

Finance Director

Application Pack

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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 | Web: www.trustdevcom.org.uk

Welcome Letter

Dear Candidate,

Thank you for your interest in taking on this exciting new role with the Trust for Developing Communities – TDC.

TDC tackles inequality in Brighton and Hove through community-led solutions. Our strength-based model of community development and youth work empowers people who experience poverty and exclusion. Each year we work with over 21,000 people and over 300 community groups to come together and take action.

This year has seen the launch of our new strategy – ***The Inclusive City***, which sets the priorities and pathway for Brighton & Hove to become a more healthy, inclusive and thriving city and for TDC to become a more healthy, inclusive and thriving organisation.

The role of **Finance Director** 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 over £2 million, with our work encompassing over 60 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 be looking forward to the chance of joining a skilled and dedicated Senior Leadership Team, will share TDC's community development values, and will be excited by the opportunity to contribute to a charity that is making a real impact.

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 within neighbourhoods experiencing deprivation in Brighton and Hove. We have gone on to develop a broad range of grassroots services supporting young people, excluded 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 60 staff with a turnover of over £2 million. Despite our positive impact, 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 healthy, inclusive and thriving city - free from inequality.

Our Mission is to deliver community-led solutions to tackle inequality.

Our Work

Equalities. We support excluded communities through a broad range of health & well-being and employability & learning projects. These include: cancer screening access, employability support, social prescribing; mental health support; training; community learning; and community-led research.

Neighbourhood. We deliver community development work in areas of the city facing high levels of deprivation, with a focus on supporting community-led groups, including 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*.

Our Values

- **Community.** *"Together we are stronger."* Community is at the heart of TDC. When we connect people, organisations and communities together, this builds strengths, improves well-being and reduces inequality.
- **Empowerment.** *"Building community brings social justice."* The most effective way to tackle inequality is to support people experiencing poverty and exclusion to develop skills, knowledge and strengths, to come together and take action.
- **Inclusion.** *"There is no 'them and us' only us."* We are enriched by the diversity within our communities. We recognise that discrimination exists, and we fight against it. When we proactively support people to participate, including the most excluded and vulnerable - everyone gains.
- **Equality.** *"None of us can truly thrive whilst some of us are in poverty."* Everyone is valuable, everyone is needed. Tackling economic, social and health inequalities enables everyone to play their full part - which benefits us all.

Finance Director - Job Description

Overview

Job Title: Finance Director

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

Salary Scale: £44k - £50k pro-rata + 6% pension.

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

Employee Benefits: Flexible working. Employee Assistance Programme. Cycle to Work Scheme

Location: TDC office - Community Base, BN1. With flexible home working as agreed.

Responsible for: Finance 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 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 and with sector best practice guidance. Support the development of new digital tools to ensure that finance information can be better integrated into project management.
- 3. Financial Strategy.** Working with the Board finance committee, help 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.
- 4. Organisational Strategy:** Input into the creation and implementation of TDC's Strategic Plan and oversee the ongoing monitoring and analysis of the financial sections. This includes identifying and managing financial risks and mitigations.

Financial Management and Reporting

5. **Management Accounts.** Provide timely 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.** Lead the annual organisational budgeting process, which includes further developing organisational budgeting templates. Support Directors 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 Xero accounts and grant and project supporting documentation.
8. **Oversee Bookkeeping.** Manage and support TDC's Finance Officer to: record financial transactions on Xero; process invoices; perform BACS runs; manage petty cash; staff expense claims; maintain records; post prepayments, accruals and journals.
9. **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 Finance Officer to process payments for wages, pension and taxes and post journals.
10. **Cashflow.** Manage TDC's cashflow with tight controls and invoicing processes. Oversee invoicing, robust credit control and income reconciliation processes.
11. **Banking and Investment.** Oversee TDC's relationships with financial services including banks, ensuring TDC manages its assets effectively.

General

12. **Leadership.** To contribute to the strategy and operations of TDC as a member of the Senior Leadership Team.
13. **Knowledge Sharing.** Stay up to date on developments in the areas relevant to your work – such as developments in practice, sector news, funding opportunities etc. Sharing this knowledge, along with updates on the successes and challenges of your work with the wider organisation.
14. **Coordination.** Work closely with colleagues to ensure your work combines effectively with TDC's delivery across each department.
15. **Ambassador.** Promote TDC's work appropriately. Ensure that team members understand the organisation's goals and how they are contributing to them.

16. **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.
 17. **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 Xero (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 CV, an Equal Opportunities Form and a Supporting Statement to TDC on info@trustdevcom.org.uk, stating the role you are applying for.

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 (max 2 sides).

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 **Monday 20th November 2023** at 10.00am

We will aim to notify candidates if you have been shortlisted for interview by 5.00pm on Tuesday 14th November 2023.

Interviews:

We will be operating a two-stage process. With the first interview day set for **Thursday 23rd November 2023** and selected candidates invited back for the second on **Wednesday 29th November 2023**.

The interviews will be held at the TDC Office - Community Base, 113 Queens Road, Brighton, BN1 3XG.

If you would like to discuss this role, 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 from people any sex, gender, race, age, sexuality, belief or disability.

Thank you for considering applying.

Good luck!

The Trust for Developing Communities

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For more information please contact:

Jo Winyard jowinyard@trustdevcom.org.uk



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