



JOIN OUR MISSION
FOR CHILDREN AT RISK
ON THE STREETS

GROUP DIRECTOR OF FINANCE

RAILWAY CHILDREN – RECRUITMENT PACK

children RAILWAY
No child lost to the streets



WELCOME FROM OUR GROUP CEO

Dear Candidate

Thank you for your interest in Railway Children and the role of Group Director of Finance.

I am incredibly proud of this organisation and our people, and this is an exciting opportunity to join our international group and make a long and lasting difference to the lives of many children and their families.

Since Railway Children was founded in 1995, the charity has remained passionately committed to our vision: A world where no child ever has to live on the streets.

It's ambitious. But we never let that faze us.

I feel incredibly privileged to lead this organisation. For many years, we have punched far above our weight to reach some of the most vulnerable children in the world and this is a unique opportunity to join our passionate senior leadership team and make a long and lasting difference.

As our current Finance Director prepares to move on after 15 years of outstanding service, we are seeking a highly talented and inspiring candidate to help take the organisation forward and guide us towards long-term financial success across the international group.

Directing our fantastic teams in the UK, India and Tanzania, you will bring a cohesive and strategic approach to our financial planning, strengthening the departments for sustainability and growth.

In line with our values, we are seeking a talented individual, who is a courageous, resilient, strategic thinker, capable of building a vision for our finances and taking the team with them on that journey.

As well as being an outstanding guardian of our finances and delivering financial excellence, you will bring inspiring leadership and support the senior leadership team to always uphold our values across the Railway Children group.

If you have the skills and experience we are looking for and are passionate about creating long term sustainable change to help children thrive, we would love to hear from you.

Good luck!

Rob Capener, Group CEO





WE BELIEVE IN A WORLD WHERE NO CHILD EVER HAS TO LIVE ON THE STREETS

Around the world hundreds of thousands of children struggle to survive on the streets. In many countries, they have become an accepted issue in society, deprived of access to the most basic services and they experience extreme harm before and during their time on the streets.

Wherever they may be in the world, they face violence, abuse, neglect and exploitation.

Founded in 1996, Railway Children has dedicated over a quarter of a century to developing outstanding practice and services for street connected children and as we embark on our new strategy to 2027, we have ambitious plans to ensure no child is left behind, wherever we work.

WHO WE ARE



OUR VISION

We believe in a world where no child ever has to live on the streets.



OUR MISSION

Create and enable sustainable change for children living alone and at risk on the street.



OUR AIM FOR 2027

We will evidence and demonstrate, effective and sustainable safeguarding solutions for street connected children.



WHAT WE STAND FOR

We stand for children

- The children who don't have a voice.
- The invisible children.
- The children struggling to survive on the streets around the world every day.
- The generations of children suffering repeated cycles of abuse.

**WE STAND FOR CHILDREN,
THEIR CHILDHOODS
AND THEIR FUTURES!**

These Five Values
Guide Our Work



NEVER GIVE UP

Face challenges head on.



HAVE COURAGE

Push boundaries.
Think big.



EARN TRUST

Be honest. Always act
with integrity.



SHOW COMPASSION

Be kind and show
respect to all.



NURTURE TALENT

Encourage growth.
Enable others.



THE ROLE

GROUP DIRECTOR OF FINANCE

Salary:	Circa £80k
Department:	Finance and Information Systems
Location:	Flexible
Responsible to:	Group CEO
Responsible for:	UK Finance Team and group financial governance

JOB PURPOSE

To create sustainable and positive change in the lives of children living alone and at risk on the streets, by guiding the organisation towards long-term financial success, through the strategic and operational management of the organisation's financial and IT systems and processes

Responsible to the CEO, the Group Director of Finance is a critical member of the charity's executive management team, ensuring the strategic leadership and governance of our consolidated finances across the UK, India and Tanzania and contributing to the wider strategic direction of Railway Children.

Reporting to the Group Board and Finance and Audit Committee (FAC), you will oversee the financial sustainability of the organisation, including its risks, budget and cashflow management, cost benefit analysis, financial forecasting, and overall leadership of the annual financials.

KEY RESPONSIBILITIES

Governance and Compliance

As our guardian of group finances, you will remain consistently in touch with the latest international charity and financial governance laws, ensuring the appropriate measures and controls are in place to meet our obligations.

