



camphill
village
trust

Head of Finance - Job Description and Person Specification



Joshua Liveras, Senior Consultant
Harris Hill Ltd
020 7820 7319 | joshua.liveras@harrishill.co.uk
www.harrishill.co.uk

Harris Hill
charity recruitment specialists

Introduction and Welcome

Welcome to the Camphill Village Trust.

We are delighted to advertise the opportunity to become the Head of Finance at Camphill Village Trust.

As a national charity and not-for-profit organisation, The Trust, has for almost 70 years been providing a range of care, support and accommodation for people with learning disabilities, autism, mental health challenges and complex needs. We support around 550 adults in nine communities and through Day Opportunities across England.

Our aim is to empower people with disabilities to lead more connected, fulfilled lives with meaning and purpose. We call this 'a life of opportunity' and we believe that, with the right support, it is possible for everyone. Our approach is to provide Social Farms, Gardens and Craft opportunities utilising our natural environment and creating sustainable communities.

Our Finance function sits within our Resources Directorate along with our IT, People and Business Assurance teams.

This is an exciting time to be joining the Trust as the Head of Finance. The department has recently been restructured to establish a business partnering model and the Head of Finance will be pivotal in embedding this way of working in the future. We are also in the process of reviewing our current accounting software to ensure we can provide comprehensive and timely information to support business decisions and streamline our internal finance processes.

This role has the opportunity to develop a first class finance function and really make a difference to the Charity.

The following provides information and detail about the role and the type of person we're looking for. If this sounds exciting to you and you have the passion, experience and skills to help us achieve our ambitious vision, we'd love to hear from you.



