



Photo: Priscilla Du Preez

HEAD OF FINANCE AND OPERATIONS

APPLICATION PACK

Job Title: Head of Finance and Operations
Location: Home-based / mainly remote, but with ability to attend regular meetings in London
Reports To: Executive Director
Contract: Permanent
Hours: 37.5 hours per week
Salary: £58,000 - £62,000

Questions: robin.maynard@populationmatters.org
Submissions: PM@bamboofundraising.co.uk

“All our environmental problems become easier to solve with fewer people, and harder – and ultimately impossible – to solve with ever more people.”



Sir David Attenborough
Patron of Population Matters

WHAT YOU SHOULD KNOW ABOUT US

The boom in human population and the global climate crisis are inextricably linked. It's a critical issue that we can and should collectively strive to solve. Here's how we approach it:

- **We work with our global partners, friends, and stakeholders to achieve a better future for people and planet.**
- We campaign, inform, undertake research and do all we can to encourage an open, fair-minded and constructive debate about population. We aim to create a wave of public awareness and corresponding policy action on overpopulation and unsustainable consumption.
- We promote positive, practical, ethical and entirely voluntary solutions — encouraging smaller families, inspiring people to consume sustainably, with the aim of enabling everyone to enjoy a decent quality of life whilst respecting and sustaining the natural ecosystems upon which all life on earth depends.
- We empower choice. In a world of finite resources, our reproductive and consumption choices are critical for achieving that vision of humanity in harmony with nature, prospering on a healthy planet. We believe everyone should have the freedom and ability to choose a smaller family.
- **We are committed to human rights, women's empowerment and global justice. We believe action to address population must always be consistent with these principles.**

270 million women around the world have an unmet need for safe family planning services.

Our Mission

To drive positive, large-scale action through fostering choices that help achieve a sustainable human population and regenerate our environment.

Our Values

- We promote human rights.
- Women's empowerment is central to our goals.
- We promote reduced consumption, as well as sustainable population.
- We show that population is an issue in rich and poor countries alike.

Our Vision

A future in which our population co-exists in harmony with nature and prospers on a healthy planet, to the benefit of all.

“You have to talk about consumption, and you have to talk about population. They go hand in hand, and there are different solutions for different parts of the world.”

—Laurel Hanscom, formerly Chief Executive, Global Footprint Network and PM Expert Advisor



WHY WE'RE HERE

We believe that population is one of the most important but neglected, contributors to almost all of the major problems facing us today. In particular, that means the multiple environmental threats our planet faces, however an unsustainable population also contributes to poverty, conflict, resource depletion and a poorer quality of life for many people.

A growing number of scientists, activists and members of the public are recognising that action to address a global population of 7.9 billion people and growing will help people, the living things around us and the planet we live on.

That action is simple, positive, and improves people's lives: lifting people out of poverty, providing education, empowering women and girls, providing good modern family planning to all and promoting the choice to have a smaller family.

Despite this, there is still resistance among some politicians, organisations and campaigners to that positive message. Addressing population is not the only solution to the challenges we face. There is much else that needs to be done — but adding ever more people to the billions already here makes each of those other solutions harder to achieve.

The role of Population Matters is to spread this message, encourage smaller families, and ensure that positive, ethical and empowering action to achieve a sustainable population happens. This will help to create a just world in which everyone has a decent standard of life and the opportunities they deserve, and that the natural world is healthy and flourishing.




