



**Women
in Prison**

Head of Finance

Candidate Brief

Welcome

Thank you for being here and if you have got this far in finding out more about becoming our Head of Finance, you will have more than a passing interest in what we do as an organisation and why.

Women in Prison is a national charity that delivers support for women affected by the criminal justice system in prisons, in the community and through our Women's Centres. We campaign to end the harm caused to women, their families and our communities by imprisonment. We are an organisation centred on women's experiences and one that is ambitious for radical change.

Our vision is for a new system of justice that addresses the root causes of offending (including poverty, mental ill-health, harmful substance use, homelessness and experiences of trauma and abuse) in communities through a network of Women's Centres, with specialist services available to every woman who requires support.

Women are at the centre of our model of support and our voice calling for change. What we do works – we enable women to make the changes they want in their lives and move forward in a way that works for them and their families. Our strength and ability to influence lies in our combination of working on the frontline, facilitating opportunities for women to speak 'truth to power' and campaigning together for a new system of justice.

The Head of Finance is a crucial role for us. You will work closely with me as part of the senior leadership team so will be involved at a strategic planning level. This is a busy role with a broad remit which includes contracts, facilities, IT, governance as well as staff management and support, but you will also have the opportunity to really shape this role to make it your own!

As you read through this brief and learn more about what we have achieved and what we are committed to do in the future, we hope that it will only increase your passion for becoming our Head of Finance and be part of a team that continues to build on the legacy of our inspirational founders, Chris Tchaikovsky and Professor Pat Carlen.

I look forward to meeting you in due course.



**Kate Paradine, Chief Executive
Women in Prison**

About us

Women in Prison (WIP) was born out of the anger that our founder – Chris Tchaikovsky – felt about what she experienced and saw when imprisoned in HMP Holloway in the 1980s.

During Chris's time in prison, a woman died after setting fire to her own cell. Chris saw that the specific needs of women in prison and the damaging effect prison sentences were having on women scarcely figured in public or political discourse. So, in 1983, alongside international criminologist Pat Carlen, Chris founded Women in Prison, pushed hard to expose the scandal of women's imprisonment and campaigned for change.

Our founders wanted to increase awareness of the lives behind the women in our prisons, and the impact of poverty and abuse on women's lives. In Chris's own words:

“Taking the most hurt people out of society and punishing them in order to teach them how to live within society is, at best, futile. Whatever else a prisoner knows, she knows everything there is to know about punishment because that is exactly what she has grown up with. Whether it is childhood sexual abuse, indifference, neglect; punishment is most familiar to her.”

In the early 1990s, the organisation was able to expand its remit beyond campaigning to deliver direct support to women affected by the criminal justice system. WIP's initial focus on prison in-reach services was then expanded to support women in the community following their release. Chris, sadly, passed away in 2002. Despite the loss of our visionary founder, Women in Prison works to carry on Chris's legacy.

Today, WIP is a national charity dedicated to making a difference to the lives of women affected by the criminal justice system. We campaign for a new system of justice; one that addresses the root causes of offending (including homelessness, harmful substance use, mental ill health and experiences of poverty, trauma and abuse).

Our Women's Centres in Manchester and London and the services we provide in communities and prisons deliver trauma-informed, holistic, women-centred support to enable those whom we work with to address the complex challenges they face.

Our Mission is to persuade decision-makers to radically reduce the women's prison population, by demonstrating how a focus on human rights, social justice, health and investment in specialist community support services, including Women's Centres, enables women to move forward with their lives. We do this by:

1. Leading inspiring, passionate campaigns to replace the current system, and to radically reduce the number of women in prison, thereby freeing resources for investment in community support services, including women's centres.
2. Delivering high quality, trauma-informed, independent advocacy services for women, in communities and prisons, which focus on early intervention, health and holistic provision as part of a 'whole system' multi-agency response.

3. Offering a platform for women's voices which builds women's confidence and self-belief, strengthening an understanding of their rights and responsibilities, and provides opportunities to speak 'truth to power' to bring about real change.

WIP's extensive experience and history of frontline work gives strength to our campaigns, constantly increasing our influence with policymakers and building public support. Our core campaign aims to significantly reduce the women's prison population and to sustain and grow the network of specialist Women's Centres.

This year we are honoured that our work has been recognised by receiving the annual Longford Prize and the Criminal Justice Alliance award for Outstanding National Organisation. This has happened alongside an expansion of our Board of Trustees.

We do not underestimate the challenges ahead, including those presented by the Government's sentencing and prison building proposals. In the coming year, Change, Connection and Collaboration will be our focus.

Change – Changing our organisational culture, so that we can maximise our impact on systemic change and lead by example, with practice that has trauma-responsiveness, feminism, social justice, and a commitment to anti-racism and anti-oppression at its heart.

