



TALL ROOTS

**WAR CHILD UK**

**Interim Director of Finance & IT  
Candidate Pack**

**June 2023**

**WAR**

**child**

# WELCOME

**WAR**  
child

Dear Candidate

Thank you for your interest in becoming our interim Director of Finance & IT.

For more than two decades, War Child has been driven by a single goal - ensuring a safe future for every child living through war. We understand children's needs, respect their rights, and put them at the centre of the solution - from supporting Syrian children to access education, to reintegrating child soldiers in the Central African Republic and upholding the rights of children caught up in juvenile justice in Afghanistan. We look forward to a world in which the lives of children are no longer torn apart by war. This is a vision that can only be realised through the collective actions of children themselves, communities and their leaders, organisations like War Child, governments, and key decision makers.

War Child UK has recently agreed to come together with War Child Holland, War Child Germany, War Child Sweden and Children in Conflict in the USA, each of whom currently operate as independent NGOs, to form what will be known as the War Child Alliance, going live in January 2024. The new Alliance will run our overseas projects, our research, scaling and advocacy programmes on behalf of us all, utilising our collective power and influence to have the greatest possible impact for children affected by war. From 2024, War Child UK will become a fundraising member of the larger War Child Alliance, with our programmes having transferred to the new Alliance by the end of this year.

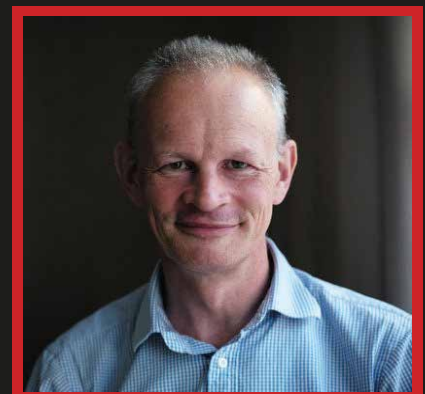
We are looking for a highly skilled Director of Finance & IT to join War Child UK's Senior Leadership Team as we transition to our new structure over the next six months, as well as overseeing the first five months of our new role as a fundraising entity, including leading us through a clean audit. You will be responsible for providing finance and IT leadership and operational excellence throughout this period as well as playing your part in setting up the War Child Alliance and the future War Child UK to success in its management of financial and IT resources.

There are three specifically strategic elements to this role: playing a part in the Senior Leadership Team as we transition to our new role in the Alliance, planning for the future of the Finance and IT function at War Child UK, and also negotiating an effective financial framework for the Alliance along with Finance and Resources colleagues in other parts of the War Child Alliance. This will require a high degree of stakeholder management with UK and international colleagues, including across the new Alliance.

To be successful in this role, you will be a chartered accountant with strong experience of leading finance and IT in an organisation with at least similar reach, scale and complexity, ideally in an international NGO environment. With excellent strategic and operational skills, you will be comfortable with the full budgeting and planning cycle, supported by a robust understanding of financial controls and governance in a change environment. You will be equally comfortable building strong working relationships with colleagues both in our UK office and with overseas counterparts. Finally, bringing a confident and inspiring leadership style, you will also be able to guide the team during a period of change.

If all of this sounds like you and you want to play an important role in the formation of a new highly impactful international Alliance that will never give up on children affected by conflict, then I would love to hear from you.

Rob Williams  
Chief Executive, War Child UK





# About us

The War Child Alliance is the only International NGO focussed solely on children in conflict, delivering high-impact programmes that are rebuilding lives across 15 conflict affected countries and supporting a huge network of partner organisations to develop their contribution to making sure that no child affected by conflict is denied the assistance they are entitled to.

## We aim to be there for children who need us most, when they need us most.

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### OUR STRATEGIC PRINCIPLES

**Our five strategic principles help us achieve our mission:**

1. We reach children early in the conflict cycle and we stay to support them through their recovery.
2. We are a specialist organisation focused on interventions that are both high impact and sustainable.
3. We champion the voices of children and mobilise others to take action to support them.
4. Our values define our actions and drive us to continually improve our work and our systems.
5. We are part of an effective global family.

**By standing by these principles, we empower children to overcome the devastating impact of conflict.**

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### OUR VALUES

#### **Bold**

We use our passion and creativity to deliver high-quality, evidence-based programmes that offer the biggest benefit for children in conflict.

#### **Accountable to children**

Children can rely on us to respond to their voices and to treat them with respect and dignity.

#### **Transparent**

We expect to be held to account by our supporters and participants and we respond with openness and honesty.

#### **Committed to each other**

We support each other and our partners to achieve ambitious goals and to be the best we can be. We are honest and open with each other, sharing our successes and confronting our challenges.

#### **Anti-racist**

Anti-racism is not merely a belief. It includes actions that we mainstream throughout our work to change and challenge policies and behaviour that perpetuate racism.

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### OUR OBJECTS AND ACTIVITIES

The objects in our Memorandum of Association are:

- To bring relief to persons anywhere in the world who are suffering hardship, sickness, or distress as a result of war and in particular (but without prejudice to the generality of the foregoing) to bring such relief to children who are so suffering.
- To advance the education of the public in the effects of war and especially the effects of war on children.



