



# Finance Director

Cherie Blair Foundation for Women

Job Pack, August 2024

Registered Charity No. 1125751.



Cherie Blair  
**FOUNDATION  
FOR WOMEN**



## About us

The Cherie Blair Foundation for Women exists to create a future where women everywhere enjoy equal economic opportunities so they can thrive. Together with partners around the world, we work with women in low and middle income countries so they can start, sustain and grow successful enterprises. We collaborate to create fairer business environments so women are not constrained by gendered barriers and can reach their potential on their terms.

Since 2008, our training and mentoring services have supported more than 250,000 women to build successful micro, small and medium enterprises in over 100 countries. By blending insights from research, strong partnerships and pioneering technology we open doors for women entrepreneurs to skills, confidence, networks, finance and markets. We press for change to stop millions of women being held back from having the choice and opportunity to thrive.

Our gender transformative approach means women can achieve their own economic objectives. They create a better future for themselves, their families, and their communities. They contribute to thriving, fair economies, and global economic justice.

## Ways to get in touch

[www.cherieblairfoundation.org](http://www.cherieblairfoundation.org)  
[recruitment@cherieblairfoundation.org](mailto:recruitment@cherieblairfoundation.org)

+44 (0)20 7724 3109  
PO Box 60519, London, W2 7JU

## Our Team

The Foundation is run by a dedicated team of approx. 25 staff, overseen by a Board of eight trustees. Based in London, we have a global reach, working in collaboration with partners across Africa, the Middle East, Asia, Latin America and the Caribbean.

## What we do

The Foundation develops and delivers woman-centred services and initiatives that provide sustainable solutions to the challenges facing women entrepreneurs in low and middle income countries so that many more women are able to start, sustain and grow successful enterprises. We work to effect change through fairer and more inclusive business environments.

Working with partners worldwide we deliver programmes to women that are designed to build knowledge, skills, confidence, networks and access to resources at different stages of their businesses. As a result, women can transform their businesses and their futures. Our delivery partners are entrepreneurship experts who are essential to our work and support us to adapt our programmes to relevant, local contexts.

- Our award-winning mobile business skills app, HerVenture, offers essential business training and support on-the-go, covering topics like launching a business, expanding market access, e-commerce and mobile money, for women at the start-up and early growth stages of entrepreneurship.
- We provide blended learning training to target key business development areas such as business growth, accessing finance and leadership through the “Road to” suite of programmes.
- Our Mentoring Women in Business programme matches women entrepreneurs with a dedicated professional mentor from elsewhere in the world. Using our online platform, they work one-to-one for 12 months to share new perspectives, build new skills and take their businesses to a whole new level.

Carrying out primary research and listening to first-hand experiences of women entrepreneurs is also a vital part of the work we do. We advocate for change to governments, multilateral organisations and corporations in order create more inclusive and fairer business environments.



## Our values

**Women entrepreneurs at our heart:** Without women entrepreneurs we wouldn't exist, so it is vital we put their experiences, perspectives and passions at the heart of what we do and how we do it.

**Feminist first:** We proudly follow feminist leadership principles, building an inclusive environment where everyone feels they belong.

**Great to work with:** We care. We are experts. We always seek to deliver high-quality work and results. We are positive and professional, and always operate with integrity.

**Dynamic and entrepreneurial:** The essence of entrepreneurship is creativity and innovation. We harness this spirit of courage, embracing opportunities and making bold moves to achieve our mission.

**Powered by knowledge:** We seek data to understand and share. We nurture a culture of enquiry and positive challenge. We look outward and encourage dialogue and exchange.

## Our strategy

We're going to revolutionise business opportunities for more than one million women by 2030.

Our 'Ready for Business' strategy sees us significantly scale up our work to revolutionise business opportunities for one million more women entrepreneurs in low and middle income countries by 2030 and rapidly accelerate progress for women across the world.