Connection – Connecting, and re-connecting in the wake of the pandemic, with one another as a team of trustees, staff and volunteers, and with the women we work with in prisons and communities - with a focus on a truly trauma-responsive approach in all we do.

Collaboration – Building on these connections to create strong, lasting collaborations so that power is shared at all levels of our organisation and in all our work, particularly with women with lived experience of the criminal justice system. This includes strengthening the alliances and coalitions we have built during the pandemic.

We are an organisation ready to begin a new era of service delivery and campaigning for change that truly reduces the harm of imprisonment, whilst creating change in communities, so that every woman has access to the support she needs from the earliest stage possible. Only this trauma-informed focus on the root causes of offending will result in the stronger communities necessary to drive change and end the harm of prison.

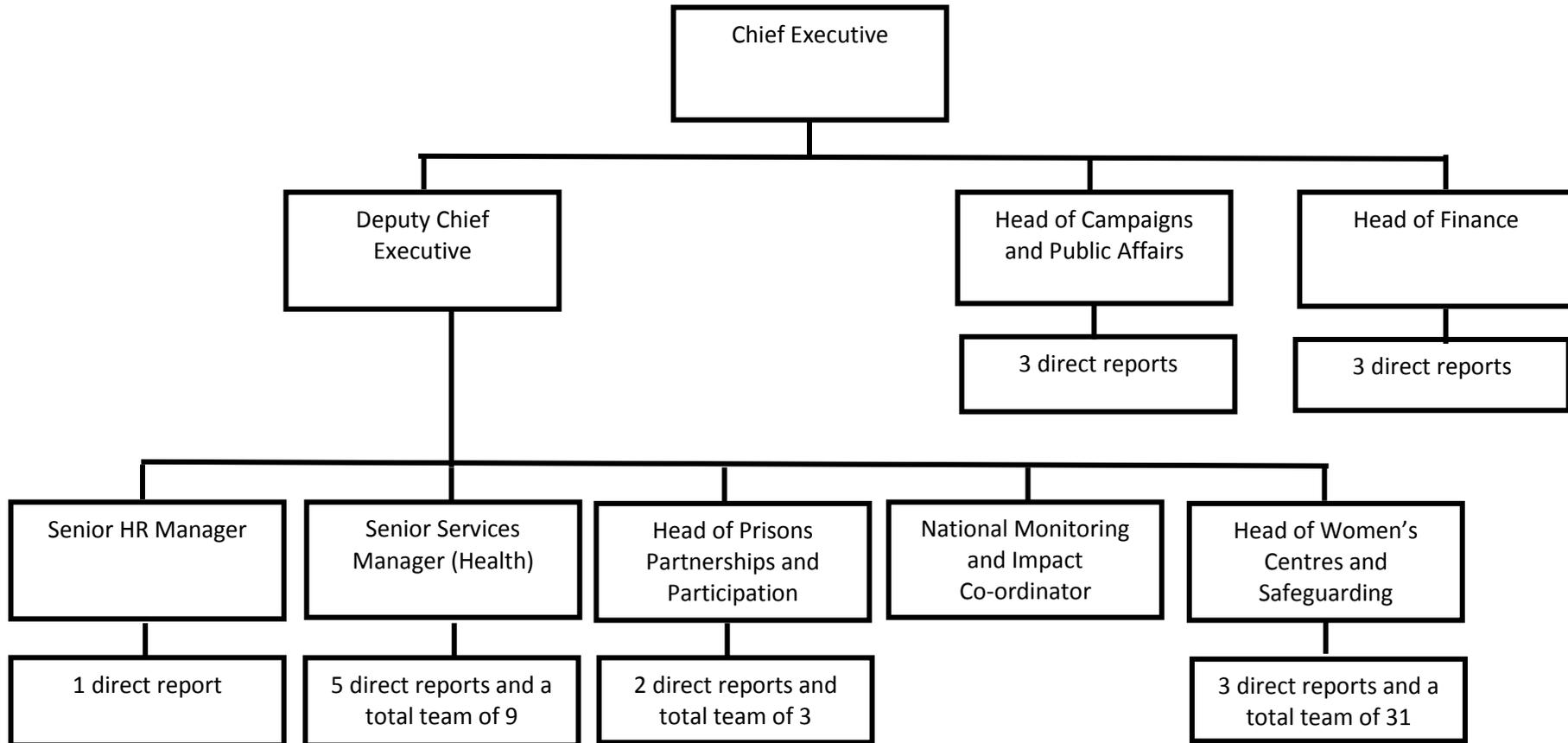
For more information

Visit [our website](#) to learn more about our work and impact. Read about the case studies of the women we have supported.

