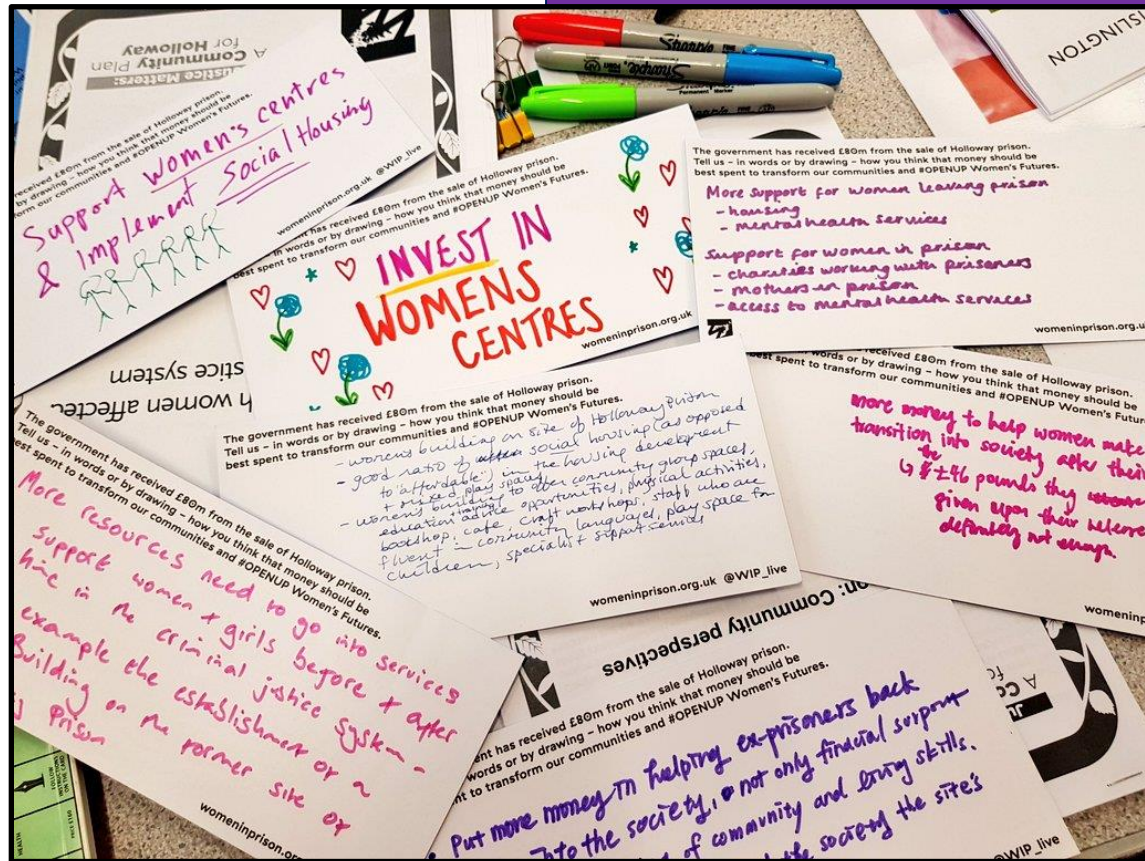


2024

# Director of Finance & Resources



Charity no: 1118727. Company no: 5581944.





## Welcome

Dear Applicant,

I am thrilled that you are interested in this exciting role of Director of Finance and Resources at Women in Prison (WIP). You will be joining a recently formed leadership team that includes Director of Programmes and Partnerships, Rachel Ozanne, Director of External Affairs and Campaigns, Nicola Drinkwater, Director of Fundraising (recruitment underway) and me. As a team we hold accountability for the leadership of the organisation, hold relationships with the Board of Trustees and collective decision-making responsibility for decisions that relate to the strategic leadership and development of Women in Prison.

This role will lead on a wide range of responsibilities for the organisation including managing our resources and systems, organisational development and, critically for an organisation of our size, the financial management of the charity. The role will also lead our internal approaches to embedding equity, diversity and inclusivity into our everyday work and culture.

Women in Prison is the only national charity focused on women in the criminal justice sector, we are women-led and know the importance of ensuring we have a clear gendered approach in all that we do. Our influencing potential and campaigning voice are substantial. We are currently in our 40<sup>th</sup> year of supporting women impacted by the criminal justice system. We work with women who are at risk of, or being, harmed by the systems that are meant to protect us.

At Women in Prison we are passionate, ambitious and grounded in the reality of women's lives. We are proud of our roots as a feminist grassroots organisation, and we have grown from strength to strength since the 1980s, delivering services to women and campaigning for change. We exist to support women facing multiple marginalisation and exclusion, who have been let down, and their rights denied. We believe that prison doesn't work and we want to see an end to the harmful imprisonment of women in England and Wales.



This is a very exciting time in Women in Prison. As a deeply value-led organisation, we know that our recently agreed set of values represents the unique nature of our organisation, and also need to hold us to account for how we work in an unpredictable future. Our new vision and purpose will guide us as we build a strategy during 2024 to be implemented from 2025.