Photo: Thomas Young

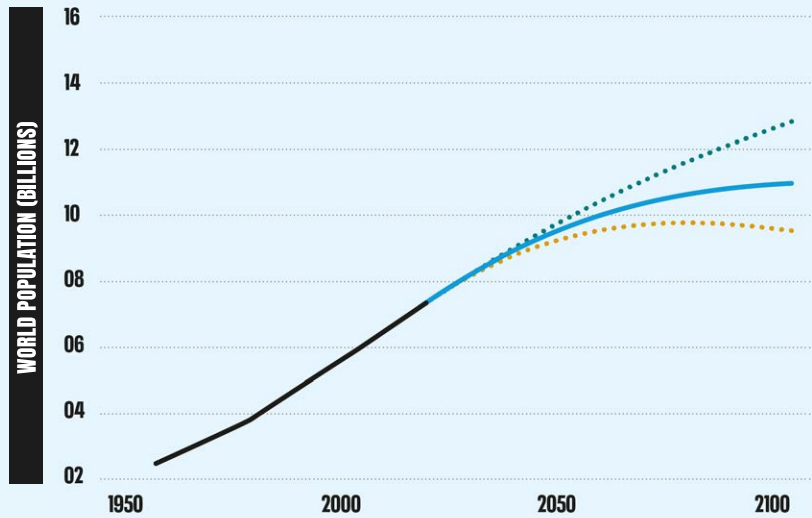
THE ISSUE

United Nations Population Projections to 2100

95% Certainty Range

Source: UN, 2019

 Median Projection



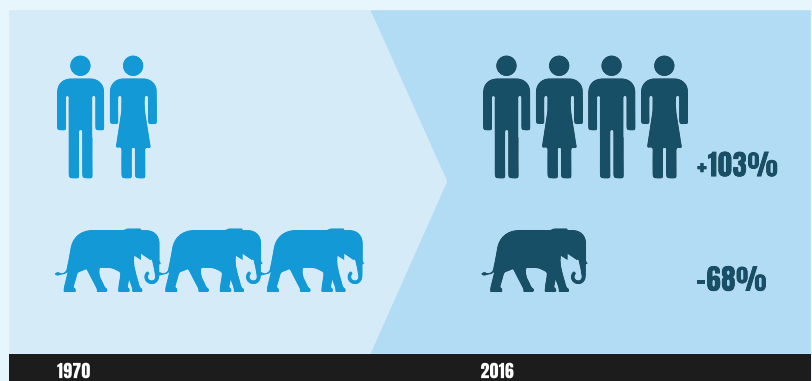
The Effects



The Earth cannot provide for us all and the natural world is paying the price.

We are currently using up the renewable resources of 1.7 earths — unless things change, we'll need three by 2050

Source: Global Footprint Network



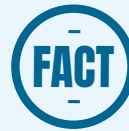
Wild vertebrate animal populations have declined by two-thirds in the period that the human population has doubled

Source: WWF Living Planet Report 2020 / United Nations Population Division

THE SOLUTION

Although population growth has skyrocketed in the past two centuries, it can be slowed, stopped and reversed through actions that enhance global justice and improve people's lives.

The United Nations' most optimistic projections suggest that a sustainable reduction in global population could happen within decades.



We can bring birth rates down

Many countries have seen success in reducing birth rates. Thailand, for instance, reduced its fertility rate (the average number of children per woman) by nearly 75% in just two generations with a targeted, creative and ethical family planning programme.

In the last 10 years alone, fertility rates in Asia have dropped by nearly 10%.



Empowering women and girls

Where women and girls are empowered to choose what happens to their bodies and lives, fertility rates plummet.



Removing barriers to contraception

Currently, more than 270 million women worldwide have an unmet need for safe, modern contraception.



Quality education for all

There is a direct correlation between the number of years a woman spends in education and how many children she ends up having.



Exercising the choice

An individual in the UK produces 70 times the CO2 as someone in the Niger. In the developed world, most of us have the power to choose the size of our families. When making those choices, it's important to remember that people in the rich parts of the world have a disproportionate impact on the global environment.



Global justice and sustainable economies

The UN projects that population growth over the next century will be driven by the world's very poorest countries. Escaping poverty is not just a fundamental human right but a vital way to bring birth rates down.

WHAT WE DO

“The way forward is the full realisation of reproductive rights, for every individual and couple, no matter where or how they live, or how much they earn. This includes dismantling all the barriers — whether economic, social or institutional — that inhibit free and informed choice.”

- [Dr. Natalia Kanem](#)
Executive Director, United Nations Population Fund



Campaign

Achieving a sustainable population depends on people choosing to have smaller families. They must be able to make that choice — which means good, modern family planning, and being free of the pressure to have a large family because of their economic, social, cultural or family circumstances. People must also understand how the choice to have a smaller family helps them, the planet we live on, and future generations.

