



The Trust for Developing Communities

Finance Manager

Application Pack

Welcome Letter	2
About TDC	3
Job Description	4
Person Specification	5
Application Process	7



The Trust for Developing Communities

Registered Address: Community Base, 113 Queens Road, Brighton, BN1 3XG
Company Limited by Guarantee Registration Number: 3939332 | Registered Charity Number: 1106623
Tel: 01273 234 769 | Email: info@trustdevcom.org.uk | Web: www.trustdevcom.org.uk

Welcome Letter

Dear Candidate,

Thank you for your interest in taking a central role with The Trust for Developing Communities. We work with over 6,000 people each year to tackle inequality in Brighton and Hove, delivering community development, equalities and youth work to create community-led solutions.

The new **Finance Manager** role will suit an experienced and ambitious qualified accountant, who would relish the chance to oversee a full refresh of a growing charity's finance systems.

We are at an exciting time of organisational growth as we seek to lead a new citywide partnership overseeing both community development and engagement work across the city, and in response to increasing demand to expand our youth work delivery.

This is one of two new central roles who will be instrumental in enabling TDC to deliver our ambitious, dynamic programme of radical community-led solutions, as we transform our organisational infrastructure to become a healthier, more sustainable and more integrated organisation.

The objective of the role is to ensure that TDC manages its finances in a way that best serves the mission and values of the organisation, with high levels of accountability and efficiency.

The ideal candidate will share TDC's community development values and be excited by the opportunity to contribute to a charity that is making a real impact.

You will bring significant experience of improving the finance systems of an organisation and will have insight into how effective finance processes can translate into making a real difference in communities.

You will look forward to the chance of joining a skilled and dedicated Senior Leadership Team.

I am sure that, for the right candidates, this role will offer a fulfilling working opportunity and the chance to make a significant difference to the people of Brighton and Hove, and beyond.

TDC is absolutely committed to achieving greater diversity within our staff team, and we welcome applications from all.

If you feel inspired by this opportunity, then we very much look forward to hearing from you.

Athol Hallé,
Chief Executive,
The Trust for Developing Communities



About TDC

Since TDC's inception in the year 2000, our primary focus has been community development work directly with neighbourhoods experiencing deprivation in Brighton and Hove. We have gone on to develop a broad range of grassroots services supporting young people, Black and Minority Ethnic communities and older people.

The strong trusting relationships we have built up with communities and partners has enabled us to grow considerably in size and impact over the years. We now employ 40 staff with a turnover of over £1,000,000. Despite our positive impact with excluded communities, there is much more work to be done to reduce the unacceptable health, social and economic inequalities that cast a shadow across our city.

Our Context Brighton and Hove is a uniquely creative and progressive City, which faces many challenges – there are areas where 43% of our children live in poverty and life expectancy is nine years shorter; whilst across the city we have the fourth highest level of suicide in the country and the second highest number of people sleeping on our streets. This is not ok.

Our Vision is for Brighton and Hove to become a city of equality, diversity and inclusion where our communities thrive.

Our Mission is to deliver community-led solutions.

Our Values

Community *“Strong communities are the key to health and happiness!”*

Community-led solutions produce longer lasting and more meaningful change. When we connect people, organisations and communities this maximises our resources and improves our well-being. Together we are greater than the sum of our parts.

Equality *“None of us can truly thrive whilst some of us are in poverty!”*

To address economic, social and health inequalities, we recognise that everyone has different needs and opportunities. It is essential that resources are focused where they are most needed to enable everyone to play their full part – which benefits us all.

Diversity *“Our diversity is our strength!”*

We are enriched by our range of cultures, situations, sexualities, genders, faiths, ages and abilities. This unique blend gives us the experience and perspectives we need to address our city's problems.

Inclusion *“There is no ‘them and us’ only us!”*

We all have something valuable to offer, so when we support people to participate, including our most excluded and vulnerable citizens – everyone gains from this.

Our Work

Neighbourhoods. We deliver community development work in areas of deprivation within the city focused on developing community-led groups. This includes specialist work to support older people.

Youth Work. We deliver two significant youth work contracts for Brighton and Hove City Council in the North and East of the city. Additionally, we deliver individual support to young people around health and well-being and coaching. We also lead the citywide detached youth work programme *Brighton Streets*.

Equalities. We support excluded communities with a range of projects including: psychosocial support; language support for refugees; Community Buildings Network; social prescribing; training; community learning; community research with the University of Brighton; and more.

Finance Manager Job Description

Overview

Job Title: Finance Manager

Hours: 14 -21 Hours per week (to be agreed)

Salary Scale: £35k-£40k pro-rata (NJC Scale points 33-38) + 6% pension.

Holiday: 25 days a year, plus an extra 3 days at Christmas, and all Bank Holidays. Pro-rata.

Location: TDC head office - Community Base, 113 Queen's Road, Brighton.