Fiona I'Anson

Resource Director



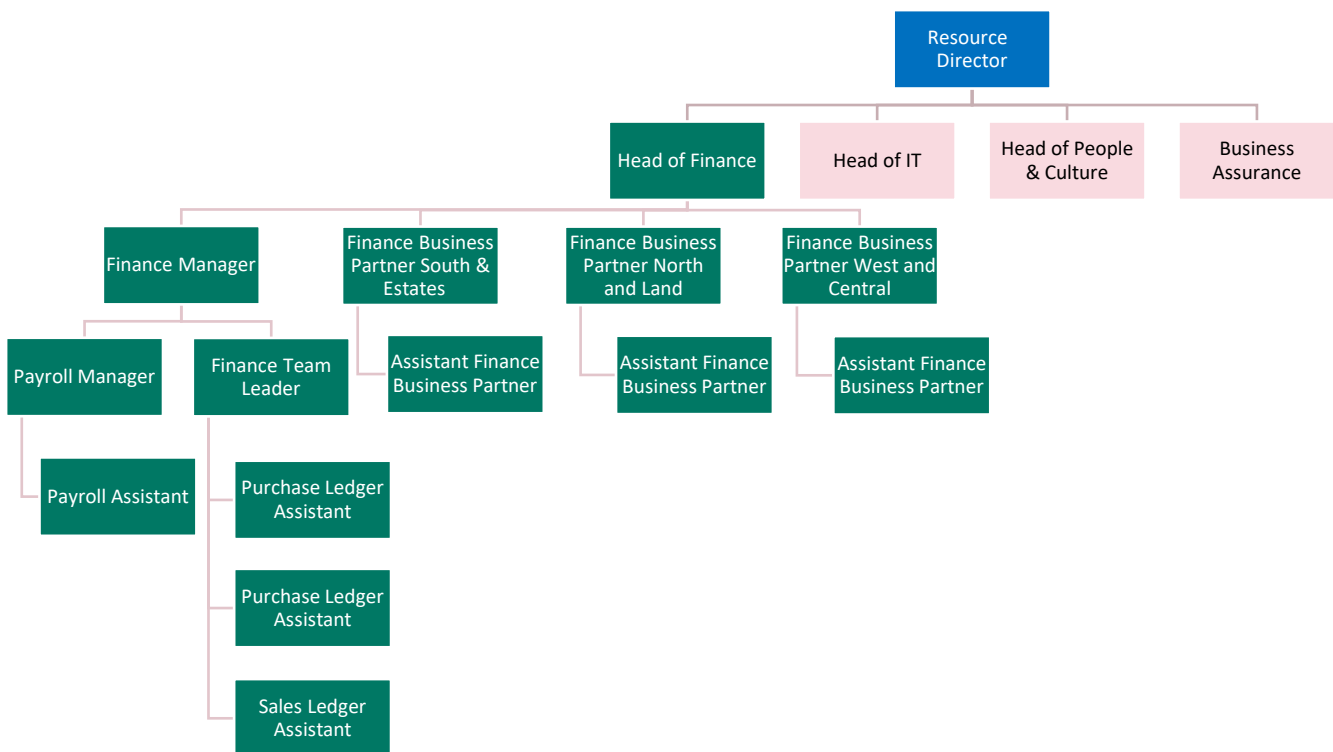
Purpose

The role is to lead the Finance team to deliver a first class finance service to the Charity. This will include business partnering, financial modelling, budgeting, and forecasting, commissioner negotiations, financial controls, developing the financial strategy and supporting the change agenda across the Trust.

As a direct report to a member of the Executive Management Team (EMT) and as a member of the Senior Leadership Team (SLT), you will be pivotal in delivering an ambitious transformation agenda.



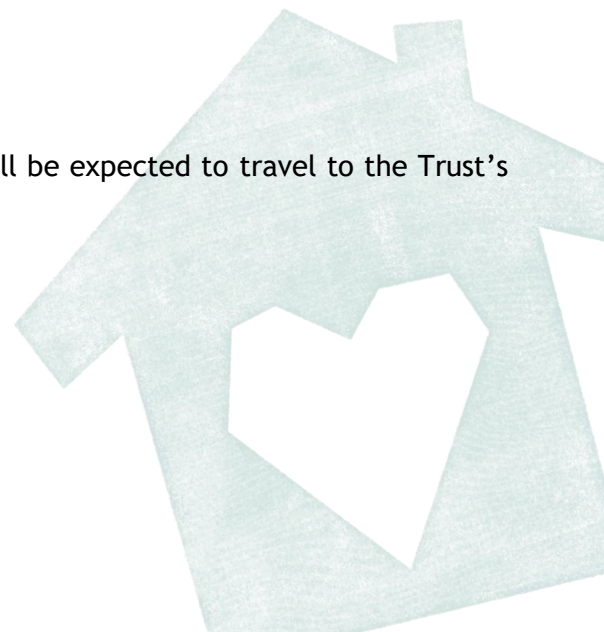
Directorate Structure - Resources, Finance



Location & Travel

Remote based

The role of Head of Finance is a home-based role, however you will be expected to travel to the Trust's communities and other relevant locations on occasion.



Duties & Responsibilities

Main responsibilities:

- Operational management of all aspects of the Charity's finance function
- Leading the production of the statutory and management accounts in a timely and accurate manner in line with appropriate timetables.
- Preparation of a monthly financial reporting pack including narrative analysis of variances and key Finance KPIs
- Analytical reviews to ensure the budgets of all entities is as expected and variances are understood.
- Overseeing the external audit of the statutory accounts to ensure they have all the information required for the audit.
- Producing regular reports on KPIs and reporting reasons for variances against target
- Supporting budget holders in evaluating and interpreting complex financial data (business reviews).
- Developing appropriate financial methods and procedures for measuring and evaluating performance.
- Leading on the development of the five-year financial and fundraising model for the Charity.
- Leading the team in providing financial modelling for specific ad hoc projects.
- Compiling the budget timetable and principles for the budget.
- Leading the production of charity-wide budgets and forecast, including reviews of local divisional budgets and production of aggregated budgets.
- Proactively and continuously improve processes and systems (GDPR Compliant);
- Ad hoc tasks/projects to support the finance function.
- Effectively manages the team to drive engagement, performance management, teamwork, and flexibility.
- Acts as coach/mentor to team members and supports everyone's development.



Leadership

- Full accountability and responsibility for delivering the Finance services and ensuring the quality of the services for our colleagues and customers.
- Act as a subject matter expert from a position of authority, ownership, escalation, and decision-making for financial, project and change matters.
- Support the EMT and senior leadership team in fulfilling their purpose and core responsibilities.
- Provide inspirational leadership to all your direct reports and wider team members.
- To provide day-to-day operational leadership to the Finance team.
- To lead, coordinate and implement the delivery of agreed projects and initiatives.
- To collaborate with other teams and to promote cross functional working.
- Develop and maintain positive and effective relationships with internal and external stakeholders and suppliers.
- Positively role model the culture, values and expected behaviours of our people.