Our campaigns address those challenges — from fighting cuts to family planning aid for the poorest countries to persuading educational institutions to inform people about population. We are lobbying governments, working with other organisations and shifting public opinion to achieve the changes that will make a difference.



Research

We dig below the headlines and assumptions to find out what's really going on. From working with statisticians to unpack the latest United Nations figures to exploring the impacts of UK population growth on biodiversity, we ensure that the facts we use are the strongest and most useful. We publish the twice-yearly *Journal of Population and Sustainability* examining the issues in depth, and a wide range of briefings and analyses.



Inform

When people learn about population and the impact it has on our planet, they understand. A vital part of our work is making sure people know the facts. We spread the word through our successful social media channels, the traditional media, campaign actions and talking to audiences globally.

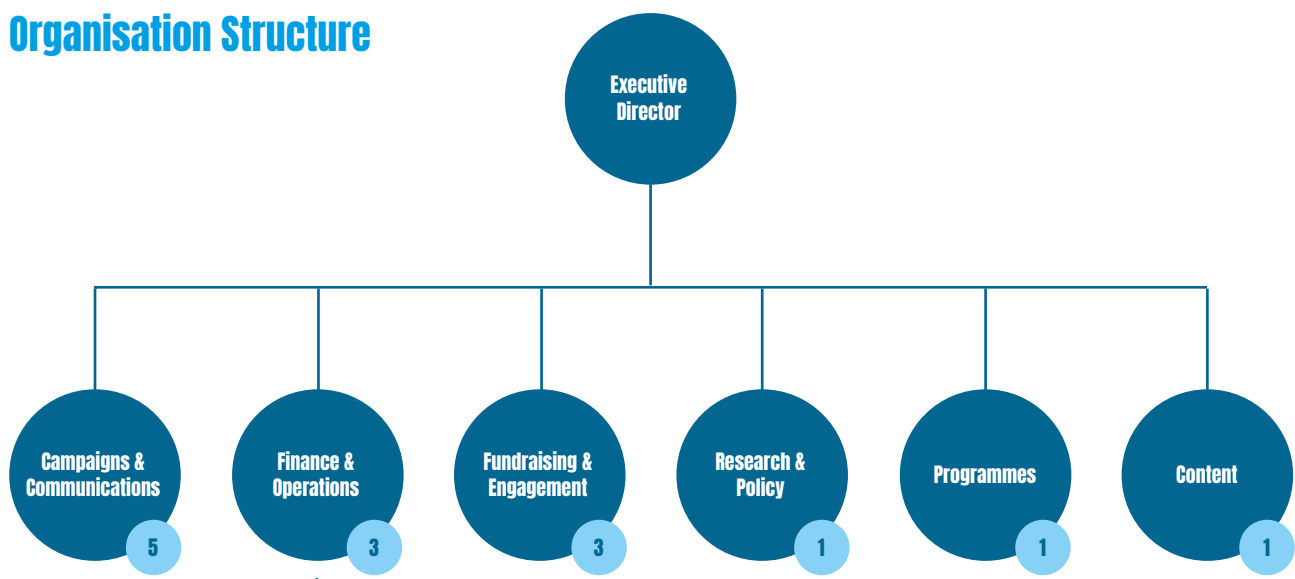


Empower

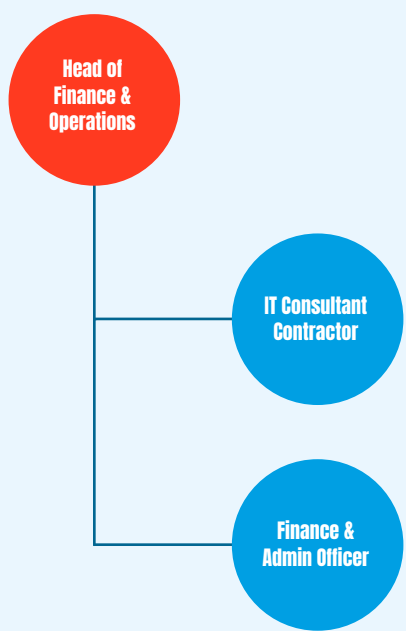
We want people to be able to make a choice. We provide them with the information they need about our impact, about life in a small family and what else they can do to help. Through our Empower to Plan crowdfunding platform, we partner with grassroots organisations delivering family planning and women's empowerment here in the UK and across the world.

