

Head of Finance Recruitment Pack



About us



We're Supportability

Since 1953 we have been supporting children, young people and adults with a wide range of complex learning and physical disabilities. Our aim is to enable those with a learning and physical disability to live a fulfilled and independent life.

How do we help?

Put simply – we 'Support'.

We're passionate about providing quality support services that enable those with complex learning and physical disabilities to access and use their inherent capabilities. Supportability enables those with a learning and physical disability to enjoy and take part in everyday life experiences.

Our Vision

Where people with a learning and/or physical disability are present and active participants in their local community and have the opportunity to live fulfilled lives.

Our Mission

To stand alongside the people we support, providing them with the skills, opportunities and confidence to participate as they would choose in the life of their communities.

Our Values

Our values underpin everything we do in order to make life better for people with disabilities.



Values

→ **Opportunity** Where people thrive through choice.

→ **Inclusive** Respecting and championing our differences.

→ **Caring** Caring for each other in a way that we would wish to be cared for.

→ **Wellbeing** Creating meaningful relationships and having good support networks.

Our Services



Day Opportunities

We offer activities at our day service in Heaton Moor to adults who have learning disabilities and complex needs.

Activities include accessible yoga, computers and IT, cookery, crafts, dance, days out, music, relaxation, sports, accessible cycling and more.

Leisure Choices

Our daytime, Saturday and evening leisure groups offer a wide range of both outdoor and indoor activities in Stockport and the surrounding areas, providing opportunities to socialise, keep active and have fun.

Activities include; accessible cycling, crazy golf, indoor bowling, outdoor archery, trips to museums and galleries, walks in country parks and more.

Residential Care

Supportability offers residential care at Cheddle Lodge, a purpose-built home located close to Cheadle town centre. We can accommodate up to 13 residents aged 18 plus.

Cheddle Lodge specialises in providing care and support to adults who have learning disabilities and complex needs.

Our Benefits



Annual Leave

There is a basic entitlement for all staff of 30 days annual leave (210 hours) per annum for full time employees inclusive of bank holidays (pro rata for part time employees based on the number of contracted hours worked). This entitlement increases with length of service.

Company Sick Pay

Depending on your length of service, you may be entitled to company sick pay. This also includes any entitlement to statutory sick pay (SSP).

Employee Assistance Programme

Access to a 24/7 helpline to talk to someone about a range of issues including family, bereavement, trauma, relationships, mental health, personal legal information, tax information, money management and more.

GP Anytime

As part of our partnership with Health Shield, you can speak to a GP face-to-face on the go. Appointments are accessible on your mobile, tablet or laptop and you can have your prescription delivered straight to your home address.

Health Cash Plan

You can claim back payments on certain health treatments as part of our partnership with Health Shield. This includes dental (including emergencies), optical, chiropody, podiatry, physiotherapy and more.

Maternity and Paternity package

We offer 12 weeks at 50% of salary, inclusive of statutory maternity pay. We offer two weeks paid paternity leave.

Pension scheme

Employees will be automatically enrolled into a scheme provided by Now Pensions in their third month of employment if they meet the eligibility criteria.

Training and development

Supportability is committed to the learning and development of its employees.

Head of Finance

Role Description

Hours

30 - 35 hours per week with an option to discuss flexibility and hybrid working subject to prior agreement with the Line Manager.

Salary

Points 44-47 (£45,643 to £49,790 pa based on a full time 35-hour week). Salary review planned for April 2025.

Reports to: Chief Executive

Accountable for: Strategic and Operational Finance

Main purpose

Provide strategic leadership and oversight on all financial related activities to support the charity in meeting its overall ambitions and strategic objectives, driving improvements in financial performance, efficiency and sustainability, achieving the highest levels of financial management practice and control, and ensuring all statutory financial responsibilities and reporting requirements are met.