Strategy

- Support the trust in designing, implementing, and developing and implementing the Finance Strategy.
- Devising the annual Finance Directorate Plans to deliver the strategy.
- Understand emerging issues and themes that will impact the trust and apply them appropriately and proportionally to the trust financial budgets and forecasts.
- Develop and review policies and frameworks and provide specialist, authoritative advice on the finance related implications for local and trust wide initiatives.



Governance and Regulations

- Ensure that you and your direct reports deliver excellent standards of governance providing professional advice and guidance to the organisation, including the Board and Committees as required.
- Ensure that you and any direct reports operate within all regulatory guidance, statutory and legislative requirements.
- Take responsibility for identification, management, and mitigation of risk within your team.
- Monitor and demonstrate control of risk, feeding key risks to the Trust Risk Register as appropriate.

Team Management

- Manage, motivate, and develop your direct reports and virtual team members to deliver an effective service to support the business plan and achievement of CVT priorities and satisfy the requirements of key stakeholders.
- Lead your team so they are exemplars of the customer focused culture desired of all our people.
- Through regular 121s and performance management to constantly cascade relevant information, seeking feedback and engagement from your team.
- Work closely with the peers to develop and implement specific projects for the financial strategy and local community plans.
- To build trusted relationships with all senior stakeholders and line managers.
- Ensure correct resources are in place.

Functional responsibilities and core specialisms

Financial strategy, delivery and change management.

- Support Resource Director in designing and delivering financial strategy.
- Create and monitor the finance roadmap for implementation of projects with timescales and budget and to report progress.
- Partner with relevant managers about the finance related implications of change.
- Monitor and deliver BAU.
- Monitor and mitigate risks and issues relating to financial services, support, and project delivery.

Procurement, Contract and Supplier Management

- Ensure procurement and contract management processes comply with CVT policies.
- Leading and/or participating in ITTs and contract award.
- Negotiating new and renegotiation existing contracts.
- Monitor performance of finance related suppliers.

Learning and Development

- Collaborate with L&D in the identification of training needs.



- Participate in the sourcing and procurement of external training providers as necessary.
- When necessary, to design and deliver appropriate training workshops about finance related matters, including local and corporate Induction.

Finance, budget and Resources

- Prepare the Finance team budget for EMT and Board approval.
- Monitor and control expenditure of the finance team budget in accordance with procedures, levels of delegated authority and financial control/audit requirements.
- Provide 2-to-3-year forecasting of spend and future investment.
- Deliver value for money through providing effective systems which improve efficiency.



Other responsibilities:

- Ensure all work is aligned to the vision and values of CVT.
- Continue to undertake personal CPD.
- Carry out all other duties as may be reasonably assigned from time to time, with the level of this job description.
- Ability to be flexible, willing to travel and stay away overnight, on occasions.

Key Stakeholders

<i>Internal</i>	<i>External</i>
<ul style="list-style-type: none"> • Directors • General Managers, Heads of Service and Department Managers • Communication Team • Peers • Staff across the Trust 	<ul style="list-style-type: none"> • Regulator • Partner Organisations • Funders • Auditors and external advisors • Suppliers • People We Support

Person Specification

Knowledge & Experience

Essential

- Experience of preparation of management accounts and annual accounts.
- Knowledge & understanding of internal controls & core accounting systems and processes.
- Experience of budget preparation, cashflow forecasting & monitoring.
- Preparation of financial models to support business plans, tenders, funding body requests etc.
- Highly numerate and analytical with a keen eye for detail that is deadline focused and goal orientated.
- Experience of managing of leading finance business partners across multi-site operations.
- Experience of change management.
- Experience in one or more of the Trusts main areas of work property, care and support and fundraising.
- Good organisation skills & methodical with good time management skills, used to delivering to tight timetables.
- Able to build relationships at all levels within the charity, including the board, EMT and SLT.

- Able to evidence effective use of own judgement, & ability to work proactively while unsupervised.
- Excellent Excel spreadsheet modelling.

Desirable

- Detailed working knowledge of Open Accounts accounting systems in a multi company/cost centre environment.
- Knowledge & experience of Charity accounts and SORP
- Treasury management
- Experience of managing and leading organisational change



Key Competencies

Essential

- Able to remain calm and professional whilst working under pressure.
- Excellent interpersonal, rapport building and active listening skills.
- Able to understand complex information and from it, produce relevant and impactful reports that provide oversight and assurance.
- Able to coach and support others.
- Team management to drive engagement, performance management, teamwork, and flexibility.

