

Director of Finance (Part-time)

Recruitment pack



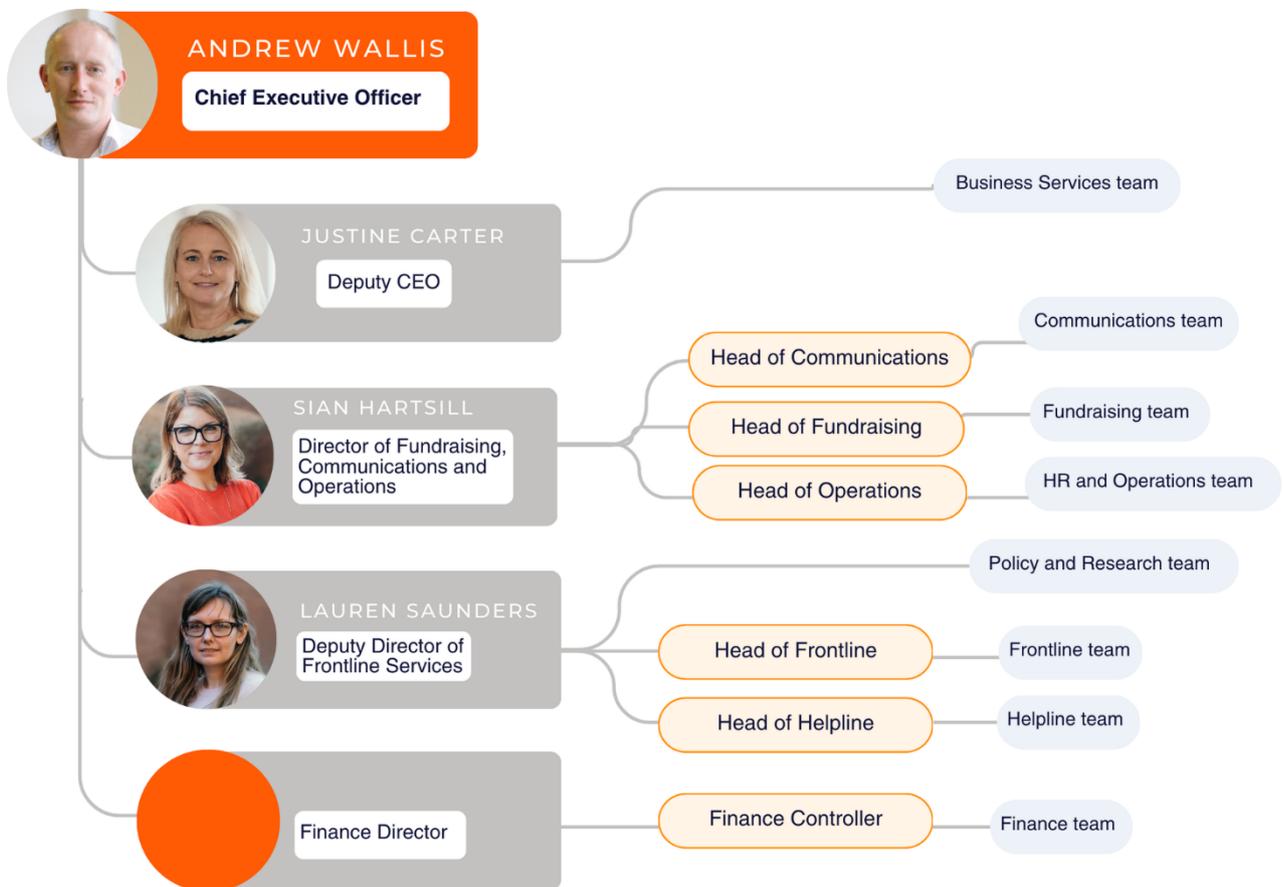
Location	Unseen's head office in Bristol (Hybrid approach with some working from home days. A degree of flexibility will be required)
Salary	£39,000 - £45,000 per annum (£65,000 - £75,000 FTE)
Contract type	Permanent
Hours	Part-time (3 days /0.6 FTE)
Reports to	CEO
Key relationships for the role	<ul style="list-style-type: none"> • Senior Leadership Team (SLT) • Senior Management Team (SMT) • Board of Trustees • Finance Team
Requirements of the role	<ul style="list-style-type: none"> • Standard/Enhanced/ Enhanced with List DBS • UK Driving Licence/ Car
Benefits	<ul style="list-style-type: none"> • 33 days holiday per year (pro-rated equivalent for part-time), inclusive of bank holidays • An additional day of paid leave is awarded at the start of each holiday year (maximum of 5 days) • Paid Birthday leave • Long service awards • Enhanced Sick Pay entitlement • Enhanced Maternity and Adoption leave • Employee Assistance Programme – counselling for individuals and their families (up to 8 sessions) and a range of wellbeing support resources • Pension contributions • Bike to Work Scheme • Speak Up Staff line

