

## Queen's Hall Action on Poverty – trading as The Brick

### We are looking to recruit a Business and Finance Director

Full time preferred – but we are prepared to consider flexible working

**Salary:** £33,000

**Base:** One of the Charity's 4 locations in Wigan / Leigh

### Do you like a challenge?

We need someone to manage the business and the financial operations of our fast growing charity at The Brick. With nearly 30 staff, 100 volunteers and a turnover of £1m it's vital that we make the most of all our resources – and manage our services for maximum community benefit and impact.

You may have had a long career and be keen to bring your skills and experience to a charity where you will see the benefits of your work every day. You may be looking to develop your career in charitable services and this might be opportunity to demonstrate your skills and commitment to our important work.

### Planned method for recruitment

We're looking to have someone in post from 1<sup>st</sup> July and so we're keen to recruit as soon as possible. If you're interested in the role and want an informal conversation

Formal application deadline – 29<sup>th</sup> May

Open event – 1<sup>st</sup> stage interview – 31<sup>st</sup> May (evening)

Interviews – 1<sup>st</sup> week in June

Commence in role – as close as possible to July 1<sup>st</sup> 2018

### Role

Principal responsibility is to oversee all commercial activity that The Brick is engaged in and to support and assist the Operations Director with the planning of any new commercial activities or bids. The role will model and monitor any business activity with the objective to create surplus income and replicable business models and to oversee the timely and accurate production of accounts and presentation thereof to the Trustees.

- Identify and develop the income streams to ensure the sustainability of the charity
- Support Operations Director in day to day decision making and communications
- Inspire and help develop a positive, integrated culture of one team, with a shared vision and common purpose
- Develop existing income streams of fundraising and grants through the development of our marketing proposition, through new ideas and initiatives and through building ongoing, sustainable relationships with businesses, funders and the people of Wigan Borough
- Ensure the organisation is on a strong financial footing, with adequate reserves and that Trustees and management alike understand the current position and future forecast

- Oversee the development and deployment of our marketing and communications. This will include the supervision of relevant staff, growth of stakeholder and partnership networks, effective use of all external media.

## **The Candidate**

Commercially minded individual with business and finance experience within a growing company

Must have experience of managing growth, developing people and influencing organizational culture

Must have an understanding of on line accounting systems and managing a P&L and building a strong balance sheet

Probably have been involved hands on in growing a successful SME or Charity with a turnover in excess of £1m and 20 plus staff

## **Tasks**

- Provide financial reports and interpret financial information to management team and trustees
- Develop effective financial management strategies to promote the financial health of the organization
- Ensure effective control of income, cash flow and expenditure
- Oversee the development and execution of a progressive marketing strategy
- Take overall responsibility for grant applications and tender submissions
- Develop and deliver an income generation strategy to grow fundraising year on year through innovative events, broader communications and new channels
- Manage HR systems for organisation
- Analyse performance of organization leading reviews to increase efficiency, improve performance and reduce costs
- Manage the preparation of the Charity's budget
- Liaise with accountant and auditors to ensure effective monitoring of company finances
- Undertake feasibility / business assessment of new service developments and projects
- Ensure that all statutory returns and reports are completed on time
- Supervise all related staff, volunteers and trainees
- Any other duties requested by the Trustees of the organization

## **How to apply**

For an application pack please email: [Recruitment@thebrick.org.uk](mailto:Recruitment@thebrick.org.uk)

For general information about the organisation visit our website: <http://www.thebrick.org.uk>

For any other enquiries please call Simon on 07977 047129

## **Our organisation**

Queen's Hall Action on Poverty (Trading as The Brick)

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