



*Would you like to be part of our current success to grow and build a stronger presence in the HIV sector?*

**Finance Manager** (interim or perm)

**Candidate Pack**

**June 2024**

## About us

Since its foundation in 1989, Wandsworth Oasis has provided support to - and challenged stigma towards - those living with HIV. Using revenue generated by our nine charity shops located in south London, as well as fundraiser events, we have given over £1 million in grants to HIV-related projects and organisations during the last ten years alone.

## Our aim

While Wandsworth Oasis aims to support and de-stigmatise those who are HIV-positive, and inform people as to how they can protect themselves from the disease, we do not directly provide health or prevention services. Instead, we direct our efforts and resources towards three main areas:

- Our charity shops
- Fundraising activities
- Grants

## Values

- **We are all equal** - everyone is different, everyone is welcome and everyone is treated with respect.
- **We are one charity and one team** - no matter which area of the charity we work in, we will always help a colleague out if we can. The charity is our common focus.
- **We are trustworthy and caring** - we must keep the charity's most valuable assets (people, stock and cash) safe at all times.
- **We value our community** - we love local. We engage positively with our local area (businesses, residents, community groups etc) for mutual benefit.
- **We love creativity and innovation** - we listen to everyone's ideas on how we can increase awareness and raise money to support our cause.

## New Shop Acquisitions

Wandsworth Oasis are seeking new retail spaces for a charity shop format. To grow and evolve the portfolio of an already established chain of 9 sites based in Wandsworth and Lambeth.

## Wandsworth Oasis Shop Model

- Elevate Wandsworth Oasis Brand to increase customer base.
- Provide signposting for information and advice to support the local community.
- Mutual benefit to landlord and Wandsworth Oasis to meet CSR objectives, via re-use and recycling message.
- Opportunity to work in collaboration with London based charity, providing employment and volunteering opportunities.



## HIV Overview

In a recent report for the National AIDS Trust researchers found that, after 40 years of HIV, many people still do not know about HIV, are confused by how it is passed on and do not know that people on effective HIV treatment cannot pass on the virus. They do not know that medicine (PrEP) exists which people can take to prevent getting HIV. Many of their references are dated back to the 80s and 90s.

Fast Track Cities London aims to cut the rates of HIV infection and eliminate the discrimination and stigma associated with it. However, internationally HIV and AIDS remains a killer; in 2020 around 680,000 people died from AIDS related illnesses, and globally in 2020 with 37.7million people living with HIV and 1.5million newly infected people, it remains a serious threat.

London carries a high proportion of the national HIV epidemic, with 43% of the total of new diagnoses in England in 2017, being made in London. Prevalence varies by ethnicity and by place of residence, with disproportionately high rate among black and ethnic minority (BAME) communities in poorer areas of the city. The diagnosed prevalence rate of HIV in London in 2017 was 5.7 per 1,000 residents aged 15-59 years. This was more than twice as high then the 2.3 per 1,000 observed in England as a whole.



# Role description

## Key information

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<b>Salary</b>	£42,000 - £45,000 pa dependent on experience
<b>Contract</b>	Flexible – we are open to offering the role on an interim/fixed term contract (12 months) basis as we are looking for a July start. We are also open to looking at a permanent or temp to perm offer.  Part-time or full-time to suit individual – minimum 3 days a week
<b>Location</b>	Southwest London, Head Office in SW17 9SH. Hybrid working to suit individual (min 1 day in the office if part-time and 2 days if full-time)
<b>Reports to</b>	CEO
<b>Responsible for</b>	Finance Assistant
<b>Benefits</b>	25 days of annual leave plus bank holidays, hybrid working to suit individual, wellbeing support programme and 6% employer pension contribution

## Job purpose

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As a Finance Manager, you will have responsibility for all areas of financial management and control and for ensuring the charity remains sustainable and resilient.

