

Application pack

Finance Manager (Part time)



31st May 2017

Finance Manager (Part time)

Report to	Operations and Finance Director
Closing date	26th June 2017 at 9am
Salary	circa £38,000 FTE pro rata (dependant on experience) plus benefits
Hours	Part time (22.5-30 hours per week)
Location	London, WC1
Contract	Permanent

The organisation

Unlocked Graduates is a start-up that offers top graduates and career changers a ground-breaking opportunity to work in prisons as officers for two years. During this time, participants will focus on breaking cycles of re-offending and giving second chances to those who lacked opportunities earlier in life, alongside completing a rigorous leadership development training programme. The skills they learn will propel them into leadership roles in a range of sectors when they complete the scheme. We want to see a country where prisons successfully rehabilitate, and reoffending rates are significantly lower.

Our mission

The aim of Unlocked Graduates is to break cycles of re-offending by developing outstanding individuals to lead rehabilitation in prisons and throughout society.

The role

This is a great opportunity to support a start-up organisation to develop the finance systems and culture we need to achieve our mission. Unlocked Graduates is currently incubating within a well-established and expert charity called Catch22. The key priorities for this role will be managing relationships with the Catch22 finance and payroll teams, and supporting our preparation for imminent spin off. This will involve establishing and leading the effective implementation of our finance systems as we become an independent organisation, to help us pursue our growth strategy.

The Finance Manager is a broad role with full responsibility for financial management and systems development. The role involves developing, managing, and coordinating the effective running of Unlocked Graduate's finance and payroll functions; ensuring the effective implementation of financial controls; supporting budget holders to make effective value for money decisions; develop transparent financial reporting systems; and under the supervision of the Director of Operations and Finance, lead the design and implementation of robust and efficient finance systems to help us grow our organisation in a robust and sustainable way.

Key accountabilities

- Be committed to the organisation's mission and values
- Manage the outsourced Catch22 finance team to effectively manage accounts receivable and accounts payable
- Develop and implement budget management and reporting tools for budget holders
- As the finance expert within the organisation; build capacity and train the staff team on finance systems and processes
- Develop and ensure compliance with Unlocked Graduate's financial and procurement procedures and controls
- Lead the design and implementation of cash flow management systems and regular treasury reporting to the executive team; assist the Operations and Finance Director with strategic banking decisions
- Design, implement, and manage financial reporting processes including: management and statutory accounting, and reporting to the charity's funders
- Assist the Operations and Finance Director in developing and implementing the financial strategy of the whole organisation
- Manage statutory reporting to Charity Commission, Companies House, and HMRC
- Develop a finance systems development plan, and lead on the implementation of it
- Monitor, manage and accurately maintain all balance sheet accounts, restricted funds, and maintain the fixed asset register
- Support the External Relations team with fundraising bids and reporting, and lead on contract financial reporting and claims
- Keep abreast of all relevant legislation in regards to pensions, payroll, charity and company law
- Manage key finance relationships with HMRC, suppliers, customers, the auditors, and the charity's bankers
- Take lead responsibility for the maintenance, management and review of tax records and reporting to HMRC; in due course implement Pensions Auto Enrolment and payroll legislation
- Working with the Directors produce annual, multi-year, departmental and project budgets, and produce reports for the trustees and budget managers to monitor performance
- Provide financial expert support to the business planning of the organisation
- Other duties as agreed with the Operations and Finance Director as commensurate with the nature and seniority of this position.

Person specification

Experience

- Financial management experience applicable to working in a start-up charity
- A professional finance qualification
- Developing and implementing new processes and systems
- Line and project management

- Financial management including: drafting budgets, analysing financial information and managing a wide range of finance responsibilities

Characteristics and skills

- Strong analytical and communication skills
- Excellent interpersonal skills and experience of working with internal and external stakeholders
- Strong IT skills, including proficiency in all aspects of Microsoft Office, relevant financial packages, and knowledge of database management
- A commitment to Unlocked Graduates' vision, mission and values
- Evidence of working as a team player and contributing to a culture of collaborative working
- Unlocked Graduates has an Equal Opportunities policy which all staff are expected to follow.

To make an application

To apply, please send a **CV (including salary level for each post)** and a **letter of application** explaining your interest in this post and how you meet the points in the person specification above. Please also give details of two referees and kindly complete the equal opportunities monitoring form attached.

Applications can be made by email. Applications should be sent to shona.tchilingirian@unlockedgrads.org

If you would like to have an informal and confidential discussion about the role or about the process please contact Shona Tchilingirian using the contact details above.

Closing date: Monday 26th June at 9am

First round interviews: Friday 30th June

Second round interviews: Thursday 6th July

For more information about Unlocked Graduates please visit our [website](#).