Download our latest [Annual Report](#).

Organisational Chart

Women in Prison – organisation chart (management functions)



JOB DESCRIPTION

Job title:	Head of Finance
Reports to:	Chief Executive
Responsible for:	Finance Coordinator 2 x London Administrators
Department/Service	Core Services
Salary:	£44,220 FTE (includes London weighting) pro rata
Working hours:	3 - 4 days per week
Location:	London/Flexible
Contract:	Permanent, part time
Annual leave:	30 days plus 3 days between Christmas and New Year pro rata
Pension scheme:	WIP provides an auto enrolment pension scheme with 5% contributions from the employer and 3% from the employee.

In line with legal requirements and the nature of WIP's work, this post is:

- restricted to women only as a genuine occupational requirement under Schedule 9 paragraph 1, Equality Act 2010;
- subject to a Right to Work check
- subject to a Disclosure and Barring Service check; and
- subject to ID verification vetting

Job Purpose

Work with the Chief Executive Officer (CEO) and Deputy CEO to ensure that goals are achieved through effective finance and governance management practices and systems. Lead the financial management and budgeting ensuring that contract requirements are understood and met. Ensure WIP has robust and secure information management systems and lead on contract management with business partners. To lead on the annual audit, board governance (including communications with Charity Commission and Companies House) and act as Company Secretary.

Duties and key responsibilities

Senior Management and business planning

- Fulfil a leadership role at senior management level, maintaining an active dialogue across the organisation on WIP's mission, values and strategic aims.
- Work closely with the CEO and senior manager level colleagues to develop, deliver and evaluate WIP's business plan and annual programme of work.

- Lead responsibility for shaping and delivering WIP's finance resource requirements.
- Lead responsibility for business systems, ensuring effective information management.
- As part of the senior management team, contributing to the financial aspects of fundraising and other income generating projects
- Maintain and up-date WIP's overall risk register, and work with trustees, CEO and all senior staff to understand and mitigate risks.
- Deputise for CEO or senior management team where necessary

Finance Management

- Manage organisational budgets, project budgets, bank accounts, income and expenditure and advise the CEO and Treasurer on financial exceptions and remedial actions.
- Secure proper financial management by regularly reviewing and abiding by WIP's finance management procedures.
- Prepare quarterly management accounts and reports for trustees and the senior management team.
- Prepare and finalise annual accounts including liaison with external auditors.
- Meet regularly with the Treasurer and Finance Sub Group to ensure the Board of Trustees are provided with timely and accurate financial information.
- Monitor and inform the CEO, managers and Trustees of any risks that WIP might be exposed to – and mitigate such risks where possible.
- Provide advice and implement efficient and effective operational processes and financial systems, suggesting improvements or alternatives where needed.
- In consultation with the CEO and Treasurer ensure that the annual budget is drafted, presented to and approved by the board.
- Ensure the proper management of forecasting and budgets: work with managers to ensure timely budgeting and financial management.

Governance

- Work with the CEO to support the Board and its appointed sub-committees in their responsibility to ensure robust governance structures are in place for WIP and to provide advice and information to the Board regarding organisational performance and direction.
- Hold the role of Company Secretary and ensure WIP fulfils its legal obligations as an employer and service provider; charity and a company including for Companies House and the Charities Commission.

Operational Office Management; Facilities, and IT

- Lead on WIP IT systems and technology to deliver appropriate information systems and security and manage supplier partnerships.
- Lead on Data Protection, ensuring policies are up to date, fit for purpose and complied with
- Lead on London office management and facilities and insurance provision.

Line Management of Staff

- Line manage the Finance Coordinator, and London Administrators and ensure that they receive regular support, supervision, performance development reviews and training in line with WIP policies and procedures.
- Support and promote inclusion, diversity and equality of opportunity in the workplace.
- Create an atmosphere of openness and understanding where a diversity of background and ideas is encouraged and respected in order that the organisation can deliver on its Equality, Diversity & Inclusion policy.

- Demonstrate to staff that they are valued by WIP, foster good working relationships within staff teams, and build a fair and open management culture.
- Treat with confidentiality any personal, private or sensitive information about individual organisations and or clients or staff and project data.

General Responsibilities

- Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position.
- Maintain and improve competencies through continuous professional development.
- Abide by all organisational policies, codes of conduct and practices.
- Support and promote inclusion, diversity and equality of opportunity in the workplace.
- Treat with confidentiality any personal, private or sensitive information about individual organisations and or clients or staff and project data.
- Work in accordance with WIP's values and commitment to a trauma-informed approach.

Person Specification – Head of Finance

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.
- Holding the lead for statutory returns to the Charity Commission in compliance with regulation, e.g. SORP.
- Staff management
- Experience of providing strategic financial planning expertise to inform longer-term business planning.
- Knowledge of the legislation governing charities in the UK.