With a global community of partners, donors and institutions, we will fight hard to ensure we contribute all we can towards the achievement of Sustainable Development Goal 5 on Gender Equality and Goal 8 on Decent Work and Economic Growth. This ambitious new strategy guides our work from 2023 to 2026, building on the success of our last strategy that saw us support over 100,000 women in just four years.

In order to reach one million women entrepreneurs and support them to start and grow successful businesses and drastically shift business ecosystems so they are fair and inclusive, we will:

- Develop and deliver digital, women-centred services.
- Grow a network of delivery partners.
- Host a thriving community of expertise in women's entrepreneurship: sharing, learning, advocating for change and challenging the barriers facing women.
- Lead global advocacy to challenge the systems and structures holding women back from success.
- Create a membership community committed to funding our work so that women have the opportunities to fulfil their potential.
- Evolve our organisation to deliver more effective change.

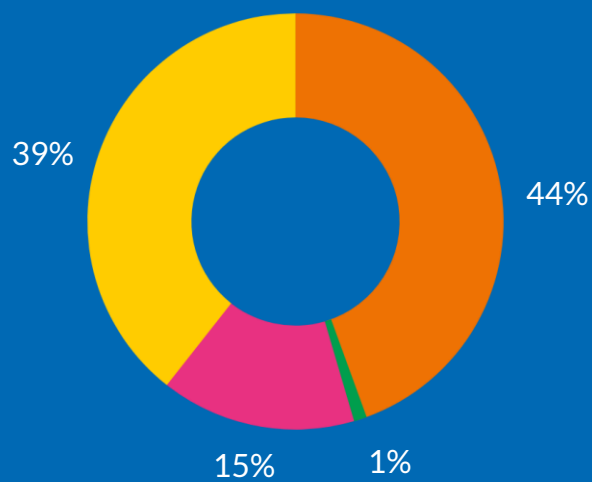
The resilience, drive and ingenuity of the women we work with inspires us to be unstoppable in our commitment to ensuring the economic rights of women everywhere are fulfilled. With this strategy, we believe we have put ourselves in the strongest possible position to achieve this.

## Our accounts in 2022

We believe in honesty and transparency when it comes to our funding and spending. We make our previous year's accounts available for all job candidates to see upfront.

### Income

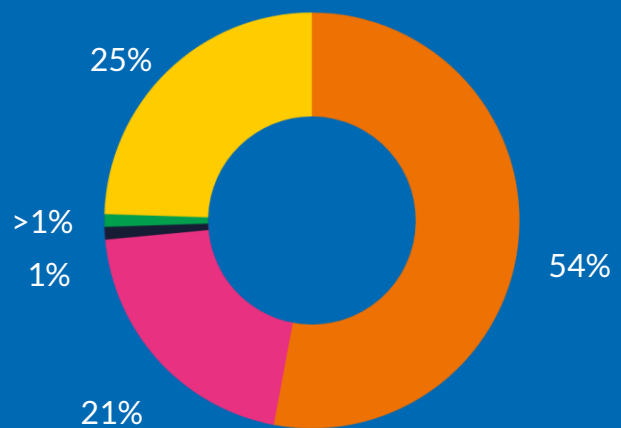
Our overall income in 2022 was £1,965,376. Unrestricted funding as a component of this was £774,215 and programme restricted funding was £1,191,161.



- Unrestricted donations and investments
- Entrepreneurships programmes
- Mentoring programme
- Advocacy projects

### Expenditure

Our total expenditure in 2022 was £2,089,070. Restricted expenditure as a component of this was £1,420,527.



- Fundraising
- Entrepreneurships programmes
- Mentoring programme
- Advocacy projects
- WEAVE project



## What we can offer you

- A fantastic package of 28 days of annual leave (which includes three that must be taken during the festive break).
- An organisation that values you. As a smaller organisation, we value everyone's individual perspective and voice and all team members are able to contribute to our strategic planning.
- Professional development, with career growth built into each staff member's annual plan and a wide range of skills-building and learning opportunities provided. Each staff member has an annual £1,000 training budget.
- A positive, supportive and collaborative culture and leadership style. We encourage teamwork and open and honest communication, while maintaining a friendly and relaxed atmosphere where everyone can thrive.
- A focus on personal wellbeing and happiness, with regular team-building activities and line manager meetings that as well as your personal wellbeing.