- Prepare management accounts and reports for FAC and Boards within the group.
- Attend FAC and Railway Children Group Board and provide high quality support as required.
- Develop and advise on appropriate financial strategies, policies and procedures.
- Maintain an assurance framework to manage risks and see that financial procedures are complied with, including partner activities.
- Prepare annual statutory accounts and liaise with auditors and regulatory bodies.
- Monitor and improve procedures to stay compliant with evolving financial, data protection and other legislation. Review against best practice periodically.

Group Financial Management

Lead and develop appropriate financial strategies, providing the Finance Committee (FinCom), board and senior leadership team with outstanding financial data to build a robust and sustainable organisation.

- Create and lead a vision for the department that is shared and owned across the group
- Lead and advise on the financial aspects of the strategic plans of the organisation.
- Ensure that the organisation's finances are managed in a sustainable way ensuring appropriate reserves levels in line with the policy.
- Prepare annual budgets with appropriate reserves.

- Provide efficient financial management processes that comply with procedure, support strategic planning and aid risk management.
- Prepare monthly management accounts and supplementary financial information to support SMT, budget holders and other staff in carrying out their duties.
- Monitor variations to budget and forecasts to ensure that risks are managed, and appropriate remedial action is taken.
- Oversee financial processing within the organisation to ensure that it is achieved in a compliant, efficient and transparent way.
- Monitor cash flow and oversee group bank accounts in accordance with RC Treasury Policy.

IT

Develop and implement an IT strategy, ensuring that appropriate systems and support are in place to deliver our group operations effectively and efficiently.

- Manage the supplier relationship with our external IT partners ensuring that our systems remain operational and fit for purpose.
- Ensure appropriate data sharing platforms and communication channels are in place.
- Implement and maintain a group accounting system.
- Maintain and develop existing hardware and software.

KEY RESPONSIBILITIES CONTINUED

Programmes

Work with the Chief Operating Officer to ensure the effective use of financial information to plan for sustainable programme delivery, funding applications and donor reporting.

- Ensure that institutional funding bids meet sustainability and value for money objectives.
- Provide the tools and support to assess and evolve partners' financial management capabilities and practice.
- Provide and maintain appropriate reporting to monitor partners' project spend.
- Provide financial aspects of donor reporting.
- Assist with output monitoring of partner work in the context of value for money and social return on investment (SROI).
- Ensure that full cost recovery is a primary focus in all grant applications.

Fundraising and Marketing

Enable the Group Director of Fundraising and Marketing to make optimal use of funds to achieve objectives.

- Work alongside the Group Director of Fundraising & Marketing to prepare, manage and forecast income and expenditure budgets to meet core programme needs, support costs and strategic growth.
- As part of internal Finance Committee, review income on a monthly basis with Group Director of Fundraising & Marketing and Chief Operating Officer to ensure programme needs and reserve position are met.
- Give support to restricted funding opportunities to give insight and analysis of budgets for proposals and how they affect operational activities if successful.

- Work alongside Group Director of Fundraising and Marketing to monitor and analyse trends and risks in income, including return on investment, affiliate fundraising and analysis of the fundraising mix.
- Ensure all fundraising and marketing staff are fully trained in finance and administration process, including use of fundraising database, where appropriate.
- Oversee and develop the use and development of the fundraising database.

Office Facilities and Administration

- Ensure Railway Children is adhering to health and safety regulations, fire regulations and other legislation and good practice on space and resources.
- Ensure adequate office support to all staff and their activities.
- Ensure the organisation is properly insured.

KEY RESPONSIBILITIES CONTINUED

Senior Leadership

Support the Group Chief Executive and the Senior Management Team to:

- Provide leadership and strategic direction for the organisation, consistent with Railway Children's Vision, Mission and Values.
- Uphold the organisational values and culture, creating a psychologically safe environment for our people to innovate and thrive.
- Develop and oversee the delivery of robust organisational plans that support Railway Children's strategic objectives.
- Generate and manage financial resources to ensure Railway Children's long- term viability.
- Manage and monitor organisational activities to ensure that Railway Children fulfils its organisational and contractual obligations and achieves its strategic objectives.
- Ensure effective and complementary cross-departmental working that supports shared objectives.

General duties

- Uphold and work within Railway Children's policies and procedures.
- Act in accordance with the rules of the Child and Adult Safeguarding Policy and Code of Conduct in your personal and professional life – which includes reporting suspicions of child abuse or any other breach of these policies.
- Actively promote and embody Railway Children's core values across the organisation and partners.
- Travel to Railway Children's field operations as and when required.
- Undertake any other duties appropriate to the post as required.



