

Dundee International Women’s Centre

**Finance Director**

**Application Pack**

**About Dundee International Women’s Centre**

Dundee International Women’s Centre (DIWC) exists for the engagement, education and to self-empower women from many different cultures, offering opportunities to build their personal and educational skills and to give them access to opportunities to achieve their personal goals.

Dundee International Women’s Centre’s vision is to provide a space where all women and girls reach their full potential and prosper in their community by:

* Ensuring that every woman has a voice and the most vulnerable have the opportunity to contribute to civic life. Through providing opportunities for learning English, extended social circles, increased confidence and physical and mental wellbeing.
* Building a society where women from Black and Minority communities have better access to education and grow an appetite for education for future generations. Through providing opportunities for learning, employability support, encouragement to progress with academic potential
* Encouraging and motivating women to be the change they want to become with opportunities to learn from and support one another. Through increased confidence and opportunities for lifelong learning and employment women are less dependent on others in deciding their future

We offer a programme of activities and events to promote the participation of women from communities who are often isolated and excluded due to poor or non-existent English skills. Through gaining these, women build confidence and self-esteem, enabling them to engage in the wider community, their children’s education, community issues, politics, decision making, further skills development and education as well as moving towards employment.

The programme includes:

* Formal Training and Qualifications
* Informal Learning and specific training both to internal and external audiences
* Social/Health & Wellbeing Groups
* Preparation Classes
* Employability
* Events and trips

**Our Mission Statement**

To address the needs of women, with an emphasis on those from black and ethnic minority communities; to promote and create opportunities for women’s social, political, and economic inclusion and for the advancement of education and employment.

**Our Vision**

Engagement, Education, Self-Empowerment: where women and girls achieve their personal goals, reach their full potential and prosper in their community.

**Our Values**

The work of DIWC is guided by our strong values.

* + Sense of belonging
  + Providing opportunities
  + Self-achievement

**What is Volunteering?**

Volunteering is the commitment of time and energy for the benefit of society whilst gaining experience and skills. It is undertaken freely and by choice, without concern for financial gain.

To some people volunteering is seen as an act of kindness, to others it is a means of achieving a personal goal or contributing to a cause. For some volunteering is a valuable way of gaining new skills and improving job prospects.

Our volunteers are crucial to our organisation. We would not be able to support the number of women we do without the dedicated support from our team of volunteers.

“Lots of different cultures come together, despite language issues we overcome in a spirit of friendship and tolerance. Initially apprehensive – now more confident”

“I feel involved. I identify with like-minded people. I love the friendliness. For me this group/place is about empowering women. That is why it is important this place is for women only.”

**What our**

**volunteers**

**say…**

**What we look for in potential volunteers…**

* A willingness to learn
* Good communication skills
* The ability to listen to others
* Reliability and ability to commitment

Joining the board of directors is a volunteer role in DIWC but it comes with roles and responsibilities. Training, direction and support will be given at each stage and consistent attendance at board meetings is expected.

**Finance Director**

**Role Description**

**Title:** Finance Director

**Supported by:** Board of Directors

**Main purpose:** The Finance Director’s primary role is to assist and advise the board in overseeing the finances of DIWC. We have a paid member of staff who undertakes much of the day-to-day financial business, but this role is responsible for overseeing this along with the Manager and updating the other Directors on the Board. The finance director will also oversee the Finance Subgroup for the Directors.

**Vision and Leadership**

* To be committed to the vision, mission and values of the organisation.
* To provide strategic direction, including agreeing and monitoring strategic plans.
* To keep informed of the activities of the organisation and the wider issues that affect its work.
* An understanding of, and commitment to the charitable/third sector
* Integrity, strategic vision and leadership, good independent judgment, and a willingness to speak your mind and challenge.
* Individuals who are imaginative and unique.
* Individuals who are willing to see the big picture and assess risks.