About us

Unseen is a UK charity with its head office in Bristol. We provide safehouses and support in the community for survivors of trafficking and modern slavery and operate the UK wide Modern Slavery & Exploitation Helpline. We also work with individuals, communities, business, governments, other charities and statutory agencies to end slavery for good.

Our vision: A world without slavery. We aim to transform society’s response so all can live in a world free from such abuse and exploitation.

Our mission: We’re working to end modern slavery by **empowering, equipping** and **influencing** others to bring about positive and transformational change.



Purpose of the role

Reporting to the CEO as part of the Senior Leadership Team, the role of Director of Finance exists to maximise the effective deployment of Unseen's resources in pursuit of the charity's mission. The Director's primary objective is to drive improvements in efficiency and value for money, optimising how the organisation's human and financial resources, and physical and virtual infrastructures are utilised to achieve the greatest impact for survivors and stakeholders.

In essence, the Director of Finance will act as Unseen's chief financial strategist – ensuring financial sustainability and growth, compliance and accountability, while continuously enhancing internal processes and resource allocation. By delivering excellent financial oversight, proactive risk management, and effective operational support, this role enables Unseen's front-line teams and programs to flourish. The post-holder will balance professionalism and rigour with empathy and a genuine commitment to Unseen UK's vision of a world without slavery.

Key responsibilities and tasks

Financial Leadership and Strategy

- **Develop and implement financial strategy and plans:** Lead the creation of Unseen's annual budgets, financial forecasts, and long-term financial plans, ensuring they align with the charity's strategic objectives and mission. Provide clear financial insight and scenario planning and analysis to support strategic decision-making by the CEO, Senior Leadership Team and Board.
- **Financial management and reporting:** Working with the Financial Controller, oversee all day-to-day finance operations (accounting, bookkeeping, payroll coordination, etc.), ensuring accurate and timely financial reporting. Monitor financial performance against budgets, review monthly management accounts, and present concise financial updates and analysis to the Senior Leadership Team and Board of Trustees.
- **Ensure compliance and financial control:** Maintain robust financial controls, policies and procedures to safeguard the charity's assets and adhere to contractual requirements. Ensure full compliance with relevant accounting standards and regulations (e.g. Charity SORP and UK GAAP), and that all statutory financial duties are met, including preparing year-end accounts and leading the annual audit process. Serve as the senior point of contact for external auditors, coordinating a smooth audit and implementing any recommendations for improvement.
- **Support governance and board reporting:** Act as a key advisor to the Board of Trustees on financial and operational matters. Prepare and present high-quality reports for board meetings (finance updates, risk registers, KPIs), and attend relevant sub-committee meetings (e.g. Finance, Audit and Risk Committee) to facilitate effective oversight. Ensure

the charity's governance practices and reporting meet the expectations of regulators and funders, upholding transparency and accountability at all times.

- **Lead risk management:** Develop and maintain the organisation's risk management framework. Identify and evaluate key strategic and operational risks and implement appropriate mitigation strategies and internal controls. Regularly update the risk register and work with the CEO, Senior Leadership Team and Board to review and address risks on an ongoing basis. Working with the appropriate departments, ensure compliance with all legal, regulatory and contractual obligations across the areas of finance, information security, health & safety, and other operational policies.
- **Policy and regulatory compliance:** Oversee and periodically review Unseen's policies and procedures in finance, procurement, and administration to ensure they meet best practice and regulatory requirements. Take responsibility for filings and returns to regulatory bodies (Charity Commission, Companies House, HMRC for tax/VAT, etc.), ensuring absolute accuracy and timeliness.

