



### **Job Description and Person Specification**

<b>Job Title:</b>	<b>Deputy Director (Finance)</b>
<b>Reports to:</b>	<b>Director of Operations, Resources and Policies</b>
<b>Salary:</b>	£24,422.40 per annum (£40,704 full-time pro rata), plus up to 5% employee matched pension contribution
<b>Date call released:</b>	Thursday 20 <sup>th</sup> July 2017
<b>Deadline for applications:</b>	Friday 11 <sup>th</sup> August 2017 by 9am
<b>Start date:</b>	ASAP
<b>Duration:</b>	part-time 3 days per week, 12 month contract

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### **About Reprieve**

Reprieve is a London based legal action charity (1114900) founded by human rights lawyer Clive Stafford Smith in 1999. We fight to end the world's most extreme human rights abuses: the death penalty, assassinations and secret prisons.

We investigate, we litigate and we educate; working on the frontline, we provide legal support to those unable to pay for it themselves. We promote the rule of law around the world and seek to secure each person's right to a fair trial. In doing so, we save lives.

Reprieve's main office is based in London, UK. Reprieve also supports full time Reprieve Fellows, who work as lawyers, investigators and advocates in different countries. Reprieve works with partners in jurisdictions all over the world, including Non-Governmental Organizations (NGOs), government officials, individual lawyers and human rights defenders, as well as individual, corporate and foundation funders.

### **How to Apply**

To apply, please submit a CV and covering letter, setting out how you are suited to the role, to [applications@reprieve.org.uk](mailto:applications@reprieve.org.uk) by the date and time above. Please ensure your email has the subject heading 'Deputy Director (Finance)', and that all attachments are sent in PDF format.

Interviews for shortlisted candidates will be held in Central London.

### **The Role**

The role of the Deputy Director (Finance) is to oversee the financial health of the organisation, and to ensure that the Board satisfactorily delegates its duty to manage Reprieve's resources responsibly. This involves ensuring that money is spent

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wisely and in line with our charitable aims. The Deputy Director will work under and support the Director of Operations, Resources and Policies. S/he will work closely with the Executive Director and manage the Finance Manager. They will set and monitor the whole organisation's budget; they will ensure regular and accurate reporting against budgets to the Directors, staff team and trustees. They will produce reports for funders working in conjunction with our Development and Outreach Team. They will report to the Quarterly Board of Trustees and be responsible for the preparation of all the necessary financial papers to the Board and the Finance Committee as well as presenting these papers to the Board. The Deputy Director (Finance) will oversee the work of the Finance Manager, working collaboratively and supporting them in their role. Overall, they will monitor the financial functions of the organisation to ensure they are fit for purpose.

The following general skills are required: commitment to the organisation's goals; relevant accountancy qualification or experience; excellent time management and organisational skills; ability to meet deadlines and work to high standards under pressure; willingness to undertake routine tasks; good communication skills including face to face, telephone & written; ability to translate financial data into accessible and easily digestible information; IT literate, particularly in Sage and excel packages; good organisational skills; ability to work as part of a team in a collegiate and diverse environment. An accounting qualification would be highly desirable but not essential.

## **Responsibilities**

Working with the Executive Director and Director of Operations, Policies and Resources, the Deputy Director of Finance will:

### **Finance**

- Oversee the Finance Manager's work day to day, and work collaboratively with them, sharing tasks where appropriate
- Undertake authorisation of payments via online banking, cheque signing, fax payment and telephone instruction
- Monitor the payroll acting as a check on the Finance Manager's work and formally approving each month's payments, and running the process in the event of the Finance Manager's absence
- Assist the Finance Manager in preparing the quarterly management accounts for submission to the Board and to our external auditors
- Oversee staff and volunteer expenditure, and ensure there is consistency with regards to our policies in this area, and that all expenses are a proper use of charitable resources
- Prepare and present the Finance Report to the Board Finance Committee and the Board of Trustees on a quarterly basis in conjunction with the Executive Director.

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- Prepare the organisational annual budget during the summer to autumn period each year, working from the operational plans submitted by each casework team
- Submit the organisational annual budget as draft to the October meeting of the Board and as final to the December meeting
- Report on key financial performance to the Board, the board finance committee and the Treasurer as necessary.
- Work with the Finance Manager, call and hold monthly finance meetings with the team Directors, Deputy Directors and Executive Director to monitor organisational financial performance
- Monitor staff adherence to financial policies, ensure staff are adequately trained and aware of our financial policies, and work to develop new finance guidance and policies on areas such as investment, reserves and other areas
- Oversee the overall financial function of the organisation and be responsible for the development of this function in response to changes in external environment or internal needs, in particular this includes all sensible measures for fraud prevention.

## **Development & Outreach**

- Work with the Head of Development and Outreach and the Director of Operations, Resources and Policies, to assist with the work of the Development and Outreach Team as needed
- Work with the Executive Director to monitor income targets
- Assist with funding applications and reporting to trusts and foundations and to institutional funders. This may include liaising directly with funders on financial questions, preparing complex project budgets, and tracking how funds have been used as against the agreed budget.

## **Governance and Board**

- Prepare the finance narrative for the quarterly Board meeting.
- Oversee the Finance Committee meetings, including the preparation of materials and the narrative report. Convene the Committee regularly
- Attend and present to the Quarterly Board of Trustees meetings and oversee the preparation of all financial papers and reports as well as the financial narrative.
- Maintain excellent relationship with Reprieve's Treasurer and members of the Finance Committee.

## **Other**

- Undertake special projects from time to time, particularly where such projects have an overall organisational focus and give support to the wider organisation where needed.
- Provide support to the Director of Operations, Resources and Policies as needed.

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## Key Contacts

Reporting to the Director of Operations, Policy and Resources, the Deputy Director will manage the Finance Manager and will work closely with the Executive Director, team Directors, Deputy Directors, Reprieve staff, Treasurer and board members.

## Length and Salary

The role is initially being offered on a 12-month part-time basis. The annual part-time salary is £24,422.40 per annum less any required deductions for income tax and national insurance. The position will be based in the London office. **Applicants must be eligible to work in the UK.** They will report to the Director of Operations, Policy and Resources. Reprieve is an equal opportunity employer.

## Person Specification

CRITERIA	Essential	Desirable
A genuine interest in human rights and a commitment to Reprieve's goals	✓	
Eligible to live and work in the UK	✓	
Brilliant organiser – of yourself and others	✓	
Excellent written and communication skills	✓	
Full accountancy qualification preferred, or part qualification with equivalent practical experience	✓	
Experience of charity accounting practice, including full knowledge of SORP requirements	✓	
Experience of preparation of budget and financial reporting for a wide range of external funders	✓	
Fully conversant with Sage	✓	
Excellent excel skills	✓	
Knowledge of building effective financial monitoring mechanisms, including those for monitoring of restricted fund expenditure against multiple budgets	✓	
Demonstrably strong interpersonal and communication skills	✓	
Ability to explain key accountability concepts to staff without direct financial experience	✓	
Ability to work harmoniously and creatively in a small team, and a willingness to muck in and help your	✓	

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colleagues during busy periods		
Experience of direct line management of staff and/or volunteers		✓