**Accountability & Legal Responsibilities**

* To ensure the organisation complies with its governing document - Memorandum and Articles of Association.
* To ensure the organisation keeps to the law, including charity and company law.
* To ensure the organisation makes efficient use of resources, in particular that all monies are applied to its objects, agreed plans and budgets.
* To ensure that risks to the organisation, staff, volunteers and service users are at an acceptable level and are effectively managed.
* To be accountable to funders and other stakeholders.
* To personally abide by all policies and procedures

**Financial & Staff Management**

* To understand the overall financial position of the organisation.
* Lead the Finance Subgroup of the Board
* Ensure the organisation's finances are properly managed and accounted for
* Being a counter signatory to any major banking transactions
* Overseeing bookkeeping
* Presenting financial reports, raising issues and answering questions at regular board meetings and the Annual General Meeting (AGM)
* Liaising with the auditors or financial examiners for the annual review of accounts alongside the Finance Worker
* To ensure the organisation operates within its agreed accounting policies and procedures along with assisting the Board and the Manager to regularly review and update Policies and Procedures as and when required.
* To ensure adequate financial resources for the organisation.
* Advising on the financial implications of the organisation’s strategic plans;
* To contribute to fundraising strategies and be part of the fundraising subgroup

**Qualities and Skills of Finance Director**

* Experience and knowledge of bookkeeping and financial management
* Experience of using different accounting software packages (knowledge of SAGE would be advantageous)
* Knowledge and experience of current finance and fundraising practice relevant to voluntary organisations
* Good financial analysis skills
* Ability to communicate clearly
* Confident in using Microsoft packages such as SharePoint, Outlook, TEAMS and Excel
* Understanding of and commitment to the organisation’s mission & values.
* Impartiality and fairness and to declare any conflict of interest while carrying out the duties.
* Ability to respect confidences; all information shared at board meetings is strictly confidential.
* Good time management skills

**Time and commitment**

The overall time commitment can be up to 6 hours per month for this role.

This consists of:

* Board Meetings – The first Monday of each month which can be up to 2 hours early evening normally face to face at our centre in Dundee.
* Ability to attend Finance and Budget Meetings – up to 2 hours every month either on a Tuesday or Wednesday during the day or early evening. This can be face to face or via TEAMS/Zoom.
* Appropriate time to read and study all papers and reports in advance of meetings.
* To attend sub-group meetings as appropriate
* To support staff with certain operational areas such as recruitment if asked
* Provide support and advice to staff as and when needed (usually over the phone)
* Yearly Annual General Meeting (AGM) attendance
* Time to time attendance of training on a range of subjects including governance.
* Promote the centre and its work in the community; support for fundraisers is encouraged.

All travel expenses incurred whilst undertaking Board duties will be reimbursed. Please claim any travel expenses.

**Board Member Application Form**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Details** | | | | | | | | | | | | | |
| **First Name** | |  | | | **Surname** | | |  | | | **Title** | |  |
| **Address** | |  | | | | | | | | | **Post**  **Code** | |  |
| **Home Tel** |  | | **Work Tel** | | |  | | | **Mobile No.** | | |  | |
| **Email Address** | |  | | | | | | | | | | | |
| **Date of Birth** | |  | | | | | | | | | | | |
| **Do You Speak a second language** | | | | **Y  N** | | | **If yes which languages** | | |  | | | |

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| --- | --- | --- | --- |
| **Employment and Voluntary Experience (Current and Past)**  **Please tell us about any current or past voluntary and employment opportunities, starting with the current or most recent first.** | | | |
| **Organisation** | **Address** | **Role and Responsibilities** | **Dates from and to if applicable** |
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Please answer the following questions. Please expand the boxes to fit your answers

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| **Why would you like the opportunity to be on the board of DIWC?** |
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| **What skills or qualities do you think that you can bring to DIWC?** |
| **Please outline how you feel your knowledge, skills and experiences meet those highlighted within the role description enclosed with the Board Application pack.** |
|  |
| **Relating to role of Director on the Board please specify if you have any qualifications and what body has awarded these qualification to you** |
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| **What is your understanding of equality?** |
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| **What do you think are key issues which charities face?** |
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| **Please use the space below to detail any further information that you considered relevant to this position.** |
|  |

