

HEAD OF OPERATIONS, PEOPLE AND FINANCE

JOB DESCRIPTION





Head of Operations, People and Finance

Location: Remote, with regular team meetings in our Farringdon office (London)

Reports to: CEO

Salary: £55,000-£70,000, depending on experience and agreed working pattern (full-time or part-time)

Hours: Full-time or part-time (4 days/week or 0.8 FTE across 5 days – open to discussion)

Contract: Permanent

Flexibility is key - we support remote working and flexible arrangements to suit the right candidate. We meet regularly as a team in our London office and value in-person connection alongside flexible, trust-based working.

About the Institute of Business Ethics

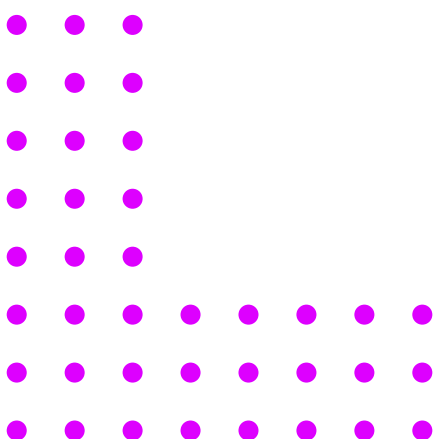
The Institute of Business Ethics (IBE) is an independent non-profit that champions ethical business practice and culture. Established nearly 40 years ago, we develop insights, provide support and share best practice on ethical leadership, culture and values-based decision-making.

The IBE is at a pivotal moment in its journey. Under new leadership and with an ambitious strategy for change, we are evolving how we work, who we reach and the impact we make.

We support people in leading ethically through:

- Networks, Events and Convenings
- Advisory Services
- Executive Education, Training & Leadership Development
- Research & Insights

This is an opportunity to join the Institute at a transformative time – and play a critical leadership role in shaping our engagement, reputation and communications.





Role Outline

►►► About the role

The Head of Operations, People and Finance ensures that our internal operations reflect the same integrity, clarity, and purpose we promote externally. Working closely with the CEO, the team, our Board of Trustees and Advisory Council, you will lead the operational backbone of the IBE across finance, governance, people, IT, and organisational effectiveness.

You'll be both strategic and hands-on - embedding ethical values and principles in how we run the organisation, supporting a culture of trust and inclusion, and helping to build a modern, efficient organisation that enables us to scale our impact.

This is a purpose-led leadership role for someone who is passionate about ethics, motivated by impact, and excited to help steward organisational change.

►►► Key responsibilities


1. Finance

- Lead and manage IBE's financial operations, including budgeting, financial reporting, payroll, pensions, audit, and controls.
- Manage and support our part-time accountant to ensure timely and accurate financial processes.
- Oversee invoicing, income tracking, grant and project budgets, and supporter renewals.
- Maintain a clear financial picture to support strategic decision-making.

2. Governance & Compliance

- Serve as Company Secretary and governance lead.
- Ensure regulatory compliance across GDPR, Charity Commission, Companies House, working closely with the CEO, our Chair and Board.
- Coordinate Board meetings, papers, and reporting cycles.
- Maintain and evolve the Risk Register, as required, with support of the CEO and Trustees.

3. HR & Culture

- Oversee HR functions including recruitment, contracts, policies and performance reviews (with external support).
 - Help shape and nurture an inclusive, values-aligned organisational culture.
 - Support staff development, objective setting and wellbeing.
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Role Outline Continued

4. IT & Systems

- Manage external IT providers and oversee core systems, including CRM, data management, and cyber security (with external support).
- Identify and drive improvements to digital tools and operational systems.

5. Organisational Effectiveness

- Partner with the CEO to align day-to-day operations with strategic goals.
- Support planning cycles and cross-team delivery coordination.
- Lead continuous improvement initiatives across our systems and internal processes.

Person Specification

»»» You bring:

- A strong track record in operational leadership in a values-driven business or non-profit context.
- Robust understanding of finance, governance, HR, and IT infrastructure.
- Strategic capability alongside hands-on operational know-how.
- A calm, collaborative style and ability to work with a wide range of people.
- Passion for the mission of the IBE—and a belief that how we operate internally is core to our external credibility and impact.

»»» We welcome diverse perspectives and experiences

At the IBE, we believe that diverse teams drive better outcomes. We are committed to building an inclusive and values-led organisation where everyone feels respected, supported, and able to contribute fully.

We actively encourage applications from people who are underrepresented in our sector, including but not limited to people from Black, Asian and ethnic minority backgrounds, disabled candidates, LGBTQ+ candidates, and people with lived experience of disadvantage.

If there's anything we can do to make the application or interview process more accessible, please let us know.



Next Steps

Application process & timeline

To apply for this position, please submit the following:

- **A cover letter** outlining your interest in the role and how your skills and experience align with the key responsibilities (no more than 1 page A4). Please also include details of your current notice period and your earliest possible start date, in addition to indicating your preferred weekly working hours and salary expectations.
- **A CV** detailing your professional experience and education.

Please submit your application materials via applications@ibe.org.uk by **Friday, 6th June**.

The closing date is **6th June**. Shortlisted candidates will be invited to a first-round interview on Microsoft Teams on **12th June**. Second interviews will be conducted in person (in Farringdon) on **23rd or 24th June**. We will share any decisions by **27th June**.

Additional information

- We will try to respond to everyone, but we are sorry if, due to the resources involved, we are only able to respond to shortlisted candidates.
 - If you have any questions about the application process, please contact applications@ibe.org.uk.
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