

## Job description and person specification

We are looking for an experienced Finance Manager, who will use their knowledge and experience to manage all financial functions within an influential international human rights organisation that brings change to the lives of LGBT people globally through strategic litigation and legislative reform.

In addition to your interest in equality and social change, you will have accounting qualifications, experience as a sole-charge finance manager in a small organisation, and substantial experience preferably in the charitable sector with management accounting, payroll, bank reconciliations, budgets, forecasting, financial reporting, audits, preparing Board packs, and all other aspects of financial management for a not-for-profit organisation.

**Job title:** Finance Manager

**Type:** Permanent part-time, 3 days per week

**Salary:** c. £45,000-£50,000 per annum FTE (pro rata)

**Reports to:** Chief Executive

**Closing date:** We will be considering applications on a rolling basis so please apply as soon as possible.

**Ideal start date:** ASAP

### Organisation Overview

The Human Dignity Trust (the Trust) is a legal charity based in London, UK that supports local lawyers and human rights defenders to uphold human rights and constitutional law in countries where private, consensual same-sex sexual conduct is criminalised. 67 jurisdictions worldwide maintain these criminal laws. Legal provisions that criminalise lesbian, gay, bisexual and transgender (LGBT) people put them beyond the protection of the law, fostering a climate of fear, stigma and violence. These provisions also violate constitutional and international human rights law, including a person's right to dignity, equality, non-discrimination and privacy.

The Trust provides pro bono technical legal assistance at the request of, and in collaboration with, local human rights defenders, their lawyers and other partners who wish to use the courts to challenge the laws that criminalise LGBT people. Since our inception in 2011, we have worked with local partners in 21 countries in all regions of the world.

At the request of governments, the Trust also provides technical legal assistance for the reform of sexual offence laws that criminalise, discriminate against or fail to protect LGBT people and other vulnerable groups in Commonwealth countries, and to enact protective legislation. We also assist civil society groups to effectively engage in the legislative reform process. Laws criminalising LGBT people are often part of a wider set of out-dated sexual offences and related laws that discriminate against and do not adequately protect women, children, LGBT people and other vulnerable groups, such as laws relating to rape, sexual assault and ages of consent. Many of these are rooted in colonial-era laws that have long since been reformed in the UK.

### The role

We are looking for an experienced Finance Manager, with a keen interest in taking a senior role with a dynamic international human rights organisation. The successful candidate will be motivated by the opportunity to contribute to global human rights while ensuring the finance function of our charity is well managed according to good accounting practice and all relevant legal requirements and industry standards.

You will report directly to the Chief Executive and will be a member of the Senior Management Team, working closely with our small, mostly London-based team of lawyers, researchers, communications experts, programme teams and administrative staff, and liaising regularly with the Finance, Audit, Risk and Governance Committee of the Board of Trustees.

## Job description

The Finance Manager is responsible for all of the Trust's financial record keeping, budgeting and reporting, and assists with related office infrastructure. Under the supervision of the Chief Executive, the Finance Manager will:

### Statutory reporting

- Prepare annual accounts for audit and liaise with auditors around year-end.
- File annual Trustees' Reports and Financial Statements with Companies House.
- File Annual Returns, Trustees' Report and Financial Statements with the Charity Commission.

### Record keeping and transaction processing

- Maintain accurate accounting records.
- Manage the monthly payroll and pensions auto-enrolment arrangements.
- Maintain appropriate procedures and processes for the authorisation of expenditure.
- Maintain the administrative aspects of the Trust's bank accounts and liaise with the bank on changes of signatory, access to on-line banking, payee banking details, etc.

### Budgeting and internal reporting

- Work with the Chief Executive and Treasurer to prepare the budget and continuously update it with latest estimates.
- Maintain the Risk Register.
- Prepare bi-monthly finance reports, management accounts, cash flow forecasts, and ad hoc reports as required for Finance and Audit Committee and Trustees' Meetings.
- Attend bi-monthly Finance and Audit Committee Meetings and Trustees' Meetings.

### Statutory and donor reporting

- Report to and liaise with HMRC re PAYE and Gift Aid.
- Manage the financial budgeting and reporting aspect of a wide range of grants.
- Control grant expenditure, and report periodically to donors.

And carry out any other tasks as reasonably required by the Chief Executive.

## Person specification

## Essential

- Integrity and commitment to the values and mission of the Trust;
- Hands-on experience of managing an accounting function in a similar type and size of organisation;
- Demonstrated experience of accounting in the charity sector, including strong knowledge of Charity SORP, handling Gift Aid tax claims, and VAT for the not-for-profit sector;
- Substantial experience of relevant accounting software packages (Quickbooks) and Excel spreadsheets;
- Ability to work independently and to communicate effectively with senior staff and trustees across all finance functions of the organisation;
- High attention to detail and ability to work to a consistently high standard on short turnaround times when necessary;
- Excellent organisational skills, including ability to prioritise tasks and manage deadlines;
- Strong written and oral communication skills in English.

## Desirable

- Experience with financial reporting to a Board of Trustees or similar governance body.

## Qualifications

- ACA, CIMA or ACCA qualified or part-qualified (depending on experience).

## Application process

We will be reviewing applications on a rolling basis, so please submit your application as soon as possible.

To apply please send a CV of no more than three pages along with a covering letter of no more than two pages using the person specification and qualifications as a guide to explaining why you are an ideal candidate for this role, to [administrator@humandignitytrust.org](mailto:administrator@humandignitytrust.org).

If you meet the essential criteria, have a disability and would prefer to apply in a different format or would like us to make reasonable adjustments to enable you to apply, attend any interview and complete any tests, please let us know.

Please note that due to the volume of applications we receive we are only able to contact those candidates who are shortlisted for an interview.

## Equal Opportunities

The Human Dignity Trust is an equal opportunity employer and we are committed to diversity and inclusion. We welcome applications from all suitably qualified persons. Our aim is to create a safe and secure working environment where a commitment to diversity, opportunity, quality and excellence is part of our guiding values.

Our employees and any job applicants will receive equal treatment regardless of age, disability (including HIV status), gender identity and expression, intersex status, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

We recognise that everyone is different and value the diversity of the people who work for us. We are committed to maintaining and building an inclusive culture in our workplace. To help us achieve this, we ask applicants to complete our [diversity monitoring form](#).