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| --- | --- |
| **Board membership requires you to regularly attend Board meetings at our Centre. These meetings are usually every other month but extraordinary meetings will be called from time to time. It is crucial that you commit to attending these meetings.** | |
| **Are there any existing commitments which would prevent you from meeting the stated requirements?** |  |

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| **Please tell us about any additional needs that DIWC may need to be aware of in order to support you volunteer.** |
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| **Protecting Vulnerable Groups Scheme** | |
| **Some positions at DIWC are subject to registration with the Protecting Vulnerable Groups. Do you have any objection to this?** | **Yes**  **No** |
| **If you answered yes to this question please provide details in a separate letter addressed to Mail@diwc.co.uk and mark it Private and Confidential, please include this with your application. If you answered yes this does not mean you will be refused as a volunteer as every potential volunteer is considered on an individual basis.** | |

Please supply details of two referees able to provide a reference for your suitability for this role

(These must not be family members)

|  |  |  |
| --- | --- | --- |
| **Details of Referees** | | |
| **Name** |  |  |
| **Address** |  |  |
| **Post Code** |  |  |
| **Telephone no** |  |  |
| **Email** |  |  |
| **Capacity in which they know you?** |  |  |
| **Declaration** | | |
| The information that you provide on this form and that obtained from other relevant sources will be used to process your application to become a Director of DIWC. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. If you become a Director, the information will be used in the administration of your registration with Companies House, OSCR etc. We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.  By signing the application form we will be assuming that you agree to the processing of sensitive personal data, in accordance with our registration with the Data Protection Commissioner.  **Disqualification**  Section 69 of the Charities and Trustee Investment (Scotland) Act 2005 disqualifies the following from acting as charity trustees:   * Someone with an unspent conviction for dishonesty under the Act * An undischarged bankrupt * Someone who has been removed under either Scottish or English Law or the courts from being a charity trustee * A person disqualified from being a company director   It is the responsibility of the individual charity trustees to ensure they personally are not disqualified from being a charity trustee. | | |

I declare that I am not disqualified from being a Charities Trustee or Company Director and that the information given on this application is correct and complete.

|  |  |  |
| --- | --- | --- |
| **Signed** |  | **Date:** |
| **Print Name** |  |

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| Volunteer Applications will be kept on file for three months, if no further contact has been made these will be disposed of in a safe, secure manner. |

**Board of Directors**

**Recruitment Skills Audit**

Boards operate most effectively when their Directors come with different skills, knowledge, backgrounds and experiences. This variety helps the Board of Directors meet its many responsibilities and contributes to the dynamics and creative energy within the group.

As part of the application process we ask that you fill out this skills audit.

| **Please indicate how you see your skills and experiences**   1. Robust knowledge and experience at senior level 2. Good knowledge /experience 3. Some knowledge and experience 4. Little or no knowledge and experience   Please tick **A** if you would be interested in more information and or training if asked to become a member of the Board | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **A** |
| **Qualities** |  |  |  |  |  |
| Commitment to feminist approach |  |  |  |  |  |
| Strategic Vision – can look at the bigger picture |  |  |  |  |  |
| Good independent judgement |  |  |  |  |  |
| Ability to work in a team |  |  |  |  |  |
| Partnership working |  |  |  |  |  |
| **Skills/ knowledge** |  |  |  |  |  |
| Understanding of gender based violence |  |  |  |  |  |
| Local voluntary sector |  |  |  |  |  |
| Local statutory agencies |  |  |  |  |  |
| Fundraising and funding applications |  |  |  |  |  |
| Business |  |  |  |  |  |
| Governance |  |  |  |  |  |
| Marketing and promotion and PR |  |  |  |  |  |
| Events management |  |  |  |  |  |
| Planning |  |  |  |  |  |
| Human resources |  |  |  |  |  |
| Legal (specify type of law) |  |  |  |  |  |
| Research and policy |  |  |  |  |  |
| General management |  |  |  |  |  |
| Financial management |  |  |  |  |  |
| Project management |  |  |  |  |  |
| Change management |  |  |  |  |  |
| Monitoring and evaluation |  |  |  |  |  |
| IT and communications |  |  |  |  |  |
| Community development |  |  |  |  |  |
| Children and young people |  |  |  |  |  |
| Minute taking |  |  |  |  |  |
| Media |  |  |  |  |  |
| Networking and public speaking |  |  |  |  |  |
| Volunteer Management |  |  |  |  |  |
| **Board Skills** |  |  |  |  |  |
| Experience of being a trustee/Director |  |  |  |  |  |
| Experience of being a Chair |  |  |  |  |  |
| Experience of being a Secretary |  |  |  |  |  |
| Experience of being a Treasure |  |  |  |  |  |
| **Professional experience** |  |  |  |  |  |
| Business |  |  |  |  |  |
| Government |  |  |  |  |  |
| Public Sector |  |  |  |  |  |
| Voluntary Sector |  |  |  |  |  |