## Finance Director

**Responsible to:** Chief Executive Officer (CEO)

**Responsible for:** Outsourced bookkeeping services

**Location:** Central London / remote (hybrid working expectation two days in office per week)

**Salary:** £75k to £80k (depending on experience with some flexibility for an exceptional candidate)

**Term:** Permanent

**Hours:** Full time at 35 hours per week (open to flexible working requests; four days a week would be considered)

### Job Overview

The Cherie Blair Foundation for Women is mid-way through delivering its Ready for Business 2023 - 2026 strategy. We are seeking to dramatically accelerate growth to achieve our target of reaching one million women entrepreneurs by the end of 2030.

The Finance Director's role is critical to the strategic and operational financial management of the charity. They will be part of the Senior Leadership Team (SLT), along with the CEO, COO, Director of External Engagement and Director of Programmes and Impact.

The Board and CEO are looking for an experienced and qualified finance professional, with the ability to lead and shape the Foundation's approach to financial planning and financial management, lead a financial improvement programme, and ensure the Foundation's on-going financial sustainability.

### Job Purpose

- To lead strategic and operational financial planning with responsibility for achieving and executing financial objectives, budgeting, investment opportunities and oversight of annual budget processes, including the annual audit.
- To provide strategic financial insight and be an effective business partner to guide organisational and departmental decision-making.
- To drive excellence and efficiency across Finance, strengthening and embedding the right financial systems and processes, integrated with other processes where relevant to enable the organisation to scale.
- To ensure robust financial control frameworks are embedded within the Organisation and to achieve financial compliance with all requirements from Companies House, Charity Commission, HMRC etc.



## Key Responsibilities

The Finance Director will lead all finance processes and will have the following responsibilities:

- Working in partnership with the CEO and other members of the SLT to ensure robust and strategic financial management, effective and efficient controls, transaction processing and financial management reporting.
- Provide strategic financial insight and data to inform decision making and financial growth and sustainability of the organisation.
- Provide an excellent finance business partner service to the organisation, to shape and improve financial capability and capacity, improving visibility and rigour around forecasting income and expenditure.
- Lead and be accountable for reporting to the Finance, Audit and Risk Committee (FARC).
- Lead on the preparation of statutory accounts, audit and tax requirements of the Foundation including returns to HMRC, Companies House and the Charity Commission.
- Co-ordinate the development and deployment of the annual budget, using zero-based budgeting techniques where relevant; and working with the COO to ensure alignment with yearly Operational Plans.
- Serve as an internal leader of the organisation: provide staff with a strong day-to-day leadership presence, and model a culture of performance, openness and accountability.

### Strategic and Operational Financial Planning

- Lead on financial planning, budgeting, cash flow, investment priorities and policy matters and keep the Board, CEO and SLT informed of all critical issues.
- Lead the development and production of financial management reports for the Board, SLT, budget holders and donors.
- Working closely with the CEO, COO and SLT, manage and mitigate financial risks in line with the Foundation's risk register and strategic risk assessment.
- Lead on production of the annual statutory accounts, audit and filing of financial statements.
- Lead on treasury management including foreign exchange and cashflow, and maintain banking, payroll, and bookkeeping services.
- Ensure effective relationship management with auditors, and all other financial suppliers, representing the organisation externally, e.g. in banking negotiations.
- Plan, coordinate, and execute the annual budget and re-forecasting process; working with the COO to align planning and budgeting.
- Provide oversight of funders' commitments, funding gaps and funding ratios to drive effective decision making.
- Contribute to the development and delivery of the Foundation's strategic goals and objectives as well as the overall management of the organisation.