# Job description

**Responsible to:** Chief Executive

**Responsible for:** Team of 10 across finance & IT

## The Role

The Director of Finance and IT sits on our Senior Leadership team and reports directly to the CEO. The role combines leadership responsibilities for a finance and IT system designed to efficiently record and report on our financial transactions, analyse cost and income centres and give us the data we need to be the best fundraising member that we can be. The role also includes strategic responsibilities for longer term financial planning, collaboration with colleagues across the Alliance and stewarding the wider War Child UK organisation in partnership with other members of the Senior Leadership Team.

This role is an interim position which will see us through the transition to our new role in the Alliance. Success in this role means that War Child UK will have great IT systems, accurate and timely information about our financial performance, an ambitious and intelligent financial investment framework, and is set up to achieve extraordinary results within an Alliance that has a sensible and growth oriented financial structure in which members are free to make the decision they need to maximise their contribution and the platform is accountable to members for their use of the funds we are raising. Success also includes stewarding our country programmes through the final six months of operating within War Child UK and achieving a clean audit report by May 2024.

## Your responsibilities

- Provide leadership and accountability for the finance and IT function, building the team and agreeing performance standards (and monitoring their achievement).
- Looking after both the UK and overseas financial management challenges and supporting the transition of our overseas accounting responsibilities to the shared platform.
- Ensuring the good stewardship of our financial and IT resources, with responsibility for the financial health of the organisation as a whole (WCUK).
- Leading the annual financial budgeting process for WCUK and the quarterly review processes that monitor our performance against our plan.
- Working closely with the Treasurer and organising the processes and reporting to the Audit and Risk Committee.
- Working with colleagues across the War Child Alliance to agree a financial framework for the Alliance which will ensure financial stability but also a growth orientated use of financial resources and an alignment of motivations across the family with the ultimate aims and objectives of the Alliance.
- Sharing responsibility for the strategic leadership of War Child UK along with other members of the SLT.
- Living our culture and our values, setting an example to others as a senior member of our organisation and engaging fully with initiatives designed to strengthen our culture.
- Building strong and respectful relationships across the different teams in WCUK and supporting colleagues in your team to do the same.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

# Person specification

## You will have:

- A relevant accounting qualification (ACA/ACCA/CIMA or equivalent);
- Leadership experience within a values-based organisation;
- Senior level experience in roles spanning both finance and IT which includes organisational scale planning, excellent budgeting, monitoring and reporting skills and evidence of creating and leading an enabling workplace culture;
- Leadership of organisational development in a rapidly changing organisation with the ability to think longer term and set an inspiring course;
- Expertise in both strategic and annual business planning through to monitoring and reporting against core business aims;
- Solid proven experience in strategic thought leadership within an organisation;
- A genuine and deep-seated commitment to helping children in dire circumstances and to War Child's values;
- A thorough knowledge of the legal and accounting context for UK charities;
- A strong business sense and the ability to prioritise between a number of attractive options;
- Excellent written and verbal communication and presentation skills;
- High levels of energy and personal resilience;
- A result oriented and problem-solving approach to work and challenges and an ability to involve others whilst also making decisions in a timely manner;
- Ideally experience in the international charity sector.

All candidates for roles based in London are required to have the right to work in the UK.

## Child safeguarding

Our work with children to keep them safe is the most important thing we do. We are committed to the safeguarding of children in all areas of our work. Successful applicants will be expected to be compliant and sign up to our Child Safeguarding policy.





# Terms of appointment

**Salary** Circa £80,000 per annum, dependent on experience

**Contract** Interim to May 2024

**Location:** Our office is based at Dunn's Hat Factory (4th Floor), 106-110 Kentish Town Road, London, NW1 9PX.

Flexible working arrangements	28 days annual leave per year, rising to 33 with service (pro-rata for part time roles)	Nursery benefits	Range of wellbeing initiatives and training
Investment in training and development	Up to 4 paid volunteer days per year	Group Personal Pension Plan	Opportunity to participate in fundraising events
Health cash plan	1-1 wellbeing consultations with trained counsellors	Enhanced maternity, paternity & shared parental leave	Eyecare vouchers

## How to apply

Tall Roots is acting as an employment agency partner to War Child UK. Applications should be made online at [www.tallroots.co.uk/warchild-interim-dof-it](http://www.tallroots.co.uk/warchild-interim-dof-it).

The closing date for applications is **Thursday 29th June 2023**

First-round interviews with War Child are planned for **Monday 10th July 2023**

Final interviews with War Child will be held during **w/c 17th July 2023**

If you have any questions relating to the role or the process, or would like any adjustments made to accommodate your needs, please contact Mark Crowley at Tall Roots by email at [mark.crowley@tallroots.co.uk](mailto:mark.crowley@tallroots.co.uk).



TALL ROOTS

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Registered charity: 1071659



Children in the DRC accessing school through a War Child education programme  
Photo credit: Neno la Uzima (copyright War Child Holland)