**DIWC EQUALITIES MONITORING FORM**

This information is for monitoring purposes only and will not affect the outcome of your application. Completion of this questionnaire is voluntary. You do not have to answer any or all of the following questions, but we would be grateful if you could. **The information you provide will be held in the strictest of confidence in line with our Data Protection Policy. If emailed, information will be separated immediately.**

**Board Member Volunteer Application**

**1. Race and Ethnicity**

Choose one section from A – E then tick the appropriate box to indicate your cultural background.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A) Asian, Asian Scottish or Asian British** | **B) African, Caribbean or Black** | **C) Chinese or other Ethnic Group** | **D) Dual Heritage** | **E) White** |
| Indian, Indian Scottish or Indian British | Caribbean, Caribbean Scottish or Caribbean British  | Chinese, Chinese Scottish or Chinese British | White and Black Caribbean  | British  |
| Pakistani, Pakistani Scottish or Pakistani British  | African, African Scottish or African British  |  | White and Black African  | Scottish  |
| Bangladeshi, Bangladeshi Scottish or Bangladeshi British  | Black, Black Scottish or Black British  |  | White and  Asian  | English  |
|  |  |  |  | Irish  |
|  |  |  |  | Welsh  |
|  |  |  |  | Northern Irish   |
|  |  |  |  | Polish  |
|  |  |  |  | Irish or Scottish Traveller  |
| Any other  Asian background   Please state  ....................... | Any other  Black background   Please state  ……………….. | Any other ethnic group   Please state  .........……… | Any other  mixed background   Please state  ........................ | Any other  White background   Please state  ................... |
| Prefer not to answer  | | | | |

**2. Gender** (Please tick):

Female (including male to female trans women) Other Gender Identity 

Prefer not to answer 

Have you ever considered yourself to be transgender?

Yes  No  Prefer not to answer

Please note there is no obligation for individuals to disclose transgender status or gender reassignment history as a condition of volunteering. In keeping with the Equality Act 2010, there is no obligation for an individual to tell an organisation that they have a transgender identity or history.

**3. Age** (please tick):

Under 18  40 – 50 19 – 25  51 – 64 

26 – 39  65 or over  Prefer not to answer 

**5. Disability** (please tick)

Do you consider yourself to have a disability or long term health condition?

Yes  No  Prefer not to answer 

If Yes, please give details:

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

**Are you registered disabled?**

Yes  No  Prefer not to answer

**Self- Declaration Form**

**Previous Convictions**

**Name:**

**Notice to applicants**

**PVG scheme membership may be necessary for this post**

The provisions of the Rehabilitation of Offenders Act do not apply to this voluntary post. This means that you are not entitled to withhold information about convictions which, for other purposes, are ‘spent’ under the provisions of the Act. Failure to disclose such convictions could result in your being withdrawn from the Volunteering Programme at a later date. Information will be treated in the strictest confidence.

**Please note that if you answered yes this does not mean you will be refused as a volunteer as every potential volunteer is considered on an individual basis. This will be discussed at interview.**

Have you ever been convicted of criminal offences? **YES/ NO**

If yes, please give details below.

I understand that if I have used misleading information to gain volunteering opportunities with this organisation then I may be instantly withdrawn from placements at a later date.

**Signed:** **Date:**

**Thank you for taking the time to complete this form. We will be in touch within the next 14 days.**