



A B I A N D A

Head of Finance & Operations

- Salary range: £45,000 - £50,000 per annum, plus pension (reviewed annually)
- Full-time (35 hours per week)
- 25 days holiday per year (plus 3 to be taken in Dec when the office is closed), plus bank holidays
- Hybrid and flexible working, with at least 2 days in the office (Highbury, N5) and some working from home
- Reporting to the CEO
- Abianda understands the importance of investing in staff and offers a training and development budget for all our employees

About us

Abianda is a London-based social enterprise that works with young women and girls affected by organised crime, exploitation and violence, as well as the professionals who support them. We exist to ensure young women and girls are no longer hidden in our communities and live free from harm and abuse.

Vision

Young women and girls affected by organised crime, exploitation and violence have access to high quality support, appropriate services and safety.

Mission

- To improve safety and agency for girls and young women through delivery of our high-quality integrated model of 1:1
- To ensure services are fit for purpose through national delivery of our training programmes
- To build and support a network of young women and girls who bring about policy and practice change

Purpose of the role

The Head of Finance and Operations is an exciting leadership role and a great opportunity to lead an operational team at Abianda.

The primary purpose of this role is to manage our operations function, with a particular focus on finance and HR. Working closely with the Senior Leadership Team (SLT), the Head of Finance and Operations will be delivering on our operations and managerial work plan in line with our organisational values and ensuring inclusive policies and procedures are in place.

The Head of Finance and Operations will line manage the Operations Manager who oversees admin support to the team and Board, co-ordinating recruitment processes and general office management duties.

Main responsibilities of the role

Finance

- As the financial strategic lead, you will work closely with the Board of Directors, CEO and Head of Income Generation and Sustainability to support strategic decisions based on robust financial forecasting;
- Management of organisational finances, including: payroll, staff expense systems, analysing cash flow, cash in bank and reserves to support organisational sustainability;
- Monthly P&L reporting for SLT to ensure up-to-date financial understanding across project budgets;
- Working with the accountants to produce statutory annual accounts;
- Produce annual budget for Board sign off as well as necessary financial papers to support annual salary reviews;
- Maintaining management accounts with variance analysis for quarterly Board reporting, SLT oversight, external stakeholders and funders;
- Provide financial reports for funders and commissioners;
- Ensure the organisation works within regulatory and legislative financial requirements.

HR

- Lead on Abianda's HR activities, maintaining HR and staffing policies to ensure legislative and regulatory requirements are met;
- Oversight of all recruitment and induction processes, supporting the Operations Manager to coordinate and ensure due process is followed according to Abianda policies;
- Work closely with Abianda's external HR provider, implementing advice and guidance to ensure robust and fair HR procedures and decision making;
- Manage all confidential staffing files, ensuring Abianda is meeting regulatory employment and contractual requirements;
- Provide oversight of performance & staff management policies and processes.

Operations

- Manage Abianda's office and contractual and financial liabilities ensuring we meet health and safety, well-being and access requirements;
- Supporting the Operations Manager to ensure organisational admin and office management duties are carried out;
- Ensure that legal requirements of organisation submissions to regulatory bodies are carried out as required;
- Ensure all areas of our operation are delivered through the lenses of equality, participation and high standards of quality assurance.

Senior Leadership Responsibilities (for all SLT members)

- Cross-organisational work including contributing to our vision and strategy and addressing policy and development issues;
- Carrying out monitoring and evaluation reports across projects and contracts;
- Working in partnership representing Abianda to external stakeholders;

- Safeguarding and participation including holding up-to-date safeguarding knowledge and working collaboratively with the Participation Team.

Person Specification

Experience and Qualification

- Experience of leading a finance and operations team, with expertise across all aspects of accountancy practise including; bookkeeping, contract management budget reporting, office management and HR;
- Experience of managing a busy office and overseeing organisational back-office functions;
- Experience of line managing staff - providing professional and skills development opportunities;
- Experience of leading on the development of organisational policy and HR systems;
- An ability to manage a multi-faceted and fast-moving day-to-day remit and to maintain strategic and project oversight on cross organisational developments in a small social enterprise;
- ACCA or CIMA qualification, or similar experience and/or track record;
- Experience of engaging with senior executives and SLT members.

Values

- A desire to bring about systems change and social justice for young women and girls.
- A commitment to our equalities framework and an understanding of the intersectional nature of social identity and how this impacts staff and service users;
- Interest in and a curiosity to understand the lives and experiences of young women and girls.

Knowledge and Skills

- Ability to use and develop spreadsheet and word processing systems to an advanced level as well as maintain and develop small business accounting software (ideally Quickbooks);
- A track record of financial management and developing financial systems and procedures including preparing statutory accounts, organisational budgets, profit and loss reports, balance sheets, and cash flow statements;
- Organisational and time management skills.

Desirable

- Experience of managing the finances for a not-for-profit organisation.

To apply please download and complete [our equal opportunities form](#) (this is optional). Please send an email to sam@abianda.com with your CV along with a supporting statement outlining the following:

- Your reasons for wanting to work with Abianda
- Examples of how you meet the person specification

You can complete the supporting statement in 1 of 4 different ways:

- Word document (no more than 2 sides of A4)
- Powerpoint slides (no more than 5 slides)

- Audio recording (no more than 5 mins)
- Video recording (no more than 5 mins)

Applications close at 11.59pm, **Sunday 25 June**. Interviews will be held on Wednesday 5 and Thursday 6 July either in person or online.

Abianda is a Disability Confident employer. A disabled candidate who meets all of the essential requirements of the role is guaranteed an interview.

If you need any recruitment information in another format to be more accessible to you, or would like to have an informal conversation about the role, please contact Sam at sam@abianda.com. Sam is not on the recruitment panel and your conversation with them will not affect your application should you choose to apply.

All applicants are requested to complete a criminal record self-disclosure form at interview stage. We value and welcome the lived experience of our applicants and all disclosures will be fairly and sensitively reviewed on a case-by-case basis.

Please note

- Due to the work we do, Abianda's roles are subject to an Occupational Requirement on the grounds of the protected characteristic of sex. We are a women's only employer, and as such this position is exempt under Schedule 9 of the Equality Act 2010. For the avoidance of doubt, all women including trans women are welcome to apply for and hold such roles, as are non-binary people if the applicant believes that their lived experience aligns with that of women and girls.
- We particularly welcome applications from people with disabilities, people of colour, the LGBTQ+ community and from different socio-economic and educational backgrounds.
- We encourage applications from people from all walks of life, including those who may have had exposure to similar experiences that young women across London are facing including experience of the criminal justice system.
- Applications are anonymised before they are shared with the recruitment panel to reduce any bias.