Qualifications

Essential

- Recognised accounting qualification - CIMA, CIPFA, ACCA, ICAEW or equivalent

Key Employment Terms

- Salary: £70,000
- Location: Home based, with travel to communities and other locations as required
- Hours: 37.5hrs / week
- 25 days annual leave statutory plus bank holidays
- 45p per mile for all work journeys is provided
- Sick pay entitlement after 1 month.
- Standard auto-enrolment pension scheme, with the option to contribute 10% of gross salary for a 6% contribution by the employer.
- An opportunity to 'cash in' one week leave a year.
- Employee assistance scheme that is also available to your immediate family.
- Death in Service benefits: payments made to your beneficiaries should the unthinkable happen.
- Once you join us, you'll be eligible to benefit from "Charity Discounts" where you can enjoy reductions from lots of differing retailers and service providers.
- The appointment is subject to a 6-month probation period.
- All our employees require a DBS criminal record check. We will do this for you.

Camphill Village Trust Values



Building connections

Camphill Village Trust offers a sense of belonging and community. That means we create opportunities for friendship, connecting people to build a community so they can feel valued rather than isolated.



Enabling potential

Camphill Village Trust enables people to develop, grow and be heard. This means we build confidence and the voice of the people we support informs what we do, at every level.



Promoting purpose

Camphill Village Trust promotes meaningful, healthy living. This means the people we support live an active life and can contribute to the wider community on an equal basis.



Environmental respect

Camphill Village Trust values and cares for the environment. This means that we see a connection between the environment we live in and our well-being and promote living sustainably, in harmony with the natural world.



Social impact

Camphill Village Trust believes our people and resources should make a positive contribution to society.

This means we support and develop initiatives to challenge issues faced by vulnerable members of society, which enable the people we support to achieve greater integration into the wider community.

A LIFE OF OPPORTUNITY
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How to apply

If you would like to apply for this position, please send the following:

- An up-to-date CV outlining your employment history, academic and professional qualifications
- A Supporting Statement (no more than 2 x A4 pages)
 - Demonstrating how you meet the criteria outlined in the Person Specification
 - Outlining why you are interested in the Head of Finance role at the Camphill Village Trust

Please submit your completed application to joshua.liveras@harrishill.co.uk to arrive by 9am, Monday 8th April 2024.

For an informal and confidential conversation about this position, please contact Joshua via the above email address.

Dates for your diary:

Closing date	9am, Monday 8th April 2024
First interview (online)	17th/18th April 2024
Brand ambassador interview (online)	w/c 22nd April 2024
In person interview	Friday 26th April 2024

Please could you also let us know if you will require any special provision should you be called forward for interview, or if you have any anticipated difficulties with the dates.

Harris Hill Charity Recruitment Specialists operates an equal opportunity policy and commits to treating all of our candidates and jobseekers fairly. We welcome and encourage applications from everyone regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.



Advertisement

Harris Hill are thrilled to be partnering with Camphill Village Trust in their search for a Head of Finance. Camphill Village Trust has an aim of empowering people with disabilities to lead more connected, fulfilled lives with meaning and purpose.

In this role, you will lead the Finance team to deliver a first-class finance service to the charity. This will include business partnering, financial modelling, budgeting, and forecasting, commissioner negotiations, financial controls, developing the financial strategy and supporting the change agenda across the organisation.

The role of Head of Finance is a home-based role, however you will be expected to travel to the Trust's communities and other relevant locations on occasion.

The role is on a full-time, permanent basis.

As Head of Finance at Camphill Village Trust, you will:

- Be responsible for the operational management of all aspects of the charity's finance function
- Lead on the production of the statutory and management accounts in a timely and accurate manner in line with appropriate timetables
- Create and monitor the finance roadmap for implementation of projects with timescales and budget and report progress
- Support the Resource Director in designing, developing, implementing and delivering the financial strategy
- Manage, motivate, and develop your direct reports and virtual team members to deliver an effective service to support the organisations business plan

The successful applicant will:

- Have significant demonstrable experience in finance within the charity sector, in a similar role
- Be fully qualified (hold a Professional Chartered Accountancy Qualification)
- Have knowledge & experience of Charity accounts and SORP
- Have experience of leading a finance function
- Have experience of preparation of management accounts and annual accounts
- Have excellent communication skills, both written and verbal

If this sounds like you, and you're keen to hear more, please do get in touch ASAP!

Please note, only successful applicants will be contacted with further information.

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