Women’s economic equality is one of the biggest opportunities of our time. Empowering women is key to driving social change. Working at the Foundation is a chance to be part of that change.

About the Foundation

At the Cherie Blair Foundation for Women, we help release the potential of women entrepreneurs, so they can redefine the future. Founded in 2008, the Foundation has supported over 175,000 women entrepreneurs in low and middle-income countries to transform their businesses and lives. In partnership with local organisations in over 100 countries, we deliver training, facilitate mentoring, and share knowledge to help women start, sustain, and grow their businesses. With our support, women reclaim the rights and freedoms they are too often denied. As a result, businesses flourish. Communities prosper. Attitudes shift. Economies grow. And women move the world in a whole new direction.

Our mission is to empower women to start, grow and sustain successful businesses, so they can redefine the future for themselves and their societies.

Ways to get in touch

Cherie Blair Foundation for Women, PO Box 60519, London, W2 7JU
+44 (0)20 7724 3109
recruitment@cherieblairfoundation.org
www.cherieblairfoundation.org

Registered Charity No. 1125751
Finance Trustee and Vice Chair
Cherie Blair Foundation for Women

Responsible to: Chair of the Board
Location: London/virtual
Salary: Voluntary
Term: Two terms of three years per term (six years total) with the option to renew for a further one term (three years).

Organisation Description:

We are an entrepreneurial organisation with ambitious goals – to empower women entrepreneurs to make a difference in their own lives, communities and around the world. Our team of staff and trustees is passionate about creating a more equal world for generations to come. We provide women in low- and middle-income countries with the skills, technology, networks and access to markets and financial services, and the confidence that they need to build and expand their micro, small and growing businesses, and in doing so benefit not only themselves but also their families and communities.

Empowering women is the key to driving social change in low- and middle-income countries. Becoming the finance trustee of the Cherie Blair Foundation for Women is a fantastic opportunity to be part of that change. Since it was established in 2008 the Foundation has utilised technology to deliver cutting-edge programmes that have had real impact on the lives of over 175,000 women entrepreneurs in more than 100 countries around the world.

We are currently seeking a trustee with a background in finance to succeed our current financial trustee, who has now served the maximum time of three terms (nine years) with the Foundation. This position will support the Director of Finance and Corporate Services, the Chief Executive Officer and other board members to ensure the organisation’s finances are effectively managed in a way that is compliant with regulations and ensures the greatest benefit to the Foundation’s mission to enable women to start, sustain and grow businesses. You will also have the responsibility of being one of two Vice Chairs of the Trustee Board by being the chair of the Finance, Audit and Risk committee, supporting the Chair of the Trustee Board and bringing your wealth of financial knowledge to support the Foundation’s leadership.

To become a trustee of the Foundation you will have ideally have experience of being a trustee of a charity or on the board of a not-for-profit organisation. You will have organisational leadership experience, be strategic, have knowledge of charity governance, be committed to the Foundation’s objectives and mission, and be prepared to represent the Foundation to our diverse stakeholders.
The board currently consists of eight trustees, our Chair of the Trustee Board, two Vice Chairs (including this role and another which specialises in Corporate Services), and five other trustees. Other trustees are committed to women’s economic empowerment and have relevant skills and experience to provide support as required. Our Founder, Cherie Blair CBE QC, supports the Foundation and Board, but is not a member of the Trustee Board.

**Job purpose:**
Trustees have and must accept ultimate responsibility for directing the Cherie Blair Foundation for Women’s (‘the Foundation’s) affairs, ensuring it is solvent, well-run, and delivering the outcomes for which it has been set up.

Trustees are responsible for the strategic direction of the Foundation but should avoid becoming involved in day-to-day operational decisions and matters. Where trustees do need to become involved in operational matters, they should separate their strategic and operational roles.

As both Finance Trustee and Vice Chair, you will also take on the additional responsibility of providing specific support to the Finance function of the organisation. This includes ensuring our annual budgets represent a going concern and the general sound financial stewardship of the Foundation.

**Key responsibilities**

**Main obligations:**
- Governance, leadership and strategic fundraising support
- A trusted advisor to the senior leadership team as they implement the Foundation’s strategic plan
- Planning, presiding over, and facilitating board and committee meetings; partnering with the CEO to ensure that board resolutions are carried out
- Acting as an ambassador for the organisation
- In collaboration with the Director of Finance, growing annual revenue and fostering the Foundation’s overall financial health

**Specific Responsibilities:**
- To ensure that the organisation complies with its governing document, financial policies, trustees’ delegation, charity law, company law, and other relevant legislation or regulations.
- To ensure that adequate financial procedures and controls are in place and that the Foundation operates within a sound financial framework.
- To advise the Trustees on the financial implications of their strategy and policy objectives.
- To ensure that the organisation has appropriate financial risk management and reserves policies in place.
• In association with the Chief Executive and Director of Finance and Corporate Services, to ensure all financial dealings are properly accounted for.
• To act as second authorisation for online and other bank accounts.
• To lead the production of an annual budget, propose its adoption to the Board and assisted by the Chief Executive and Director of Finance and Corporate Services, monitor performance against budget.
• To liaise with the Chief Executive and Director of Finance and Corporate Services to ensure that financial information (e.g., balance sheet, cash flow, bank balances, fundraising performance) is reported to the Trustees accurately and in a timely manner.
• To discuss the auditor's report and annual accounts with the FAR Committee and report to the Board
• To manage the process of appointment of auditors to the Foundation, in association with other trustees, the Chief Executive and Director of Finance and Corporate Services.
• To chair the Finance, Audit and Risk (FAR) Committee and provide a sounding board to the Director of finance and corporate services
• To assist other trustees, and the Chair in particular, to identify, recruit, appoint and induct the next finance trustee of the board.