OUR PEOPLE

Organisation Structure



Fundraising Team



Legend

- Advertised Role
- 3 Size of Team
- Team Members

OUR FINANCES

Having achieved 265% growth since 2017, we are immensely proud of our team's success and the growth trajectory we're on.

**265%
GROWTH**

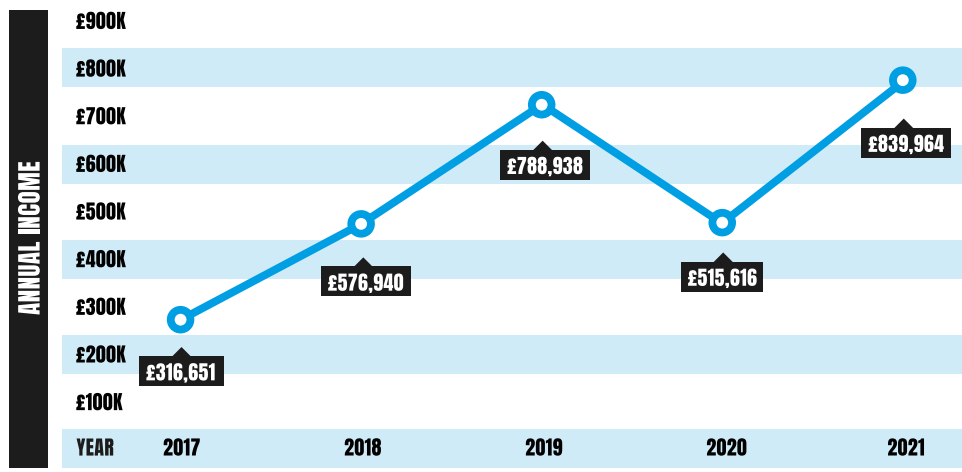
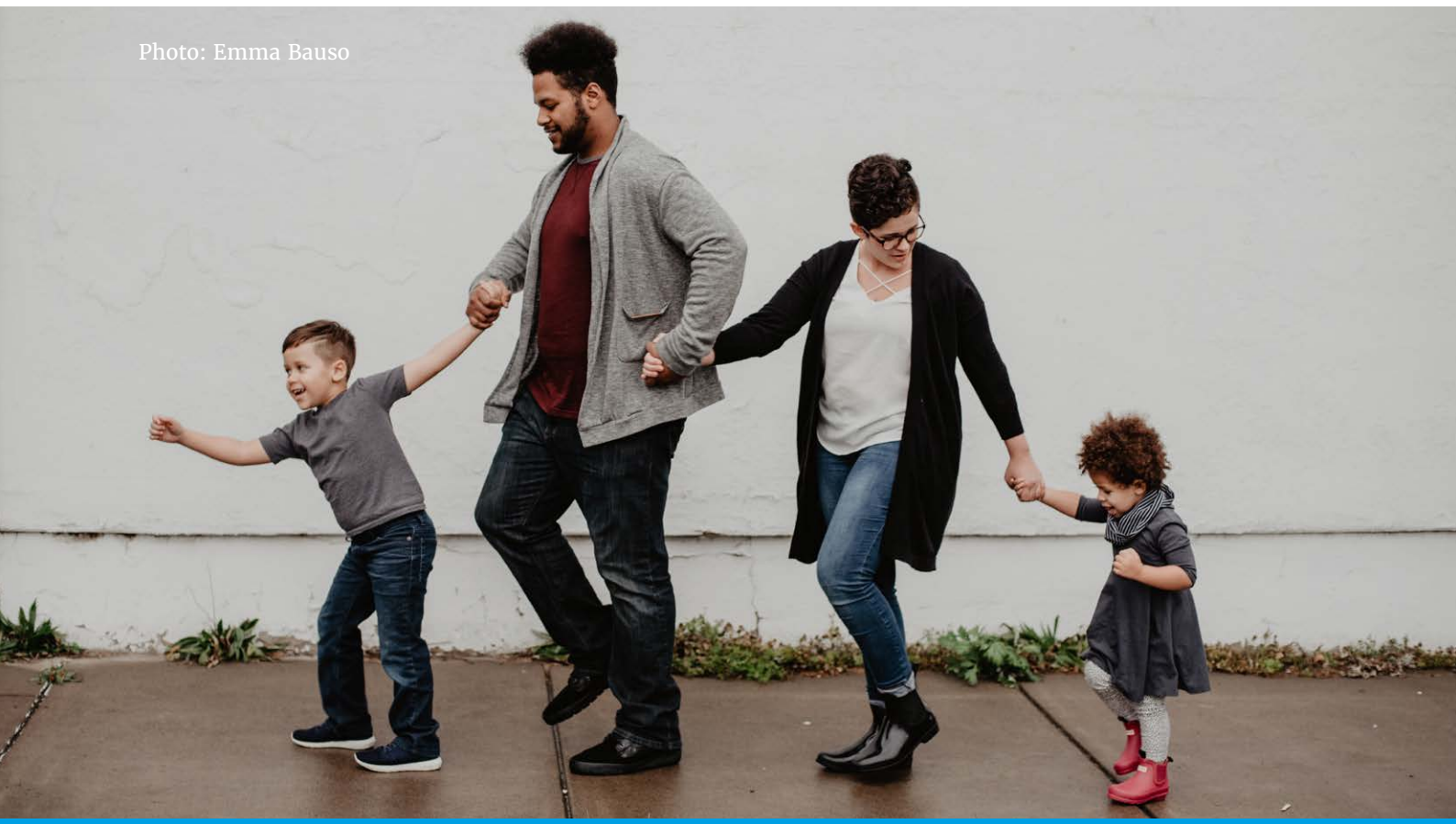