Operational and Resource Management

- **Improve organisational efficiency:** Identify opportunities to improve internal systems, processes and cross-departmental workflows to better deploy Unseen's resources to support staff to achieve the charity's mission. Champion initiatives to streamline organisational processes, eliminate inefficiencies, and implement cost-saving measures.
- **Contract and vendor management:** Oversee key contracts and supplier relationships related to finance to ensure value and performance. Negotiate contracts and agreements with suppliers as needed, keeping an eye on cost-effectiveness and quality of service.

Other Responsibilities

- **Continuous improvement and initiatives:** Stay abreast of best practices in charity finance, and governance, and proactively propose improvements or innovations at Unseen. Lead or participate in any internal projects to upgrade systems or to prepare the organisation for growth and scaling of its services.
- **Representation and networking:** Represent Unseen at various events and networking opportunities, acting as an ambassador for the organisation, occasionally working evenings and weekends where required. The role will also be required to attend Finance & Audit Committee meetings during the evening and quarterly Board meetings which take place on a Saturday and are a combination of in-person in the Bristol office and online via MS Teams.
- **Safeguarding and values:** Uphold Unseen's values at all times and adhere to and promote the organisation's policies on safeguarding, confidentiality, equity, diversity and inclusion (ED&I), and ensure that all finance practices reflect a human-focused, trauma-informed ethos. While this role does not directly manage HR or front-line services, it must still ensure that operational decisions consider the well-being of staff and survivors we support.

General (all staff)

- Promote the vision, aims and objectives of Unseen and ensure that all external contact fully reflects the professional approach of the organisation.
- Understand and comply with all relevant legislation and adhere to organisational and operational policies and procedures.

Person Specification

We use the Person Specification to shortlist candidates for interview. For competitive personal statements, we recommend referencing with examples how your skillset and experience matches the Person Specification.

Essential Knowledge, Skills, Experience and Personal Attributes

Fully qualified accountant (ACA, ACCA, CIMA or equivalent), with strong technical accounting knowledge and a thorough understanding of financial management principles. A solid grasp of budgeting, forecasting, management accounts, and audit processes is essential.

Significant experience (several years) in a senior finance role, such as Finance Director, Head of Finance, or CFO, where you have been responsible for leading the finance function within a complex organisation. This includes experience in developing financial strategy, managing budgets across multiple projects or departments, and ensuring robust financial controls and compliance.

Understanding of wider operational functions and the interconnection with finance. You should understand areas like IT systems, facilities management, and general administration, and be capable of managing outsourced service providers effectively.

Experience with governance and risk management, for example, working with a Board or Trustees, preparing board papers, managing risk registers, and ensuring organisational compliance with laws and regulations.

High level of clarity in both written and oral communications and the ability to present financial information and recommendations in a way that is accessible and persuasive to non-financial colleagues and board members.

Strong interpersonal skills – able to build trusting relationships across the organisation and with external stakeholders.

Proven understanding of and empathy with vulnerable people, especially survivors of modern slavery.

Desirable Knowledge, Skills and Experience

Understanding of charity-specific financial management and reporting would be an advantage. Familiarity with charity accounting rules (Charities SORP), fund accounting, and the regulatory requirements for UK charities would enable you to hit the ground running.

How to apply

1. Complete Unseen's [application form](#) for the role, and;
2. Send a copy of your CV to jobs@unseenuk.org.

If you are unable to complete the form online, please email jobs@unseenuk.org or call us on 0303 040 2888 and we will send a printable version for you to complete.

Please note: The only information from your application that will be shared with the hiring manager/s is your personal statement and CV.

The deadline for applications is 4 January 2026.

Interviews will likely be held during the week of 12 January 2026.

Kindly note, we reserve the right to close the vacancy if we reach the requisite number of applications. If you're interested in the role, we would encourage you to apply early.

As an organisation focused on equity, diversity and inclusion, we welcome applications from all sections of the community we serve including those with lived experience of modern slavery, those with diverse backgrounds, cultures, and religion, people of colour, those with disabilities and those from the LGBTQ+ community.

References from previous employers will only be contacted after a job offer. If there are valid reasons for this not to be possible, please mention this on your application.

Any questions, please contact jobs@unseenuk.org or call us on 0303 040 2888.

**Thank you for your interest in working
with Unseen to achieve our vision of
a world without slavery**