



## The Trust for Developing Communities

# Finance Director

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### 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](mailto:info@trustdevcom.org.uk) | Web: [www.trustdevcom.org.uk](http://www.trustdevcom.org.uk)

# Welcome Letter

Dear Candidate,

Thank you for your interest in taking on such a vital role with TDC - a registered charity with a 20-year track record of delivering community-led solutions to tackling inequality in Brighton and Hove.

**TDC** work with 6,000 local people and 250 groups each year to build community, increase resilience and improve wellbeing - by delivering community development, equalities and youth work across the city.

**Covid-19** has disproportionately affected people in poverty and people from Black, Asian and minority ethnic communities, highlighting the uncomfortable and unacceptable injustice that exists within our society. However, it has been inspiring to see the incredible community response to this crisis. TDC has been providing much needed support to enable communities themselves to be the ones leading the response.

The role of **Finance Director** role will suit an experienced, qualified and ambitious accountant, who would relish the opportunity to oversee the finance function of a growing and impactful charity. Our income has doubled in the past three years to £1.3 million, with our work encompassing over 50 distinct projects, with our finances growing in complexity as we increasingly take on a lead partner role.

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 relish the chance to develop a new financial strategy that supports the ongoing sustainability of the organisation and to oversee an effective finance function that can ultimately make a difference for communities.

You will be looking 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 creation in the year 2000, our primary focus has been community development work in neighbourhoods experiencing deprivation in Brighton and Hove. We have gone on to develop a broad range of grassroots services - all designed to tackle inequality all delivered within our community development values. This includes extensive youth work, support for Black and Minority Ethnic communities, specialist work with older people, community learning, social prescribing support, community research and training.

The strong trusting relationships we have built up with communities and partners has enabled us to grow considerably in size and impact over recent years. We now employ over 40 staff with a turnover of over £1.3 million. 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 lead the citywide detached youth work programme *Brighton Streets*; deliver regular youth clubs in North and East of the city; and support young people with health and well-being.

**Equalities.** We support excluded communities with a range of projects including: the Community Voices project; health inequalities work; language support for refugees; Community Buildings Network; social prescribing; training; community learning; community research and more.

# Finance Director - Job Description

## Overview

**Job Title:** Finance Director

**Hours:** 17 -24 hours per week (to be agreed)

**Salary Scale:** £37k-£42k 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 office - Community Base, BN1. With flexible home working as agreed.

**Responsible for:** Finance and Admin Officer

**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. **Controls.** Oversee the full implementation of TDC’s Finance Policies Procedures, by creating and maintaining documentation and logs to support robust financial controls and supporting staff to consistently implement these procedures.
2. **Procedures.** Overseeing further development of these 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. **Risk.** Identify and manage financial risks and mitigations.
4. **Financial Strategy.** Develop TDC’s financial strategy to ensure the ongoing sustainability of the organisation. Exploring ways to improve cost control and full cost recovery, and to develop new plans around generation of unrestricted income and asset development.
5. **Organisational Strategy:** Input into the creation and implementation of TDC’s Strategic Plan and oversee the ongoing monitoring and analysis of the financial sections.

### Financial Management and Reporting

6. **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.
7. **Budgeting.** Further develop organisational budgeting templates. Lead the annual organisational budgeting process. Support Directors to manage departmental budgets. Support staff to develop budgets for applications for grant and commissioning bids.

8. **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.
9. **Oversee Bookkeeping.** Manage and support TDC's Finance and Admin Officer to: record financial transactions on QuickBooks; process invoices; perform BACS runs; manage petty cash; staff expense claims; maintain records; post prepayments, accruals and journals.
10. **Payroll.** Oversee TDC's outsourced payroll function. Working closely with Operations to ensure accurate information on hours worked and on project allocation. Support Directors to input monthly staff hours and support the Bookkeeper to process payments for wages, pension and taxes and post journals.
11. **Invoicing.** Oversee invoicing and robust credit control processes.
12. **Suppliers.** Manage relationships with suppliers to ensure TDC gets best value through further developing procurement and purchasing policies.
13. **Banking and Investment.** Oversee TDC's relationships with financial services including banks, ensuring TDC manages its assets effectively.

## General

14. **Leadership.** To contribute to the strategy and operations of TDC as a member of the Senior Leadership Team.
  15. **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.
  16. **General.** To undertake all other reasonable tasks as requested by your Line Manager.
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# Finance Director - 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 senior 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 overseeing 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 a completed application form and equal opportunities form to TDC on [info@trustdevcom.org.uk](mailto:info@trustdevcom.org.uk), stating the role you are applying for. The application form includes:

**Supporting Statement.** This 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.

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

**Closing Date:** The closing date for applications is **Thursday 8<sup>th</sup> July 2021** at 10.00am

We will aim to notify candidates if you have been shortlisted for interview by 5.00pm on Friday 9<sup>th</sup> July.

## Interviews:

We will be operating a two-stage process. With the first interview day set for **Wednesday 14 July** and selected candidates invited back for the second on **Wednesday 21 July**.

The interviews will either be held online or at the TDC Office - Community Base, 113 Queens Road, Brighton, BN1 3XG – to be agreed.

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If you would like to discuss this role, please contact:

Athol Hallé, TDC's Chief Executive on [atholhalle@trustdevcom.org.uk](mailto:atholhalle@trustdevcom.org.uk) or 01273 234 769.

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

Thank you for considering applying.

Good luck!

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