Photo: Emma Bauso



THE ROLE

Playing a pivotal role on the Senior Management Team, you will lead on Population Matter's financial management, supervise and optimise the organisation's operations in the UK, and support our growing international presence and activity.

Overview

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Areas of Responsibility



Finance



Governance



Administration



Legal



Human Resources



Information Technology



Facilities

The Detail

Financial Management

Finance, Accounting And Reporting

- Representing the charity in all financial matters with HMRC, Charity Commission, Auditors, FRIA, and the Board, ensuring timely reviews and submissions.
- Preparing and providing monthly, quarterly, and year-end financial reports, supported by and supervising the Finance and Administration Officer, in an accurate and timely manner.
- Clearly communicating the implications, opportunities and risks of those reports to the Senior Management Team, the Board, and in

particular to the Board's Finance, Risk, Insurance, Audit sub-committee (FRIA).

- Leading the annual audit process, working closely with the Executive Director and our Auditors to produce the statutory accounts and trustees' annual report, in accordance with the SORP.
- Ensuring that accounting procedures, processes and systems are in accordance with Generally Accepted Accounting Practice in the UK (UK GAAP), non-profit accounting principles and standards, and are kept current to ensure timely compliance and implementation.
- Ensuring the completeness and accuracy of all financial records and transactions, that staff follow established procedures, and that those procedures are updated as needed.

THE ROLE

- Knowledge of SAGE accounting software, or similar, is essential.

Budget

- Lead on the annual budgeting exercise, as part of the annual strategy review and planning process. This will be submitted, with a supporting narrative, to the Board for discussion and approval.

Investment and Reserves

- Regularly review the investments and reserves policy working to and with FRIA, reporting on and ensuring mitigation of risks by the SMT and Board.

Cashflow and Forecasting

- Manage organisational cash flows and forecasting, through management of the Finance and Administration Officer.

Internal Financial Control

- Maintain appropriate financial and operational controls, and if those are found to be lacking or in need of revision, institute necessary new or additional controls as per best practice.

Payroll and Contractors

- Oversee the accurate and timely processing of the staff salary payroll and contractual payments, according to HMRC rules and regulations, through management of the Finance and Administration Officer.

