



QUEENS HALL ACTION ON POVERTY

JOB DESCRIPTION

Job Title: Director of Finance and Resources

No of Posts: 1

Salary: £47,025 free gym membership, cash health plan

Status: Open to negotiation. Full or Part time between 28-37.5 hours per week

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 responsibilities for the financial controller, the operations and compliance manager and the Reuse/Retail manager.

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: 6th May Noon

Interviews: 9th and 16th May

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. The Finance and Resource Director will be responsible for trading income generating activities and for ensuring business efficiencies and a high level of financial discipline is maintained to operate a balanced financial position that protects public benefit. 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. You will also work with other managers on commercial related matters including revenue and new business opportunities to improve business performance and support decision-making. You will be responsible for The Brick's property portfolio and technology infrastructure and for capital projects across the charity.

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, 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.

Governance and Risk Management

- Prepare and present papers to the relevant committees and the Board as required. Manage the strategic risk register alongside the CEO
- Be responsible for the organisation's risk management infrastructure, overseeing the external audit contracts and programme managed by the Financial Controller.
- Ensure a strategic approach to corporate procurement and manage the process for the purchase of direct and indirect goods and services.
- Take overall responsibility for our data governance responsibilities and compliance with GDPR, liaising with other members of the senior management team as required.

Properties

- Support the Operations and Compliance Manager with the delivery of a long-term maintenance and improvement strategy for The Brick's varied housing infrastructure.
- Preparation, submission, and presentation of business cases for Capital Projects and represent The Brick in discussion with funding bodies as required.
- Ensure that Capital Project governance is appropriate and in line with the property strategy, with due consideration to staff welfare, environmental and resident needs.
- Ensure the effective allocation and expenditure of capital funds, balancing the long term needs of the property portfolio with short term opportunities and service user requirements.
- Lead on contracts with partner companies for facilities management and support the Operations and Compliance Manager in managing these contracts.

Technology/IT

- Ensure there is a comprehensive five-year strategy and road map for information systems (including infrastructure, projects, upgrades and replacements)
- Manage our technology and systems suppliers, including our IT support provider, and agree and track SLAs.
- Implement innovation wherever possible, making recommendations to the senior management team regarding office management-related IT hardware, software, systems and applications.
- Develop, implement and maintain an effective IT infrastructure for the storage of our data.

Commercial

- Develop a 5-year retail, social enterprise and non-restricted income strategy

- Lead, motivate and inspire highly committed and high performing retail teams, ensuring clear goals and objectives are set, work is effectively organised, and a business partnering approach is fostered and encouraged.
- Develop and grow a team of skilful charity retail professionals, ensuring they have the right balance of technical skills and commercial savviness as well as emotional intelligence, and providing opportunities for professional development.

Operational

- Deputise for the CEO as required, attending networking events and advocating for the charity and its work
- To provide strategic oversight of organisational development, human resources and EDI commitments including the development of organisational policies
- To oversee organisational systems such as administration, IT inventory and facilities management including contracts and leases for suppliers, offices and houses
- Assist in the research and writing of grant and fundraising bids.

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
- The ability to analyse problems and issues, put them in a wider strategic context, assess risks and propose creative solutions.
- 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.
- Experience of overseeing an IT function
- 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.