### Financial Insight, Business Partnering & Financial Process Improvements

- Provide strategic financial insight to drive financial performance and effective decision making (e.g. overall financial ratios, programme costing models, RoI, Value for Money etc).
- Consider commercial opportunities to support the diversification of income streams and financial growth.
- Working as an effective business partner with key departments, support and build staff capability and capacity in financial management.
- Ensure the day-to-day financial operations of the organisation run efficiently and smoothly.
- Assess, streamline and improve financial processes including but not limited to invoicing and payments, supplier, partner management, cost recovery, expenses management, purchasing and/or procurement processes and the introduction of an internal audit function.
- Lead on system and technology requirements for financial systems in line with the overall technology roadmap.

### **Financial Control and Compliance**

- Upgrade and implement an appropriate system of policies, internal controls, accounting standards, and procedures.
- Serve as the management liaison to the Finance, Audit and Risk Committee (FARC); effectively communicate and present critical financial matters at Trustee and committee meetings.
- Advise on organisational legal issues; oversee legal contracting and partner due diligence, ensure due diligence on money flows, overseeing compliance with contract and donor reporting. Lead on the implementation and review of the Foundation's reserves policy.

## **Person Specification**

### **Essential Criteria: Knowledge, Skills and Experience**

- Qualified Accountant with executive level experience within (or with a good understanding of) the charity sector including experience of international payments.
- Ability to cover all aspects of the organisation's strategic and operational financial management needs.
- Commercially astute with a good understanding of income generation and investment opportunities.
- Ability to provide strategic financial data and insights for decision-making.
- Experience working in a Board-facing role highlighting key issues and risks for a Board audience.
- Excellent financial technical skills combined with knowledge of financial software including Quickbooks.

- Good understanding of, and ability to advise fundraising and externally funded programme portfolio(s).
- Proven ability to develop organisational level budgets and plans and the systems to monitor and manage progress against them.
- Good business partnering skills; ability to understand Fundraising and Programme departmental needs and build staff's financial capacity and capability.
- Experience of driving improvements in financial processes.
- Commitment to excellence with an exceptional work ethic and creating a high performance and accountable organisation.
- Ability to negotiate and influence at strategic level with excellent people skills to build strong relationships internally and externally.
- Experience of risk management and mitigation, and a good working knowledge of the regulatory environment for UK-registered charities working internationally.

### **Desirable Criteria**

- Experience working with statutory and institutional donors and knowledge of donor reporting, compliance, and contract management issues.
- Strong commitment to the Foundation's vision, mission, values, and goals with a passion for women's economic empowerment.

All applicants should already have the right to work in the UK. The Foundation does not offer sponsorship at this time.

### **How to Apply**

Candidates who wish to apply are requested to submit:

- Covering letter addressing relevant experience for the role (two A4 pages max)
- Current CV (two A4 pages max)

For an informal discussion about this role please contact Nils Lloyd-Penny at [nils@matureaccountants.com](mailto:nils@matureaccountants.com). Phone number is 0330 1333 728.

For more information and to submit your application, please see: <https://matureaccountants.com/assignment/2686/finance-director-london>

**Deadline to apply is 9am Wednesday 25<sup>th</sup> September.**

First round of interviews: Mon 30 September, Tue 1 October or Fri 4 October  
Second round of interviews: Mon 21 October

## Equality, diversity and accessibility statement

We are an intersectional feminist, anti-racist organisation. We value diversity and welcome applicants of all backgrounds and identities equally, regardless of age, race, ethnicity, gender, sexual orientation, transgender status, disability, religion or belief.

Please inform us if you have any access requirements that you would like us to make reasonable adjustments to accommodate should you be invited to interview.

## 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 are disabled 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](mailto:enquiries@cherieblairfoundation.org) stating 'SUBJECT ACCESS REQUEST'

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.



**Thank you for your interest!**

Please contact [recruitment@cherieblairfoundation.org](mailto:recruitment@cherieblairfoundation.org) with any questions.



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