Administration and Operations

IT and Operational Systems

- Oversee the management of our IT systems (Google Workspace) and security, ensuring they are integrated and fit for purpose.

- Manage the overall security, servicing and functioning of the website and civiCRM, whilst the day-to-day operations are managed by the Campaigns and Communications team.

Workplace and Home-Working Systems

- Ensure that these support the effective operations of the organisation.
- Be the primary point of contact for all issues relating to the office lease.

Insurance

- Oversee reviews and renewals of all insurance policies that affect the organisation, including ones related to facilities, liability, health, benefits, and safety.
- Ensure organisational compliance with statutory requirements.

Human Resources

- Lead on and further professionalise the overall HR provision and function, working in partnership with the Executive Director (ED) supported by the ED's Executive Assistant.
- Oversee the recruitment of new staff. Maintain appropriate records, HR reviews and updates. Develop and maintain the annual appraisal processes. And advise on salary scales, performance and experience uplifts, raises, and annual cost of living increases.
- Ensure compliance with non-profit HR best practice and UK employment law in the event of any disciplinary actions.
- Maintain an overview of employee well-being and morale and recommend appropriate management responses.
- Monitor and help develop our commitment towards enhancing the organisation's diversity, equity and inclusion.

THE ROLE

Governance

Statutory Compliance and Filing

- Ensure that charity, company and employment law are followed, and that all required reports and returns are filed in a timely manner.

Legal

- Ensure that the organisation is in compliance with all rules and regulations governing its operations and is sufficiently protected from legal liability.

Risk Management

- Oversee and maintain risk management processes.

Board Reporting

- Lead on quarterly Board and additional/ interim FRIA reporting on Finance, Operations, Investments, HR, and risk management.
- Attend and participate in full Board meetings and its sub-committees as required.

Photo: Kelly Sikkema



WHAT WE'RE LOOKING FOR

We are looking for a proactive and empathetic Head of Finance and Operations who can play a key role in enhancing our efficiency and effectiveness as a campaigning charity, ensuring that we remain well-run, financially secure, and maintain a strong, healthy team culture.

We believe that true diversity and inclusion makes us more creative and impactful. We also believe that sprawling person specifications can limit diversity and inclusion, so we've kept ours to four key qualities / skills:



Value-aligned

You should have a real commitment to the change we're trying to create in the world and the way in which we're trying to create it.



Financial Expert

You will be a finance professional with a relevant accountancy qualification and significant experience of overseeing finance functions in UK charities, with demonstrable success in building robust financial systems within high-growth environments.



Operational Perfectionist

You will have a keen eye for detail and a desire to drive ongoing improvements, building efficient structures and processes that limit bureaucracy and drive growth.



Interpersonal Empath

You will have the team building skills needed to work with a highly-motivated, diverse, remote working and internationally operating staff team. Not to forget building a positive, dynamic relationship with our Board.

Photo: Belle Co



HOW TO APPLY

We take it that you're now as excited about this role as us and are ready to apply. Here is everything you need to know.



Step 1

Thoroughly read this document to make sure it's the job for you.



Step 2

If you have any burning questions about the role that you'd like answered before putting together an application, please contact our Executive Director:

Robin Maynard:
robin.maynard@populationmatters.org



Step 3

Submit your application by the closing date to:

PM@bamboofundraising.co.uk.

Your Application

Applications are made up of two elements:

- 1. CV:** Make sure it's achievement focused, we want it to read like an advert for why you're brilliant and not like a job specification.
- 2. Cover Letter:** We want to know the achievements and experience you've gained that demonstrate your ability to succeed across the four areas covered in the What we're looking for section of the application pack.

Please use a maximum of 250 words to cover each of the four areas (1,000 words in total, not including headings and / or introductions).

Key Dates

6th July:
Application closing date

13th & 15th July:
1st stage interviews

w/c 18th July:
2nd stage interviews

Your time is Valuable

We know that it takes time to put a good application together and we value the time of every single applicant.

We give feedback to every single candidate at every point in the process.

Thank you for taking the time to apply. We look forward to picking up the conversation.