Desirable knowledge and experience

1. Experience of supporting voluntary fundraising and/or statutory/commissioned income generation with strategic and operational financial modelling and costed business cases.
2. Supporting charities funded by voluntary income.
3. Experience of driving improvements and effectiveness to financial, accounting, budgeting and reporting systems and processes that ensure senior managers have high quality and timely financial information to support business planning, decision making and funder reporting.
4. 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.
5. Practical operation of performance and quality requirements in contracts and the regulatory environment in relation to WIP's services.
6. Charity operations, including data protection.

Education/Training/Qualifications

- A formal finance qualification such as ACA, ACCA or CIMA.

Skills and Abilities

- Senior management skills to undertake a complex management role in a national organisation.
- Strong analytical skills, with good attention to forward planning and achieving strategic objectives combined with proven capacity to manage procedures, including quality assurance.
- Adopt a solution-focused approach and make effective and timely decisions.
- Effective negotiation skills to achieve desired outcomes for all parties.
- Practical operation of performance and quality requirements in contracts.
- Financial ability to manage monthly/quarterly/annual internal reporting procedures, forecasting, budgeting, commissioner/funder reporting schedules and internal finance systems.
- Interpersonal and strong spoken and written communication skills which engage staff and stakeholders, encouraging understanding and participation.

- Troubleshoot and problem solve difficult situations, and deal with them calmly, diplomatically, efficiently and effectively.
- Fluent use of standard office equipment and information & communication technology.
- Manage risk and recognise potential impact of decisions across all sections of the organisation.
- Ability to manage own time and workload efficiently to prioritise and to meet tight deadlines.

Personal Attributes and other requirements

- Personal resilience and the ability to stay focused in a rapidly changing environment.
- A commitment to the values of asset-based empowerment, social justice and feminism which underpin all of the work undertaken by Women in Prison.
- Commitment to anti-discriminatory practice and equal opportunities. An ability to apply awareness of diversity issues to all areas of work.
- Able to travel nationally on occasion.
- Able to work some evenings and weekends and stay overnight where necessary.
- Works well in a team with a flexible approach to work.

Notes

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975.

Due to the nature of our work it will be necessary for a basic disclosure to be made to the Disclosure and Barring Service for details of any previous criminal convictions which are not protected under the Act.

This post is restricted to women only as a genuine occupational requirement under Schedule 9 paragraph 1, Equality Act 2010.

The job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

Equality, Diversity and Inclusion Policy Statement - Our Principle Commitments

Women in Prison (WIP) is committed to building and valuing diverse teams and taking positive action to promote equality and challenge unfair and unlawful discrimination. We recognise that women may experience multiple and intersecting forms of discrimination based on their sex and additional, real or perceived characteristics, including age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion, sexual orientation, social-economic background, immigration status, caring responsibilities, spent convictions or trade union membership.

WIP works to tackle discrimination and the structural inequalities women experience. We are committed to embedding diversity and inclusion in all areas of our work, including recruitment, and aim to reflect the diversity and excellence of the women that we work with. We actively encourage applications from women from a variety of backgrounds, and with a range of skills and experiences. We are particularly interested to hear from women from Black, Asian and minoritised communities

and women with lived experience of the criminal justice system who are underrepresented in leadership positions in our sector.

This role is only open to women, in accordance with the sex-based exemptions of the Equality Act 2010 pursuant to Schedule 9, Part 1.

This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975. Due to the nature of our work it will be necessary for an enhanced disclosure to be made to the Disclosure and Barring Service for details of any previous criminal convictions which are not protected under the Act.

How to apply

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.

Apply online at <https://nfpconsulting.co.uk/executive/job/21121>

If you would like an informal conversation about the role before deciding whether to formally apply, please contact our recruitment partner, Carroll Lloyd, Director, NFP Consulting on 07765 001 033 or email carroll.lloyd@nfpconsulting.co.uk

To recruit the most appropriate candidate, a number of pre-employment due diligence checks will be undertaken in accordance with the Data Protection Act 2018. These checks will help determine the character and suitability of the individual to carry out this particular role.

Closing date: Friday 4th February 2022

Selection process and timescales

Stage 1: First round of screening interviews will be conducted by NFP Consulting, which will be conducted via Zoom.

Week commencing Monday 7th February 2022 - TBC

Stage 2: The intention is to hold the second formal interviews on-site at the charity's office or another location in London 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.

Week commencing Monday 14th February 2022 - TBC

Accessibility

If you require reasonable adjustments at any stage of the recruitment process, including accessing a copy of the recruitment pack in large print or an alternative format, please contact info@nfpconsulting.co.uk