

Head of Finance and Operations Recruitment pack August 21



HOLOCAUST
MEMORIAL
DAY TRUST

August 2021

Dear Applicant,

Application for the post of Head of Finance and Operations.

Thank you for your interest in this post. Below you will find further information about the application process and the Holocaust Memorial Day Trust (HMDT).

Application Process

We will select people to interview using the information you provide in your CV and a cover letter of no more than two pages addressing the following points:

1. Why do you want to work at HMDT?
2. Why do you want the role?
3. How do you meet the person specification?

It is important you demonstrate your ability to undertake the role by providing evidence against the **person specification** as we will select people to interview using the information you provide in your **cover letter**.

We anonymise all recruitment applications, please ensure that your cover letter and CV does not contain **your name, gender, ethnicity or religious background**. If included they will be removed prior to shortlisting.

We are an equal opportunities employer and actively seek to work as a diverse team. We highly welcome applications from BAME and disabled candidates.

The deadline for applications is 5pm on **Wednesday 25 August 2021**. Please send your CV, cover letter and [monitoring form](#) by email to recruitment@hmd.org.uk. Please note we will **only accept applications by email**.

Interviews are scheduled to take place on **Thursday 02 September 2021**. All successful short-listed applicants will be notified of interviews by **Friday 27 August 2021**.

If you would like to discuss any aspect of this role or the application process please contact Ms Olivia Marks-Woldman, on 020 7785 7029.

If you have any access requirements, please notify us in advance and we will do all we can to accommodate you.

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About Holocaust Memorial Day and Holocaust Memorial Day Trust

Holocaust Memorial Day Trust (HMDT) encourages remembrance in a world scarred by genocide. We promote and support Holocaust Memorial Day (HMD) – the international day on 27 January to remember the six million Jews murdered during the Holocaust, the millions of people killed under Nazi Persecution and in subsequent genocides in Cambodia, Rwanda, Bosnia and Darfur.

27 January marks the anniversary of the liberation of Auschwitz-Birkenau, the largest Nazi death camp.

The Holocaust threatened the fabric of civilisation, and genocide must still be resisted every day. Our world often feels fragile and vulnerable and we cannot be complacent. Even in the UK, prejudice and the language of hatred must be challenged by us all.

HMD is for everyone. Each year across the UK, thousands of people come together to learn more about the past and take action to create a safer future. We know that as a result they learn more, empathise more and do more.

Together we bear witness for those who endured genocide, and honour the survivors and all those whose lives were lost or changed beyond recognition.

Best wishes,



Olivia Marks-Woldman
Chief Executive

PO Box 61074
London
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020 7785 7029
recruitment@hmd.org.uk

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|---------------------|---|
| Reporting to | Chief Executive Officer |
| Location | Vauxhall, central London |
| Salary | £48,000 - £53000 |
| Hours | 35 hours per week Office hours 9am – 5pm, Monday to Friday with some flexibility(including regular working from home). Four days will be considered for the right candidate Occasional hours outside of these will be necessary for which TOIL will be granted |
| Benefits: | Annual leave of 25 days (increase with length of service up to maximum of 30 days), plus bank holidays Workplace pension after 3 months with 5% employer contribution Employees assistance programme |

HMDT welcomes applicants from a diverse range of backgrounds and strives to be an inclusive, diverse organisation.

Role purpose

Lead and manage HMDT finance activities to maximise use of the organisation’s financial resources to achieve strategic goals, including providing trustees and colleagues with budgeting and reporting systems and data to make decisions and comply with statutory requirements.

Oversee other service and operational activities including contract management, health and safety, IT, and HR. The role combines strategic activities including membership of the SMT, and operational day to day activities.

Principle Accountabilities

- Lead the formulation of financial strategies for HMDT, including advising the Chief Executive, contributing to SMT and Trustee meetings, acting as Secretary to the Trustee Finance and Operations Committee and lead the creation of annual budgets.
- Lead the specification, creation and implementation, including through outsourcing, of financial systems and processes which enable efficient recording, processing and production of financial information required to produce management accounts, and enable managers and Trustees to make decisions and achieve budget targets, and provide statutory returns.
- Lead financial reporting (including production of management accounts, annual statutory financial returns, audit reports etc) and investigate anomalies.
- Oversee HMDT’s fundraising function and prepare financial information as necessary
- Undertake day-to-day financial tasks when necessary

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- Oversee IT and data management, and fulfil statutory role of Data Controller for HMDT
- Oversee Health and Safety policies and procedures, and advocate these to line managers so they are accountable
- Oversee the provision and support the implementation of HR policies and procedures, and support managers in providing HR support to their teams
- Ensure the office is effectively managed

General

- Support UK Ceremony as necessary.
- Work as part of the HMDT team to realise the charitable aims and Holocaust Memorial Day Trust organisational strategic plan.
- To undertake any other duties which may reasonably be requested.

What does success look like in this job?

- HMDT is financially and operationally sound, is organised and transparent
- HMDT is a good place to work, where staff are able to work at their best
- Your line managed staff deliver their roles effectively

Person specification

- Good understanding of SORP accounting guidelines, and knowledge of current developments and issues affecting charity law, finance compliance and statutory reporting requirements (e.g. Companies House)
- Experience of effective budget / financial management and reporting, and providing financial information, analysis and advice to senior staff and funders to achieve strategic goals
- Experience of managing end of year accounts and liaising with external auditors
- Experience of working in a senior management role
- Knowledge of relevant regulations
- Experience of people management
- Experience of managing back-office functions and support services (eg HR, office facilities, IT, databases, insurance, risk register, disaster recovery)
- Strong team player
- Commitment to diversity and inclusion and to HMDT's core values

Qualifications

- Professional accounting qualification – eg. ACA/ACCA/CIMA