the use of et the most our current finance software to enable staff across the organisation to collaborate to ensure one central record for all financial information.
- Work closely with the development team to record the correct status of donor income.

Selection criteria		ESS	DES	Selection Method		
				App	Intvw	Task
Technical expertise & qualifications	Full accounting qualification	✓		✓		
Experience	Familiarity with Solicitors Regulatory Authority Accounts Rules		✓	✓	✓	
	Knowledge of relevant legal and regulatory frameworks, including Charities SORP		✓	✓	✓	
	Experience of financial planning and budgetary control	✓		✓	✓	✓
	Experience of working with restricted funds		✓	✓	✓	✓
	Experience of preparing for audits, preparing accounts and reviewing financial statements	✓		✓	✓	✓
	Experience in a comparable role, with responsibility for finance		✓	✓	✓	
	Line management experience	✓		✓	✓	
Knowledge / Skills	Excellent excel skills	✓		✓	✓	
	Experience of processing VAT returns, and nonstandard VAT rates		✓	✓	✓	
	Knowledge of access financials, InXL and Office integration		✓	✓	✓	
Competencies	Communication: Ability to communicate complex finance information clearly and compellingly to a non-finance audience.	✓		✓	✓	✓
	Attention to detail – Impeccable attention to detail and an accurate and careful approach to work	✓		✓		✓
	Management – Ability to provide robust, fair line management and commitment to managing employees' performance by tracking progress against goals, giving constructive feedback and addressing performance issues effectively	✓		✓	✓	
	Proactive - Self-motivated and self-directed, able to work independently with a positive approach to problem-solving.				✓	
	Leadership – Ability to provide motivation and support and to persuade and inspire others.				✓	
	Collaboration - Ability to develop and maintain internal and external working relationships, including at senior level, and to be a positive member of the team	✓		✓	✓	
	Learning and Reflection – A reflective and evaluative approach to work, diagnosing what works, what does not, and what needs to change	✓		✓	✓	

Personal Attributes / Values	Commitment to human rights and Liberty's cross-party, non-party status.	✓		✓	✓	
	Commitment to anti-oppressive practices in building a fair, compassionate and diverse working environment.	✓		✓	✓	
	Interest in and knowledge of human rights and civil liberties.	✓		✓	✓	

Important information

1. Application forms should be returned by email as Word or PDF documents to HR@libertyhumanrights.org.uk **with the job title as the subject** no later than **12noon Thursday 29 July 2021**.

Applications received after the closing date will not be considered.

We also ask you to submit the diversity monitoring form, available from our website, but this is optional.

2. You will receive an automatically generated response confirming receipt. If you **DO NOT** receive this response within one to two hours of sending, please call 020 7403 3888 to check whether your application has been received - be sure to do so before the closing date.
3. First round interviews are scheduled for the week commencing **09 August 2021** with a second round the following week. Shortlisted applicants will be contacted to arrange interview times. Details of the interview (location, members of panel etc) will be confirmed by email.
4. Applicants who have not been short listed will be notified by email. **Due to our limited resources, we are unable to provide feedback on applications.**
5. Interview panels will be made up of two to four people who will each ask the candidates questions. The questions are intended to allow you to expand on your application and to demonstrate to the panel how far you meet the essential and desirable requirements of the post. All candidates are asked a uniform set of questions (usually 5 or 6) and may also be asked follow up questions to clarify or expand on individual answers. At the end of the interview candidates will also have an opportunity to ask questions about the job, conditions of service, etc.
6. Shortlisted candidates may be asked to complete pre-interview tasks.
7. Once all interviews have taken place, shortlisted applicants will be contacted and informed of the outcome either by email or phone and offered the opportunity to receive feedback.
8. Liberty's offices are wheelchair accessible. If you have a special requirement for completing a task or attending an interview due to a disability, or attending a remote interview please contact us on 020 7403 3888.