Responsible for: Bookkeeper

Reporting to: Chief Executive

Objective

“To ensure that TDC manages its finances in a way that best serves the mission and values of the organisation, with high levels of accountability and efficiency.”

Principal Responsibilities

Financial Strategy and Policy

1. **Strategy:** Input into the creation of TDC's Strategic Plan and oversee the ongoing monitoring and analysis of the financial sections.
2. **Policy.** Support the further development of TDC's Finance Policies and Procedures in collaboration with Senior Staff and Trustees. Ensuring compliance with all appropriate regulatory bodies including the Charity Commission and with sector best practice guidance.
3. **Controls.** Ensure that TDC's Finance Policies and Procedures are followed by creating and maintain documentation and logs to support robust financial controls and supporting staff to consistently implement these procedures.
4. **Risk.** Identify and manage financial risks and mitigations.

Financial Management and Reporting

5. **Management Accounts.** Provide key financial information and narratives for Trustees and Staff. To include income and expenditure against budget, bank reconciliations, rolling cash flow projections, ensuring balance sheet reconciliations and preparing appropriate journals.
6. **Budgeting.** Develop organisational budgeting templates. Lead the annual organisational budgeting process. Support Directors to develop and to manage departmental budgets. Support staff to develop budgets for applications for grant and commissioning bids.

7. **External Reporting.** In collaboration with staff, produce timely and accurate reports for funders, commissioners and partners. Lead liaison with the Auditors for the annual year-end accounts, including preparation of QuickBooks accounts and supporting documentation.
8. **Oversee Bookkeeping.** Manage and support TDC's Bookkeeper to: record financial transactions on QuickBooks; process invoices; perform BACS runs; manage petty cash; manage staff expense claims; maintain records; post prepayments, accruals and journals.
9. **Payroll.** Oversee the payroll process utilising QuickBooks Online Payroll. Create and manage appropriate templates. Support Directors to input monthly staff hours and support the Bookkeeper to process payments for wages, pension and taxes and post journals.
10. **Invoicing.** Oversee invoicing and robust credit control processes.
11. **Suppliers.** Manage relationships with suppliers to ensure TDC gets best value through further developing procurement and purchasing policies.
12. **Banking and Investment.** Oversee TDC's relationships with financial services including banks, ensuring TDC manages its assets effectively.

General

13. **Leadership.** To contribute to the strategy and operations of TDC as a member of the Senior Leadership Team.
 14. **Equal Opportunities.** To implement and promote TDC's Equality and Diversity Policy. A positive attitude towards equal opportunities and anti-discrimination practice should permeate all aspects of our work.
 15. **General.** To undertake all other reasonable tasks as requested by your Line Manager.
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Finance Manager Person Specification

Essential skills, experience and qualities

1. **Qualification.** Qualified Accountant (ACA, ACCA, CIMA or other relevant qualification.)
 2. **Charity Finance.** A solid understanding of applicable charitable accounting preferably from experience within a charity.
 3. **Experience.** Significant relevant experience in a financial management position.
 4. **IT Skills.** Experienced and proficient in using Microsoft Excel and QuickBooks Online (or similar accounting package)
 5. **Financial Data.** Confident working with financial data, including producing easy-to-use reports to summarise financial information.
 6. **Payroll.** Experience of running a monthly payroll, maintaining PAYE records and reporting to HMRC.
 7. **Communications.** Strong written and verbal communication skills, with the ability to convey financial information to non-financial staff.
 8. **Self-motivated and conscientious.** Takes responsibility for completing tasks independently with serious eye for detail.
 9. **Management.** Experience of managing a bookkeeper or other staff.
 10. **Values.** Can demonstrate a commitment to TDC's community development values.
 11. **Equal Opportunities.** A commitment to equal opportunities practice.
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Application Process

To Apply:

Please email **both** a CV and a Supporting Statement. The Supporting Statement should explain why you are interested in this role with TDC and detail the skills and experience you feel you would bring. The statement should relate directly to the Job Description and Person Specification.

Please provide details of two referees. References will only be taken up if a job offer is made and only with prior permission.

Your Supporting Statement should be no more than **two** pages of A4 (not including CV and referee details).

Please email completed applications to TDC on info@trustdevcom.org.uk, stating the role you are applying for.

Closing Date:

The closing date for applications is **Monday 20th January** 2020 at 10.00am

We will aim to notify candidates if you have been shortlisted for interview by 5.00pm on Wednesday 22nd January.

Interviews:

The provisional date for interviews is Wednesday 29th January at the TDC Office - Community Base, 113 Queens Road, Brighton, BN1 3XG

If you would like to discuss this role, or are interested in applying for both the Finance Manager and Operations Manager roles, please contact:

Athol Hallé, TDC's Chief Executive on atholhalle@trustdevcom.org.uk or 01273 234 769.

TDC is committed to achieving greater diversity in its Staff Team and welcomes applications regardless of sex, gender, race, age, sexuality, belief or disability.

Thank you for considering applying.

Good luck!

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