PERSON SPECIFICATION

Experience

- Significant experience of senior accounting including reporting to a Board/Finance Committee.
- Experience of charity finance practice and governance.
- Track record of managing significant budgets, financial reporting, financial systems and cash flow.
- Experience of strategic financial planning and budget preparation.
- Proven experience of leading finance teams and managing at a senior level.
- Experience of strategic planning and evaluation to drive improvement and performance.
- Strong track record of managing and negotiating procurement and contracts.

Education/Qualifications

- Fully qualified accountant (CIMA, ACCA or ICEAEW).
- Membership of professional body - Desirable.
- Evidence of continuous professional development.

Knowledge and Skills

- Excellent technical knowledge and skills in accountancy principles, governance and standards.
- Ability to communicate complex financial information to a lay audience including clear and credible presentation skills.
- Extensive knowledge of financial analysis and forecasting.
- Proficient in the use of financial management software.

- Excellent organisational and leadership skills with the ability to uphold our values and inspire our people.
- Strong interpersonal and communication skills with the ability to build relationships at senior levels with colleagues across international departments.
- Outstanding IT and accountancy skills including experience of:
 - Advanced Excel capabilities
 - SQL work or similar
 - Managing web based accountancy systems,
 - CRM systems
- Corporate web data sharing systems such as Huddle or equivalent.
- Good knowledge of GDPR and its organisational implications – Desirable.
- Knowledge of facilities management – Desirable.

Aptitude

- A collaborative approach to working with colleagues in a solution-oriented way.
- An analytical mind with strong strategic ability.
- Willingness to continually update skills and knowledge.
- Demonstrable commitment to and the ability to uphold and promote Railway Children's core values.
- Understanding of the importance of an organisational Code of Conduct and Safeguarding policy.
- Excellent communicator and team player, who values the opinion of others.



A GREAT PLACE TO WORK

THE BENEFITS

As well as helping some of the world's most vulnerable children and young people, there are some great perks if you're lucky enough to work for Railway Children.

Project Visits

Where possible we encourage our staff to visit our projects and experience the work we do. That could be here, India, or East Africa.

Time Out

You will start with 25 days holiday per year to recharge the batteries, after three years this will increase by an extra day per year until you reach a very relaxing 30 days leave.

Pension

We offer a pension contribution of 6% of annual salary.

Birthday leave

One additional day of annual leave within the month of your birthday.

'Railway Children Day'

We might not be able to fund a Christmas party but because our Trustees value what we do, they grant an additional day per year where the office is closed, usually around Christmas time.

A culture we're proud of

Driven by our CEO, family values are at the heart of our culture and make Railway Children an incredible place to work. As well as a flexible working environment, it's one of the reasons why our staff retention is so impressive.



OUR PEOPLE PROMISE

All that we can achieve as an organisation is only possible because we have dedicated, skilled and courageous people. Their tenacity, passion and compassion create a culture that enables us to deliver incremental value beyond the resources we could ever have available to us. We know this, we witness it every day and therefore we strive to create an organisation that values them and their contribution.

As we set out to achieve life saving change for vulnerable children, we make our people a promise:



We will ensure diversity and inclusion, following transparent, fair and rigorous recruitment processes that attract and encourage applications from a diverse range of candidates.



We will support new people to fully settle into their new role and our organisation by providing a structured induction and integration programme.



We will work with our people to identify their career and development goals and facilitate opportunities for growth.



We will develop and implement a wide range of initiatives that ensure that our people are well-managed, supported, cared for and feel valued, listened to and included.



When people leave, we will listen and learn and seek leavers to be ambassadors for Railway Children.



STILL INTERESTED?

HOW TO APPLY...

If you are interested in applying for this role, please ensure you provide:

- A comprehensive CV, including your recent achievements, and the details of two referees.
- A supporting statement, addressing your suitability for the role against the criteria in the person specification. This should be a maximum of 2 A4 sides.

All applications can be uploaded via the Russam website

For a confidential discussion about the role, or any difficulties uploading your application to the Russam website - please contact Melissa Baxter (melissa.baxter@russam.co.uk / 07789 985229).

Closing date for applications: Friday 15th March 2024

Preliminary Interviews with Russam: Wednesday 20th March 2024

Interviews with Railway Children: w/c 8th & 15th April 2024

We look forward to receiving your application.

At Railway Children, we are committed to the safeguarding and protection of all those who come into contact with us in our work. We follow a range of procedures to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. This post is subject to a range of background and reference checks including criminal records check.

THANK YOU.