Person specification

This is an extraordinary opportunity for an individual who is passionate about the success of the Foundation’s beneficiaries and who has a track record at senior leadership, ideally board level in a non-profit organisation. The selected trustee will have achieved leadership stature in business, government, philanthropy, or the non-profit sector. Ideal candidates will have the following qualifications

Essential criteria:

▪ A current UK recognised accountancy qualification (e.g. FCCA)
▪ Previous experience as a Director of Finance and/or CFO of an organisation of a similar or larger size, ideally in the international development sector and or a social enterprise.
▪ Extensive professional experience with significant executive leadership accomplishments in business, government, philanthropy, or the non-profit sector
▪ Demonstrated success as a non-profit board member or board chair
▪ A commitment to and understanding of the Foundation’s beneficiaries and mission preferably based on their own experience Track record of building credibility in the funding community that has resulted in income to a non-profit
▪ Experience growing an organisation to create a strong and sustainable organisation – ideally with some experience of doing this in the non-profit or social enterprise arenas
Savvy diplomatic skills and a natural affinity for cultivating relationships and persuading, convening, facilitating, and building consensus among diverse individuals
- Experience of working as a team with board members
- Excellent written and oral communication skills coupled with natural affinity for public speaking
- Personal qualities of integrity, credibility, and a passion for improving the lives of the Foundation's beneficiaries

Application

Candidates who wish to apply are requested to submit the following documents:
- Covering letter addressing relevant experience for the role (two A4 pages max)
- Current CV

Please send your application to: recruitment@cherieblairfoundation.org

Closing Date: 4 January 2022, midnight

Interview date: 19 January 2022, timings to be confirmed

We value diversity and welcome applications from people from all sections of the community, regardless of age, race, gender, colour, sexual orientation, disability, religion, or belief. All applicants should already have the right to work in the UK.
Job applicant privacy notice

Data controller:
The Cherie Blair Foundation for Women, PO Box 60519, London W2 7JU

As part of any recruitment process, the Cherie Blair Foundation for Women (the Foundation) collects and processes personal data relating to job applicants. The Foundation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Foundation collect?
The Foundation collects a range of information about you. This includes:

▪ your name, address and contact details, including email address and telephone number;
▪ details of your qualifications, skills, experience and employment history;
▪ information about your current level of remuneration, including benefit entitlements;
▪ whether or not you have a disability for which the Foundation needs to make reasonable adjustments during the recruitment process;
▪ information about your entitlement to work in the UK; and
▪ equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Foundation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The Foundation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Foundation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the Foundation process personal data?
The Foundation needs to process data to assess your application during the recruitment process and prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Foundation needs to process data to ensure that it is complying with its legal obligations. For example, it is a legal requirement to check a successful applicant’s eligibility to work in the UK before employment starts.
The Foundation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Foundation to manage the recruitment process, assess and confirm a candidate’s suitability for employment and decide to whom to offer a job. The Foundation may also need to process data from job applicants to respond to and defend against legal claims.

Where the Foundation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Foundation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Foundation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the Foundation is obliged to seek information about criminal convictions and offences. Where the Foundation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The Foundation will not use your data for any purpose other than for recruitment of the job for which you have applied.

**How does the Foundation protect data?**
The Foundation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

**Who has access to data?**
Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process and IT staff if access to the data is necessary for the performance of their roles.

The Foundation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Foundation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and, if a requirement of the role, with the Disclosure and Barring Service to obtain necessary criminal records checks. The Foundation will not transfer your data outside the European Economic Area.

**For how long does the Foundation keep data?**
If your application for employment is unsuccessful, the Foundation will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period electronic data is deleted and paper copies destroyed by secure shredding.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights
As a data subject, you have a number of rights. You can:
- access and obtain a copy of your data on request;
- require the Foundation to change incorrect or incomplete data;
- require the Foundation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing or you withdraw your application for employment;
- object to the processing of your data where the Foundation is relying on its legitimate interests as the legal ground for processing; and
- ask the Foundation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Foundation’s legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact enquiries@cherieblairfoundation.org stating ‘SUBJECT ACCESS REQUEST’ or telephone the PA to the CEO on 0207 724 3109. If you believe that the Foundation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?
You are under no statutory or contractual obligation to provide data to the Foundation during the recruitment process. However, if you do not provide the information, the Foundation may not be able to process your application properly or at all.

Automated decision-making
Recruitment processes are not based on automated decision-making.