



WELLBEING  
OF WOMEN

# Director of Finance Candidate Brief

**Contact for enquiries:**

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## About Wellbeing of Women

We save and change the lives of women, girls and babies. Led by women's voices, we improve health and wellbeing through research, education and advocacy.

Wellbeing of Women is an established charity, saving and changing the lives of women, girls, and babies, through research, education, and advocacy.

Many of the treatments taken for granted in health care today came about thanks to research we have funded to find cures, treatments and preventions in women's reproductive health and childbirth over the last 55 years.

Our focus is on women's health across the life course, from menstrual problems, endometriosis, fibroids and the menopause to issues and complications in fertility, pregnancy and birth including miscarriage, stillbirth and premature birth to gynaecological cancers.

The need for the work we do and the research we fund is urgent and pressing.

- Only 2.1% of all UK research public funding goes into childbirth and reproductive health
- 60,000 babies are born prematurely every year
- 21,000 women are diagnosed with a gynaecological cancer every year
- Endometriosis affects 1.5 million women
- 1 in 3 women suffer from heavy menstrual bleeding
- Almost a million women have quit their jobs due to the menopause

## Purpose

The women's health charity saving and changing the lives of women, girls and babies

## Vision

Women's lives are not limited by their gynaecological and reproductive health

## Mission

Led by women's voices, we improve health and wellbeing through research, education and advocacy

## Our guiding principle

Our work is underpinned by guiding principles to ensure that we remain fully inclusive and make the most impact where it is needed most.

- Representation is inclusive and diverse
- Areas for impact informed by women

## Our Five Year Strategy

In June 2021, Wellbeing of Women launched a new Five-Year Strategy, with a clear and bold strategic purpose to improve the health and wellbeing of women, babies and girls.

The appointment of a new chair, Professor Dame Lesley Regan, and Royal Patron, HRH The Countess of Wessex, along with the impact of the COVID-19 pandemic, have given the charity a timely opportunity to review and set its direction of travel for the next five years.

Led by women's voices, our new strategy has three key pillars of focus:

### Research

- Enabling research excellence
- Encouraging research across multiple disciplines
- Prioritising based on impact and need

### Education

- Tackling taboos and reducing stigma
- Championing education for all
- Connecting people to evidence based, digestible information

### Advocacy

- Influencing women's healthcare policy, guidelines and practice
- Supporting changes in policy across wider society

### Collaboration and Partnerships

We are striving towards safeguarding the future of women's health, by collaborating with similar like-minded partners and organisations, which includes Medical Professional bodies, Corporations and other charities.

## Campaigns

Led by women's voices, we run a series of education and advocacy campaigns to improve the health of women, girls and babies.

These campaigns will raise awareness, tackle stigma, influence policy and improve outcomes across women's health.

One of our current high profile campaigns is the [Menopause Workplace Pledge](#)

Women make up nearly half of the UK workforce, but around 900,000 have quit their jobs because of the menopause. This is why we are calling on employers to sign the Menopause Workplace Pledge and take positive action to make sure everyone going through the menopause is supported.



## Finance

Like many charities 2020 was a challenging year, however being small and agile we were able to pivot our fundraising activities online and host some of our events behind closed doors 2021 has seen a strong turnaround with income likely to be in the region of £2m, which represents a 10% increase on 2019. Read our latest 2020 [Annual Report](#)

## Context for the appointment of a Director of Finance

An exciting opportunity has arisen for a strategic and commercially minded Director of Finance to join the team at Wellbeing of Women at a time of growth and development. This is very much a 'hands-on' role with one direct report and another indirect report, which allows you the opportunity to influence across the whole organisation.

As Director of Finance you will be responsible for the management of the charity's finance in compliance with regulation and ensuring that the organisation is meticulous in meeting its statutory duties.

You will have oversight of the entire governance arrangements for the charity in liaison with colleagues responsible for the effective operation of the organisation in pursuit of its charitable objectives and to ensure that its assets are both protected and utilised to best effect. This includes acting as Company Secretary, providing the secretariat support to the board and submitting the annual return to the Charity Commission and OSCR.

The role affords the post-holder the opportunity to play a key role in a small and dynamic team making a real difference to the health and lives of women and their babies.

## Job description

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|-------------------------|--|
| <b>Job Title:</b>       | <b>Director of Finance</b>                   |
| <b>Salary Up to</b>     | <b>£60,000 - £65,000</b>                     |
| <b>Hours:</b>           | <b>35 hours – hybrid working office/home</b> |
| <b>Location:</b>        | <b>10-18 Union Street, London, SE1 1SZ</b>   |
| <b>Contract</b>         | <b>Full-time, permanent</b>                  |
| <b>Reports to:</b>      | <b>Chief Executive</b>                       |
| <b>Responsible for:</b> | <b>Finance Officer</b>                       |

## Job purpose

The Director of Finance is responsible for oversight of Wellbeing of Women's sound financial management in compliance with charity legislation for the UK and hold the position of Company Secretary.