## Key responsibilities

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### Financial management and planning

- Overseeing all aspects of financial management and planning
- Preparing monthly and quarterly management reports
- Leading the annual budgeting process in conjunction with CEO
- Providing advice and reports to the CEO and Trustees on organisational finance including balance sheet, cash flow, budgets, variance analysis
- Ensuring the financial records of the charity are effectively maintained, records are kept up to date and are accurate including income, expenditure, petty cash and GiftAid

- Managing the annual GiftAid claim in line with HMRC guidelines, working with the Retail Operations Manager to conduct GiftAid audits.
- Managing the audit process for the charity in line with SORP regulations
- Ensuring a timely and accurate monthly payroll.
- Preparing and submitting timely tax and VAT returns for the organisation
- Managing and applying for business support grants.
- Convening and servicing key Subcommittees, namely Finance & Risk, Income Generation and Grants

### **Risk management**

- Conducting financial risk assessments and ensuring appropriate risk management techniques and financial controls are embedded throughout the organisation at strategic and operational levels in conjunction with Head of Income Generation
- Maintaining an up-to-date and accurate asset register for the organisation and reporting to the Board in conjunction with the CEO on a regular basis.

### **Strategic planning and support**

- Contributing relevant financial and monitoring information for business development purposes
- Working closely with Chair and CEO on financial modelling scenarios
- Working closely with the Head of Income Generation to plan the implementation of the retail and fundraising strategy
- Providing financial support, record keeping and advice to Grants Committee
- Working with SMT on business critical decisions

### **Resource management**

- Overseeing and managing the charity's resources in support of the Head of Income Generation
- IT infrastructure – ensuring compatibility value for money and efficiency
- Financial negotiation of contracts, such as utilities and payment processing
- General HR reporting and Management on HRToolkit, Governance & Compliance
- Working closely with the Treasurer, Chair and CEO to ensure that the charity fulfils all its legal, statutory and regulatory responsibilities
- Together with the Chair and CEO enabling the Board of Trustees to fulfil its duties and responsibilities for the proper governance of the charity

## Leadership and development

- Developing the Finance team as required to support the charity's strategy



# Person Specification

## Essential

- Demonstrable experience in a similar role in a small to medium-sized business.
- Solid understanding of financial management and accounting
- Experience in leading the annual budgeting process
- Demonstrable experience in advising the CEO, Board and key stakeholders
- Attitude to learning, developing and growing team
- Proactive and forward-thinking
- Solid experience using accounting software such as Xero or similar and MS Office, especially Excel
- Ability to present complex information effectively in a clear and accessible manner orally and in writing

## Desirable

- Experience in managing finance in the charity sector

## What we can offer you

This is a great opportunity for a finance professional to add value beyond the traditional remit of a Finance Manager and to bring their skills to bear to professionalise Wandsworth Oasis and our working environment. Working to the remit of the Board, and as part of the Senior Leadership Team, you will assist in implementing the charity's longer-term strategy over a sustained period to safeguard our future.



## How to apply

Please click [here](#) to apply by submitting your CV and a covering letter which should indicate why you are interested in applying for this role, your availability and how you meet the selection criteria.

If you would like a call to discuss the role in more detail, please email Bernice Rook, [bernice@eastsidepeople.org](mailto:bernice@eastsidepeople.org) to arrange a convenient time. Having a call of this kind will not influence the success or otherwise of your application.

We want you to have every opportunity to demonstrate your skills, ability and potential; please contact us if you require any assistance or adjustment so that we can help with making the application process work for you.

The closing date for applications is **Wednesday 19th June**. Interviews with Wandsworth Oasis will take place w/c **24 June**.

## Our commitment to diversity

As part of our ongoing commitment to diversity at Wandsworth Oasis, we actively and warmly encourage applications from a broad range of backgrounds.

We believe that people from different backgrounds bring new perspectives and skills that create fresh ideas, thinking and approaches leading better understanding of our customers, people and grant recipient needs. Our ongoing work in this space is part of who we are and will be in the future and will enable us to improve our workplace culture. We know that the more inclusive we are, the better our work will be. We are committed to continuous improvement in this space.



# Eastside People

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