We know we want to build more coproduction; deeper support to women who are disproportionately affected by the system through an intersectional lens; greater connection between the women we support and the influencing we do; an increased focus on alternatives to the system and a stronger focus on preventing women being caught up in the system.

This role will support the backbone of the organisation to ensure we continue to be fit for purpose, have the most appropriate resources, efficient systems and anti-oppressive internal practice in place so that every person in Women in Prison is able to fulfil their role to the best of their ability. You will ensure our financial management and controls are well run, so that budget holders can manage their budgets effectively, the trustees are able to hold us to account and we are able to manage a variety of different income streams.

If you are excited by our purpose, and the breadth of what this role could offer to you, we would love to hear from you.

I look forward to meeting you.



**Sonya Ruparel, Chief Executive**



## Our Story



Our **Vision** is of a society which no longer accepts the structural inequalities that lead women and girls into contact with the criminal justice system.

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

During Chris' 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 this scandal 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.

Chris believed the idea of sending a woman to prison as punishment was shameful and absurd.



In her 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' 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, 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 holistic, women-centred support to enable those whom we work with to address the complex challenges they face.

We want 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 focuses 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

Here is a link to our most recent annual report:

[2023 Annual report and accounts Women In Prison.pdf \(womeninprison.org.uk\)](https://www.womeninprison.org.uk/2023-Annual-report-and-accounts-Women-In-Prison.pdf)



# Director of Finance & Resources

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<b>Salary:</b>	To be confirmed.
<b>Start date:</b>	To be confirmed.
<b>Working hours:</b>	35 hours. Women in Prison is open to this being a 4 day a week role (pro rata'd) or for applicants to apply as job shares.
<b>Contract:</b>	Permanent
<b>Annual leave:</b>	30 days plus statutory bank holidays (if full time). All WIP staff also receive an additional 3 days leave between Christmas and New Year.
<b>Pension scheme:</b>	WIP provides an auto enrolment pension scheme with 5% contributions from the employer and 3% from the employee.

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## Job Description

<b>Reports to:</b>	Chief Executive
<b>Direct reports:</b>	Management Accountant HR Manager Finance Co-ordinator
<b>Location:</b>	Hybrid, with offices in Shoreditch, London





## About Women in Prison

Women in Prison is a national, women-led, feminist organisation. We deliver front line support to women harmed by the criminal justice system, through our work in prisons, in the community and ‘through the prison gate’ as they resettle back into their communities. We also campaign for systems change that addresses the root causes of offending, reduces the harmful impact of prison, and creates workable, community-based alternatives to imprisonment.

### Job Purpose:

The role is accountable for the financial management of the charity, effective resource and systems management and organisational development.

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## Key Responsibility Areas

1. To provide strategic oversight, planning and analysis of Women in Prison’s finances, budget and financial compliance
2. To provide strategic oversight of organisational development, human resources and EDI commitments including the development of organisational policies
3. To oversee organisational systems such as administration, IT inventory and facilities management including contracts and leases for suppliers, offices and women’s centre spaces
4. To lead on strategic risk management for the organisation
5. To be a key member of the senior leadership of Women in Prison modelling feminist leadership, anti-oppression and empowering, value led, collective leadership for the organisation

## Duties and key responsibilities

- 1. To provide strategic oversight, planning and analysis of Women in Prison’s finances, budget and financial compliance**
  - As a member of WiP Leadership Team, undertake financial analysis and provide strategic advisory support to the leadership team, function heads, managers and board of trustees
  - Provide financial oversight and governance on Women in Prison’s finances, reviewing and strengthening controls, processes and systems
  - Ensure WiP’s financial compliance with the Charity Commission and donors
  - Work with the Finance team in the accurate preparation and submission of year-end financial statements, statutory accounts and annual audit
  - Work with the Finance team in the preparation of annual budgets and forecasts and preparation of management accounts



- Present financial analysis and management accounts to the Board on a quarterly basis
  - Hold key responsibility for the Board sub committee on finance, audit and risk, supporting them to have strong oversight of WiPs finances and risks
  - Strategic oversight of donor proposals and contract compliance and ensure full cost recovery and contributions to core costs
  - Work closely with the leadership team on strategic financial and operational planning
- 2. To provide strategic oversight of organisational development, human resources and EDI commitments including the development of organisational policies**
- Oversee the organisational development of the organisation, including employee development culture, opportunities for staff professional growth and talent development
  - Oversight of HR strategy including staff performance metrics/competencies; culture of accountability; good practice in key HR processes
  - Strategic development of collaborative EDI approaches and commitments and culture of anti-oppression and anti-racism
  - Oversight of key organisational policies that relate to finance and HR
  - Oversee the HR and Finance teams who manage the monthly payroll and administration of the pension
- 3. To oversee organisational systems such as administration, IT and facilities management including contracts and leases for suppliers, offices and women's centre spaces**
- To oversee all contracts and leases and, working with Director of Programmes and Partnerships, ensure they are cost effective and fit for purpose
  - Ensure cost recovery in donor proposals to cover the core organisational costs
  - To ensure organisational administration, office and facilities management is efficient and supporting the whole organisation effectively
  - Oversee all supplier and consultant contracts and seek relevant external advice when required
  - Oversee IT systems and ensure they are fit for purpose; meet cyber security and data protection requirements
- 4. To lead on strategic risk management for the organisation**
- To hold and lead on the organisational risk matrix ensuring follow up of mitigation actions
  - To lead on updating the Board with risk management and ensure the Board are fully aware of risks and mitigations and are able to fulfil their role in organisational risk management
  - To work with the leadership team to ensure all key risks are being well managed