Reporting directly to the Chief Executive, working as a corporate member of the senior leadership team (SLT) and closely with Trustees providing expert financial advice and taking a leading role for:

- Long-term financial planning.
- The annual and rolling budget setting process and in-year financial reporting of performance against budget and targets.
- Evaluation of the financial impact, profitability and consequences of new service commissions or proposals, capital projects, business transformation and other initiatives.
- Production of the statutory accounts and compliance with statutory reporting requirements.

- Design, implementation and maintenance of the financial control environment including financial policies, procedures and the delegations of financial authority.
- The modernisation, procurement and operation of finance systems and related IT and/or third party arrangements.
- Treasury management arrangements.
- Development of finance staff and providing finance training to service leads and others.
- Effective mitigation of financially related risks.
- Value for money and taxation efficiency.
- Working with our external IT service providers on the management of the charity's IT strategy, regarding both systems and assets.
- Delivering against the financial requirements of the Board.
- Ensure Supportability can demonstrate best practice financial management and control and ensuring integrity in the conduct of its financial business.

The post holder will be required to attend the Board and the Finance Committee meetings; and any external events as appropriate.

Key Relationships

- Key member of SLT, expected to contribute relevant financial information to support the operations of the business as required.
- Internal – Chair, Trustees, Chief Executives, SLT members, service leads.
- External – auditors, bankers, investment managers, insurance brokers, financial / commissioner representatives of health and local authorities, potential funders, suppliers to the organisation and IT providers and networking groups.

Responsible for

- Members of the finance team and the Payroll and Account Manager.

Key Accountabilities and Role

As Head of Finance

- Develop and maintain financial and commercial strategies and policies to support the overall objectives and strategies of the charity.
- Formulate and secure agreement to budgets, long-term financial plans and targets in accordance with the charity's overall strategy and business plans determined by the Board considering key strategic risks and sensitivity analysis.
- Produce in-depth quarterly finance reports in addition to monthly management accounts and report to the Board overall financial performance against plans, highlighting key variances and risks and identifying opportunities for efficiency savings in accordance with requirements and timescales agreed by the Board.
- Secure the provision of internal financial management reports and support for budget holders, including providing necessary training.
- Oversee the preparation and the production of the statutory accounts for external audit, and approval by the Finance Committee on behalf of the Board.
- Ensure regularity requirements and deadlines for statutory returns are met regarding the charity's financial affairs.
- Modernise and implement effective software of internal financial and business control and assurance arrangements including putting in place and maintaining fit for purpose policies and procedures and ensuring a culture of compliance and probity.
- Develop and maintain costing and pricing methodologies and support the Chief Executive and senior managers in tendering and contracting arrangements.
- Develop and maintain a first-class finance function and related systems and processes that meet best practice efficiencies and expectations.
- Provide effective, empowering and engaging leadership to finance staff, including development and learning opportunities, performance management and personal development. This includes the ability to train the Payroll and Account Manager on key finance processes.
- Exercise oversight and control of all financial transactions, the prompt and accurate payment of staff and suppliers, and the timely collection of income and ageing debt.
- Develop, implement and maintain a strategy for efficient tax management.
- Secure and maintain effective and efficient treasury management arrangements - banking, investment of funds and cash flow management arrangements.
- Provide strategic financial advice and support on matters relating to capital expenditure, property, procurement, insurance and other commercial opportunities.

- Build financial capability and an awareness of risk and value for money across the charity.
- Liaison with pension providers.

As a Member of the Senior Leadership Team

- Support the Chief Executive, SLT and the Board in the development and maintenance of the overall framework of governance for the charity.
- Support the Chief Executive and SLT in the development and maintenance of the risk management strategy.
- Support the Chief Executive and SLT in the development of the business strategy, operational plans and implementing policies to support and enhance business performance.
- Support the Chief Executive and SLT in the analysis of market opportunities and risks including sharing of skills and assets, partnerships and competitors.
- Act as an ambassador for the charity.
- Contribute to the development of the overall culture of the organisation actively promoting innovation and equality, diversity and inclusion.

