

# WeProtect Global Alliance Director of Operations and Finance

## Job Specification

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| <b>Location</b>            | Home-based in the UK, within 90 minutes travel of Central London, with occasional national and international travel.                                                                                                              |
| <b>Reporting to</b>        | Executive Director (ED)                                                                                                                                                                                                           |
| <b>Direct Reports</b>      | Deputy Head of Operations and Finance                                                                                                                                                                                             |
| <b>Salary</b>              | £85,000 – 90,000                                                                                                                                                                                                                  |
| <b>Additional Benefits</b> | 25 days annual leave p/a plus public holidays (annual leave increasing by 1 extra day for every year's service up to 30 days total), generous pension contribution, life assurance and access to an employee assistance programme |
| <b>Contract</b>            | 2 years with the possibility of extension dependent on continuation of funding. You should be available to start by mid-January 2026.                                                                                             |

### 1. About WeProtect Global Alliance

The internet was not created with children in mind and can be unsafe for children to explore. Every phone and computer is a potential gateway for offenders seeking to sexually exploit children. Our Alliance generates political commitment and practical approaches to make the digital world safe and positive for children, preventing sexual abuse and long-term harm. The Alliance's geographical reach is unprecedented with over 350 members across governments, the private sector, civil society and intergovernmental organisations. This diverse membership is key to our ability to deliver real change. Together, we break down complex problems and develop policies and solutions to protect children from sexual abuse online. We deliver through a small, high performing Secretariat Team, currently 11 strong, based in the UK and Ireland. The Alliance is registered as a foundation (*Stichting*) in the

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Netherlands and as a company limited by guarantee in the UK. More information on who we are and what we do can be found at [www.weprotect.org](http://www.weprotect.org).

## 2. Role Purpose

The **Director of Operations and Finance** is a pivotal senior leadership role responsible for ensuring WeProtect Global Alliance has robust and highly effective financial management, operational, governance, and risk infrastructure. The Director will provide strategic financial leadership, act as the primary resource for the Board on governance matters and oversee corporate compliance to enable the impactful delivery of the organisation's strategy to protect children from sexual exploitation and abuse online.

We are seeking a **highly experienced operational leader** who is a **proactive** and **confident decision-maker**. You will be an influential SMT member and a trusted advisor to the Executive Director and the Board. You must be able to **think strategically and solve problems**, translating complex technical requirements (finance, legal, risk) into clear, pragmatic, and achievable goals. You will operate with **high ethical standards and integrity**, modelling the Alliance's values of **Accountability, Respect, and Empowerment** across all internal and external relationships.

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## 2. Key Responsibilities

### Corporate Governance, Risk & Compliance

- **Corporate Governance:** Ensure Alliance governance is efficient, effective and provides the necessary support and oversight to the team to enable delivery of our mission, leading on review and optimisation of our governance structures and management. Act as a key advisor to the Executive Director and Board on all aspects of governance, legal compliance, and statutory obligations (including Dutch Chamber of Commerce and UK Companies House requirements).
- **Risk Management:** Senior responsible owner of the strategic risk register and proactively monitor and escalate strategic risks, reporting on high-level mitigation strategies to the Board and Finance, Risk and Audit Committee. Liaising with the Deputy Head who will oversee the day-to-day monitoring and reporting of operational risks.
- **Internal Control & Audit:** Set the strategic standard for the internal control environment. Commission, approve the scope for, and receive final reports on all internal or external governance reviews or audits. Approve all final audit recommendations and plans before presentation to the Board.
- **Legal Compliance:** Ensure the Alliance is compliant with all relevant UK, Dutch and international laws, managing external legal counsel relationships as needed, including maximising pro-bono support.

### Operations and People Management

- **Operational Oversight:** Provide strategic direction for core operational functions, ensuring the Deputy Head of Operations and Finance delivers effective day-to-day operations including procurement, IT infrastructure, and general administration.
- **Human Resources:** Lead internal responsibility and the strategic development of the people management function, in liaison with the Executive Director. This includes owning the overarching policy framework, approving major changes to employee benefits, and managing any external HR consultants or support services to ensure all HR policies, recruitment practices, and performance management are compliant. Overseeing the Deputy Head on supporting the implementation of capacity building across the Secretariat.
- **Line Management:** Directly line manage and mentor the **Deputy Head of Operations and Finance**, setting clear objectives, managing performance, and supporting professional development. As a member of the SMT, you may also play a key role in matrix managing team members across the organisation.
- **Cross-Organisational Leadership:** Work collaboratively with the Executive Director and all members of the SMT to foster a culture of high performance, innovation, accountability, and continuous improvement across all functions, including implementation of our organisational Diversity, Equity and Inclusion policy and our overall organisational strategy.

### **Strategic Financial Management & Leadership**

- **Financial Strategy & Planning:** Lead the development and own the ultimate approval of the organisation's financial strategy, ensuring long-term sustainability and resource allocation aligns with strategic objectives. Working closely with the Deputy Head of Operations and Finance on setting the parameters for the annual budgeting cycle and its execution.
- **Budgeting & Reporting:** Produce accurate, timely, and insightful financial reports and analysis for the Executive Director, Senior Management Team (SMT), and the Board/Finance, Risk and Audit Committee, drawing on the preparations of the Deputy Head e.g. forecasting, overseeing annual budgeting cycle and financial planning
- **Audit & Statutory Compliance:** Take ultimate accountability for the annual statutory audit process, ensuring all financial statements are prepared in compliance with relevant legislation and best practice for the Alliance's Dutch and UK registered entities.
- **Systems and Controls:** Own and strategically evolve the financial control framework, ensuring robust policies, procedures, and systems are in place. Champion organisation-wide adherence to these standards, working closely with the Deputy Head who will oversee daily compliance and financial reporting accuracy.
- **Grant Financial Management:** Work with our Head of Development to oversee the financial management and reporting for all restricted and unrestricted grants, ensuring full compliance with donor requirements. Contribute to the organisation's investment strategy and diversification by assessing financial viability of new funding sources or income models.

### 3. Person Specification

#### Essential Knowledge, Experience, and Skills

- **Sector Experience:** Proven senior leadership experience (Head of or equivalent) within a non-profit, charity, or international NGO setting.
- **Governance & Risk:** Extensive experience in developing, implementing and managing corporate governance frameworks, statutory compliance, and organisation-wide risk management in the non-profit sector.
- **Legal Expertise:** Demonstrable deep experience and knowledge of relevant legal frameworks and regulation relating to the non-profit sector in the UK and Netherlands.
- **Financial Expertise:** Deep technical knowledge of relevant financial regulations, statutory accounts and audit processes, with proven experience setting the financial strategy and controls framework for an organisation.
- **Leadership & Management:** Demonstrable track record of successfully leading, managing, and developing a multi-disciplinary team, including the management of senior direct reports.
- **Strategic & Communication Skills:** Excellent strategic thinking, with the ability to translate complex financial and governance information into clear, accessible reports and advice for senior stakeholders (Executive Director, Policy Board, Finance, Risk and Audit Committee).

#### Desirable

- Accountancy qualifications
- Experience as a Company Secretary or equivalent governance role.
- Experience in management and oversight of human resources
- Knowledge of international grant financial management and donor compliance requirements (particularly UK and Dutch).

#### Commitment

- A demonstrable commitment to the values of WeProtect Global Alliance, including **safeguarding** children and upholding principles of **Respect, Accountability, and Empowerment**.