**5. To be a key member of the leadership of Women in Prison modelling feminist leadership, anti-oppression and empowering and value led collective leadership for the organisation**

- To work with the leadership team to bring collective accountability and leadership for the organisation
- To directly line manage staff in a way that supports their progression and development
- To embed the organisation's values through feminist leadership and anti-oppressive practice
- To work alongside the CEO to support the Board
- To work collectively with the leadership team on operational planning and design, taking a leadership role when required

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. The post holder will take responsibility to integrate relevant safeguarding into all aspects of their work, complying with organisational policies and frameworks.

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## Person Specification

### Skills and Experience

- CCAB qualified
- Proven experience in a senior management position with transferrable or similar job function areas
- Strong knowledge of charity financial management
- Experience in a financial management position
- Experience with compliance to regulatory bodies and approaches (e.g. charity commission; GDPR; SORP; donors; legal)
- Understanding of HR best practice
- Excellent organisational and planning skills
- Experience of leadership and culture development
- Good understanding of equity, diversity and inclusion
- Good understanding of charity risk management
- Experience using a finance management system e.g. Quickbooks

### Personal Attributes and other requirements

- Commitment to the values of Women in Prison



- Collaborative leadership style
  - Ability to translate complex financial information into accessible information
  - Commitment to anti-discriminatory practice and equal opportunities and an ability to apply awareness of diversity issues to all areas of work.
  - Good verbal and written communication skills
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## How to Apply

**Applications close:** Noon on Friday 26<sup>th</sup> April 2024

**Interviews with Women in Prison:** Week commencing May 13<sup>th</sup> 2024

To apply, please send a CV and cover letter to Jenny George at [Jenny.George@wipuk.org](mailto:Jenny.George@wipuk.org)

If you require reasonable adjustments to support you during the application process, please contact the HR team on [hr@wipuk.org](mailto:hr@wipuk.org).

We are happy to invest in developing the right person, so you are welcome to apply even if your professional experience does not fully meet the job description or person specification.

We particularly encourage applications from Black, Asian and minoritised women, and women who have personal experience of the criminal justice system.

**In line with legal requirements and the nature of our work, this role:**

- Is restricted to women only as a genuine occupational requirement
  - Requires the right to work in the UK
  - Is subject to a basic DBS check
  - Requires that the post holder is not [automatically disqualified](#) by (or can obtain a waiver from) the Charity Commission
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## Equality, Diversity and Inclusion Policy

### Our Principle Commitments

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 Black, Asian and minoritised women and women who have lived experience of the criminal justice system.

## **Policy on the Recruitment of Women with Lived Experience of the Criminal Justice System**

Women in Prison actively encourages and supports the employment of women with lived experience of the criminal justice system. We believe that women's own experiences drive the Charity forward through understanding, solidarity and passion for change.

### **Job Advertisements and the Application Process**

We do not ask for disclosure of criminal records during the application process, to ensure that women with lived experience of the criminal justice system are assessed on their merit, without risk of discrimination and are not asked to disclose sensitive personal information unnecessarily.

If a [Disclosure and Barring Service \(DBS\) check](#) is required for a role, this will be stated clearly in the job advert, including the level of DBS.

### **Levels of DBS Checks**

Basic DBS checks contain details of unspent convictions. Standard and Enhanced DBS checks contain details of unspent and spent (unless filtered) convictions and cautions (including reprimands and warnings). Enhanced DBS checks may also include other information held by police forces deemed relevant to the role or check for inclusion on the Children's or Adults' Barring List.

### **Job Offers and the Induction Process**

We will only ask for a DBS check at the point of job offer.

Disclosures will be treated confidentially and only stored where necessary, in line with General Data Protection Regulation (GDPR) guidelines. Access will be restricted to limited Senior Management or HR representatives as needed to assess suitability for the role.



A criminal record will not arbitrarily bar women from employment with us. We discuss disclosures with applicants (in person, or via phone or video call), to allow them to explain the background in their own words. We consider the relevance to the role, including the type and seriousness of an offence, how much time has passed and whether the individual's circumstances have changed. If they have restrictions on the work they are able to do, we consider whether we are able to make reasonable adjustments to facilitate their employment.

The Charity Commission does however have its own [automatic disqualification](#) rules on who can hold senior positions within a charity, which apply to our Trustee, CEO and Director of Finance and Resources positions. Although it is possible to apply for a waiver.

Women in Prison does not have a blanket ban on any criminal records and will always approach disclosures fairly and on an individual basis. We seek to balance supporting women with lived experience into employment, alongside safeguarding our current employees, service users and the organisation.

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