

Finance Director

Children's Book Project

Volunteer role: 2-3 days per month
(Primarily remote and term time)

Join a fast-growing UK children's book charity

About us

The Children's Book Project is a new, rapidly growing Registered Charity set up to tackle book poverty and to improve the social, emotional and educational outcomes of children and young people across the UK. Located in North Kensington in London and new regional hubs in Birmingham, Oxford and Leeds, the charity is volunteer-powered and proud of the significant impact it has had since formation.

We are so proud to share that in mid 2023 the charity gifted its one millionth book.

OECD research has shown that reading for pleasure is the single biggest indicator of a child's life outcomes - more than their family circumstances, parents' educational backgrounds or incomes. Being read to, sharing a book with an adult or reading independently drives literacy development, helps children develop socially and emotionally, and offers escapism and a chance to see the world differently. Sadly, against a backdrop of widespread library closures and increasing public hardship, hundreds of thousands of children in the UK live in homes with very few books of their own, and sometimes none at all. The Children's Book Project seeks to tackle this book poverty gap by gifting books directly into the hands of the children who need them most.

The charity was awarded a prestigious Queen's Award for Voluntary Service in 2020 - a wonderful testimony to our volunteers. Last year, over 12,000 volunteering hours were worked by local, corporate and young Duke of Edinburgh Award volunteers. We are at an exciting point in our history as we work towards a deeper and wider-ranging impact across the UK, hopefully gifting another million books within our schools settings as well as in our developing prisons programme.



The opportunity

As a result of our growth and organisational redesign this year, we are now looking to appoint our first Finance Director. A new role working directly alongside our CEO and wonderful Board of Trustees, this new role is designated with ensuring our financial stability. Your role will involve overseeing financial operations, budgeting and planning, and providing financial guidance to support the Children's Book Project achieve its strategic goals.

What does the role involve?

We very recently outsourced the bulk of our accounting and reporting functions to a specialist accounting provider, and we are currently supported in-house by a part time Finance Administrator. As well as managing these two key finance relationships, you'll work closely with our CEO, management team and our Board of Trustees.

From a day-to-day perspective, you will be responsible for supporting the CEO in budgeting and planning, maintaining the charity's insurance schedule and payments, undertaking regular reviews of financial functions and procedures, and making recommendations for continuous improvements.

As the charity's designated Financial Officer, you'll also be responsible for ensuring that the charity complies with all legal and reporting requirements including to Companies House and the Charities Commission. You'll manage the independent auditing of our annual reports, ensuring accurate and informative management accounts and financial metrics are presented to the CEO and Board of Trustees.

Who are we looking for?

We are looking for an enthusiastic and collaborative Finance Director to join our team. We are a passionate and committed team here at The Children's Book Project and so our ideal candidate will share these values. You'll be results driven and collegiate, ideas-orientated and solution-minded. You'll share our ambition to really tackle the inequality that book poverty brings. In terms of skills and experience requirements, we are looking for the following

- A recognised CCAB qualification (ACA, ACCA, CIMA, CIPFA) or non-UK equivalent
- Demonstrable experience in strategic planning and forecasting, financial management and accounting
- Knowledge and understanding of charity fundraising, project management and SORP
- Experience in using accounting software such as Xero or QuickBooks
- Company Secretarial experience

What we offer you

This is a new role within our charity and you'll be joining at an exciting time of growth and scale. We have a wonderful story to tell and can demonstrate a compelling impact. The Children's Book Project has, and continues to bring together an incredible community of skills and experiences - all infused with a distinctive passion and spirit of generosity. We also offer an exceptional team of Trustees to work alongside. If you have established your career and are now looking for a fulfilling and enriching opportunity to give back to the community - we would love to hear from you.

Anticipated commitment

We anticipate the role will require approx 4 hours per week on average, which could be worked mostly remotely and mostly during school term times. Attendance at three annual Trustee Board meetings is also required. These are normally held in London outside of normal working hours and there may be occasional ad hoc meetings or zoom calls. Expenses for travel will be met by the charity.

To find out more or to apply

As part of our values, we are committed to supporting inclusion and diversity. We actively celebrate different abilities, sexual orientation, ethnicity, faith and gender.

If what we do resonates with you and if our team sounds like a team that you would like to be a part of, we would love to hear from you. Please send a brief covering letter and your CV to Kath Sloggett, Chair of Trustees, at kath@childrensbookproject.co.uk.