The role also has strategic oversight of the control environment to safeguard the charity's assets and manage risk and to ensure that the charity's resources are utilised effectively in pursuit of its charitable objectives.

## Key areas of responsibility

### Strategic financial management

- Leading the annual budget setting process with the engagement of the Board and budget holders;
- Maintaining an overview of trends, developments and changes in legislation governing charity financial management;
- Reviewing the allocation of resources and recommending actual and future resourcing needs;
- Contributing strategic financial planning to longer-term business planning aligned to charitable objectives and strategy;
- Collaborating with fundraising colleagues to develop funding propositions and maximise funding opportunities.

## **Operational financial management**

- Treasury management, including cash flow forecasting
- Providing timely and accurate monthly management accounts;
- Reporting on variance and recommending action where necessary;
- Differentiating financial reporting appropriate to the audience, including non-financial experts.

## **Governance**

- Acting as Company Secretary;
- Providing secretariat support to the Board for the discharge of their legal duties;
- Maintaining oversight of the risk register;
- Ensuring adequate insurances are in place.
- Ensuring contracts are in place where required across the organisation.

## **IT**

- Strategic and operational oversight of the IT infrastructure;
- Ensuring robust data management and compliance with GDPR responsibilities;
- Stress testing the arrangements for business continuity;
- Liaising with suppliers;

## **Facilities**

- Overall responsibility for the maintenance of the office facilities and that staff are resourced and supported to enable remote working;
- Monitoring leases and contracts.
- Overseeing Health & Safety of the organisation and ensuring specialists are recruited where appropriate.

## **Line management**

- Setting work objectives and managing the performance of direct report;
- Supporting professional development and promoting a culture of learning

## **Teamworking**

- Championing the professional integrity of Wellbeing of Women in alignment with the charity's purpose, vision, mission and values;
- Holding collective responsibility for management decisions and organisation-wide developments;
- Providing support and cover for management colleagues when required.

## Person specification

### Essential knowledge and experience

- Senior-financial management experience within the charity sector, or acting as a charity finance trustee and/or as a Treasurer in a voluntary or non-exec. capacity;
- Knowledge of the legislation governing charities in the UK;
- Holding the lead or substantial responsibility for statutory returns to the Charity Commission in compliance with regulation, e.g. SORP;
- Experience of providing strategic financial planning expertise to inform longer-term business planning;
- Experience of supporting voluntary fundraising and/or statutory/commissioned income generation with strategic and operational financial modelling and costed business cases.

### Desirable knowledge and experience

- Working within a health or medical research context;
- Supporting the growth and development SME charities funded by a mix of voluntary and commercial propositions;
- Strategic and operational oversight of the governance arrangements for back-office functions and measures to manage performance and mitigate risk in collaboration with colleagues holding lead responsibility.

### Qualifications

- Qualified accountant

### Skills and abilities

- Leadership and people-management ability that inspires and motivates others;
- Ability to provide strategic vision and translate this to achievable plans;
- Analysing and organisational ability for producing financial reports, identifying variance and risk, recommending action;
- Empathy and social skills in order to build effective working relationships with colleagues and stakeholders;
- Effective negotiating, influencing and persuasion skills at the highest level;
- Excellent oral, written communication and presentation skills including the ability to present complex financial information to non-finance experts;
- Effective team-working and collaboration skills;
- Commercial and business acumen in assessing opportunities and applying resources effectively;
- Ability to identify solutions and opportunities for innovation and creativity.

### Special conditions

- Willingness to undertake work outside normal office hours and to travel as required within the UK

## How to apply

For an informal and confidential discussion about the role, please contact our recruitment partner, NFP Consulting:

Carroll Lloyd, Director  
M 07765 001 033  
E [carroll.lloyd@nfpconsulting.co.uk](mailto:carroll.lloyd@nfpconsulting.co.uk)

For more information and to apply online, please visit  
[www.nfpconsulting.co.uk/wellbeingofwomen](http://www.nfpconsulting.co.uk/wellbeingofwomen)

Application is by way of CV with a Supporting Statement that should set out your motivations for applying and how your work experience to date meets the scope of the responsibilities. As a general guide, your Supporting Statement should be around two sides of A4.

**Closing date: Sunday 5<sup>th</sup> December**

## Selection timescales

**Stage 1**                      **Thursday 9<sup>th</sup> or Friday 10<sup>th</sup> December tbc**

First round of screening interviews will be conducted by NFP Consulting.

**Stage 2**                      **Thursday 16<sup>th</sup> or Friday 17<sup>th</sup> December tbc**

The intention is to hold the second and final interviews on-site at the charity's offices and in full compliance with the legal requirements and Government guidance for the containment of the spread of COVID-19 that apply at the time.

## Accessibility

Please let us know if you have any special requirements which we might need to consider in relation to the selection process, e.g. attending interview, completing any part of the selection process. Any requests will not be taken into account in the selection process.