



QUEENS HALL ACTION ON POVERTY

JOB DESCRIPTION

Job Title: Director of Finance and Resources (Part Time)

No of Posts: 1

Salary: £190-£200 per day (if salaried)

Status: Open to negotiation for the right candidate. Part time between 2-2.5 days per week; and the small company exemption to IR35 will apply meaning the successful candidate can work via their own Ltd company if they choose.

Holidays: 26 days plus Bank Holidays per annum plus birthday off.

Based at: Wigan Town Centre Location with option for some hybrid working.

Responsible to: CEO

Responsible for: this role has line management and mentoring responsibilities for the financial controller.

Accountable to: Board of Trustees

To Apply: Please upload a CV and Covering letter outlining why you would be an asset to our charity using this link:

<https://hr.breathehr.com/recruitment/vacancies/35096>

Please apply early as we reserve the right to close applications as soon as sufficient applicants have been received.

Closing Date: Noon 12th July

Interviews: 18th and 19th July

SUMMARY

The Brick is an ambitious charity with big aspirations for people in need within our community. We provide RELIEF, RESTORATION and REFORMATION by offering tailored support, hope, and opportunity to those looking to improve their quality of life. Our projects include emergency and supported accommodation, an

affordable food community, street outreach and homelessness prevention programmes. Our income is generated from a diverse range of grants, statutory contracts, housing revenues and trading income from a small portfolio of charity shops. Due to the ambitious plans, we have for growth over next 3-5 years, the charity is now investing in the infrastructure to ensure growth is financially sustainable and resources are utilised effectively. This role is a part time role, and we are open to flexible hours and contract. The Finance and Resource Director will be responsible for change management, implementing financial processes for budgeting, cash flow forecasting and financial modelling. The current focus of the organisation is to become financially sustainable for the long term and changes across the structure of the charity will be required to enable this.

You will deliver strategic, tactical, and transparent financial leadership to ensure the continued financial sustainability of The Brick. Working to the CEO, you will ensure the delivery of effective financial and procurement services that together provide robust governance and an appropriate management of risk. A key part of this role will be to work closely with the Financial Controller on commercial related matters, providing guidance and support helping to develop internal talent for future succession.

KEY TASKS & RESPONSIBILITIES

Financial

- Conceive and deliver a fit-for-purpose financial infrastructure for The Brick including financial policy, strategy and systems, ensuring a seamless service to all sites and departments, and lead a process of continuous improvement to ensure processes and systems remain current, efficient and cost effective.
- Lead the financial strategy, including budget setting and longer-term planning. Ensure the provision of regular robust financial information to budget holders, SMT and Trustees as well as funders.
- Ensure that effective financial management is delivered throughout the organisation, cash management including liquidity policy and management and offering challenge where appropriate.
- Monitoring for income and expenditure to ensure that the organisation meets its financial targets and ensuring systems are in place to identify potential shortfalls in a timely manner.
- Support the CEO advising on all matters in relation to public propriety and accountability in respect of the use of public funds, in particular to meet the statutory reporting requirements of the Companies Act and the requirements of the Charities Commission.
- Line manage and provide professional development support to the Financial Controller.
- Communicate regularly with the local authority and other government departments and agencies to facilitate funding, undertake reporting and other governance actions or interventions as required.
- Ensure that delivery of high quality financial and management accounting and that the budget holders are clear about the efficient management of budgets and cost control.

Strategic

- Support the significant structural and cultural change programme required to allow The Brick to move to a sustainable business model.
- Deliver operational excellence across core corporate strategy planning processes, driving a culture of ongoing continual improvement, recommend areas for improvement and lead the implementation of those improvements.

- Working with the CEO and FC, to translate financial and non-financial revenue and qualitative metrics into actionable operating plans in line with the five-year plan to support key stakeholders in driving the business forward.
- Drive the evolution of a business model driven by a triple bottom line of operational excellence, social benefit and long-term sustainability.

Other

- Be a confidential sounding board to the financial controller, and CEO offering guidance on how to face tasks and issues that the FC has never experienced
- Provide a practical sense check on the work prepared by the Financial Controller, mentoring her to be a great future FD.
- Ability to help provide a network of relevant third parties for the Financial controller

Experience and Skills:

What you will bring to the team

- A qualified accountant (CA, ACA, CIMA, ACCA or CIPFA) with significant experience of government, charitable or commercial accounting, including statutory compliance
- Experience of working in a complex, multi-site, regulated environment such as a not for profit or charity organisation and evidence of achievement in delivering effective financial strategies, including significant revenue and capital budgets and long-term financial plans
- Experience of mentoring and be a strong communicator
- The ability to analyse problems and issues, put them in a wider strategic context, assess risks and propose creative solutions.
- Able to develop, layout and implement detailed business plans and projects
- Experience of driving organisational change to a successful outcome.
- Experience of working in creative commercial environments, where value for money, profit margin and public benefit are parallel drivers for sustainable growth.
- Experience of reviewing systems and processes, as well as delivering and embedding organisational and culture change to improve efficiency and deliver best practice.
- Highly effective interpersonal and influencing skills - able to manage upwards, develop effective working relationships and inspire confidence from people at all levels throughout the organisation and with Trustees, other Board members and professional advisors.
- Able to demonstrate a commitment to managing and developing people and evidence of leading by example to create high performing teams where motivated staff feel that their contribution is valued.
- Clear thinking and solutions focused with the ability to manage competing demands with specific deadlines and make effective decisions whilst working under pressure.

- Excellent written and communication skills to include a proven ability to present and convince stakeholders and write effective reports and policies.
- An understanding of the principles of equality and diversity in the workplace and the ability to apply these in practice at work.
- An understanding of the economic environment, constraints and opportunities facing the third sector
- An interest in, and commitment to, the work of The Brick and a commitment to its values is vital

Desirable Skills, Knowledge, and Experience:

- Evidence of commercial experience and commercial successes
- Familiarity of central or local government funding and the spending review process
- Knowledge of housing legislation or exempt housing benefit rules

Out of Hours

You will be expected to undertake work on weekends and evenings.

Be willing to undertake and assist in fundraising activities which may occur out of hours.

Promoting fundraising for the Charity

To promote good communication within The Brick and the Charity as a whole.

Queen's Hall Action on Poverty are committed to the safeguarding and protection of all young people and adults, In line with our Safeguarding policies. We will carefully select, train and support all those with any responsibility within the Charity, in accordance with our rigorous recruitment and selection policies.

The Brick is committed to promoting a diverse and inclusive workplace, which attracts all candidates and signals our commitment to celebrate and promote diversity. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of our workforce.

We offer a range of family friendly, inclusive employment policies, flexible working arrangements and support or staff from different backgrounds.