Decision-Making

To meet the requirements of the job description and the financial directions and in accordance with both the scheme of delegated authority and Supportability's wider framework of policies and procedures.

Key Measures of Success

- Provision of timely, accurate and relevant financial information and reports to the Chief Executive and SLT, Board and service managers in accordance with reporting deadlines and forward work plans of the committees and the Board.
- Compilation of statutory accounts within agreed timescales.
- Achievement of financial management KPIs.
- Identification of key financial risks and delivery of effective mitigation.
- Compliance with standing orders, financial directions, and other relevant policies and procedures.
- Levels of assurances and comments from external auditors and other independent providers of financial assurance.
- Delivery of personal objectives set by the CEO each year in agreement with the post-holder.

General

Ideally hold a current valid driving licence and to have access to a vehicle, hold appropriate insurance for business travel with a willingness to travel to relevant business locations as part of the role. However, this is not essential.

Head of Finance Person Specification

	Essential	Desirable	Assessed by
Qualifications	Relevant Finance qualification and/or qualified by experience.	AAT / ACCA or equivalent qualification is desirable.	Application form and copies of certificates.
Work experience	<p>Minimum of 3 years' experience of leading on finance and IT issues within an organisation.</p> <p>Minimum of 2 years' experience of managing staff.</p> <p>Production of annual budgets, year-end accounts and accounts to audit level including audit processes and requirements.</p>	<p>Experience of managing finance functions within the not-for-profit sector.</p> <p>Experience of financially reporting on fundraising activities.</p> <p>Production of charity accounts to audit level.</p>	Application form and interview.

	Essential	Desirable	Assessed by
Knowledge and skills	<p>Ability to analyse numbers critically and extract pertinent information for management.</p> <p>Experience of advising, supporting and challenging the financial elements of fundraising.</p> <p>Experience of supporting the financial aspects of fundraising applications.</p> <p>Ability to identify and implement effective financial controls.</p> <p>IT systems and platform knowledge.</p> <p>Effective IT skills including Excel, Microsoft Office 365, Teams, Powerpoint and advanced spreadsheet skills.</p> <p>Ability to communicate effectively both verbally and in writing.</p> <p>Ability to convey complex accounting issues to non-finance staff in a clear and concise manner.</p> <p>Pro-active approach and skill in creative problem solving.</p> <p>Ability to manage conflicting priorities and to meet exacting deadlines.</p>	<p>A knowledge of charity governance and the statutory reporting requirements of charities.</p>	<p>Application form and interview.</p>

	Essential	Desirable	Assessed by
Experience	<p>Experience of costing services/projects.</p> <p>Experience in preparing financial management information including budgets, forecasts and cashflow.</p> <p>Ability to understand customer needs and adapt services where necessary.</p> <p>Experience of developing and utilising information technology systems which enable effective and efficient communication.</p> <p>Experience of developing and utilising IT systems which enable efficient ways of working and the production of management information in an effective and efficient manner i.e. Excel, Sage200 professional, Sage50 payroll, Office 365.</p>	<p>Experience of negotiating contracts with local authorities/ suppliers.</p> <p>Experience and understanding of issues relevant to health and safety and asset management.</p> <p>Experience of managing a payroll function.</p>	<p>Application form and interview.</p>
Behavioural competencies	<p>A proactive thinker and problem solver.</p> <p>Team worker.</p> <p>Commitment to a collaborative and motivational style of working.</p> <p>Motivated with a 'can do' attitude.</p>		

How to apply



Please send your CV and covering letter demonstrating how you meet the requirements of the role to Rachel Chadwick, Head of HR at hr@supportability.org.uk

Please note that successful appointments will be subject to a Standard DBS check, two satisfactory references, valid right to work in the UK and occupational health clearance.

If you require any reasonable adjustments for your application or interview, please contact hr@supportability.org.uk.

Supportability

Making life better for people with disabilities



www.supportability.org.uk



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