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| **JOB DESCRIPTION** |
| **Post:** Head of Business and Finance |
| **Salary Range:** £40578 - £43570 |
| **Full-time/Part-time/Sessional:** Full time 37 hours |
| **Responsible to** CEO |
| **Responsible for:** Senior Finance Administrator |
| **Vision**  **Inspiring youth services that young people want to be part of**  **Mission**  **Supporting young people to enjoy today, prepare for tomorrow and become the people they want to be** |

**Context**

Youth Connect South West (YCSW) was launched as a Public Service Mutual, limited company and registered charity in the South West of England in November 2019.

**Our Values**

* Keeping young people safe – working in the best interests of young people and putting them at the centre of everything we do
* Collaboration – working with families, communities, and other stakeholders to make things better for young people
* Meeting expectations – going “the extra mile” to support young people
* Inclusion - being there for all of those who need us
* Determination and creativity – modelling the importance of trying new things, continually learning, and never giving up

**PURPOSE OF JOB**

The Head of Business and Finance will play a key role in ensuring the strategic management and development of Youth Connect South West’s financial management, business functions and quality assurance for all financial functions for the Charity.

As a key member of the Senior Management Team, the post will lead on financial management, planning, reporting and control within the organisation. The organisation is quickly growing, and this role offers an opportunity to be part of supporting that growth to provide quality services for young people in the South West.

The post-holder will work closely with other YCSW managers and staff, as well as commissioners, funders, and statutory, voluntary, and commercial sector organisations.

**Youth Connect South West Accountabilities and Responsibilities**

1. With the CEO undertake strategic business and financial management to ensure the sustainability of the current activity and to contribute to the development and vibrancy of the organisation going forward.
2. To co develop the financial strategy for the organisation including leading on developing a financial risk management plan.
3. To develop and oversee all YCSW’s budgets in conjunction with the CEO and Senior Operation Manager.
4. With the CEO formulate detailed organisation objectives and policies.
5. With the CEO, ensure the effective and efficient implementation of policies and achievement of its objectives, including financial ones
6. To ensure that financial management is robust, and that procedures, processes and reports are managed, prepared and analysed in line with YCSW financial policies.
7. To report to Trustees and Senior Managers on a regular basis ensuring that budgetary reporting is accurate, prepare monthly management accounts, up to date and within financial regulations, liaise with charities auditors e.g., the Charities Commission
8. To develop and monitor contract management systems and ensure they are implemented.
9. To support Senior Management in the negotiation and finalisation of contracts.
10. To support all aspects of commissioning, contracting, and funding bids.
11. To be involved in the recruitment and directly supervise and manage the roles that report to this post.
12. To act as a member of the Senior Management Team, supporting the overall leadership and management of the organisation.
13. Contribute to the YCSW Vision, Mission and Values.
14. Help ensure YCSW is responsive to community needs and that equalities issues are identified and addressed effectively.
15. Ensure that young people and vulnerable adults within the organisation are safe and that all staff, volunteers and service users follow agreed procedures.

**Relationships**

The post-holder is expected to develop and maintain positive relationships with individuals and organisations to ensure that YCSW can collaborate with others to deliver effective community work. In particular, the post holder will need to have positive relationships with the following:

* ***Internal*** – Colleagues, Managers, Board of Trustee Members, young people
* ***External –*** *Partner organisations*, communities, commissioners, auditors, funders, stakeholders.

**Responsibility for Staff and Resources**

The post holder will be responsible for:

* Ensuring robust financial management across the organisation
* Line management of the Senior Finance Administrator
* Monitoring all financial aspects of contracts

**Working Environment**

* The post is based at Southside Youth and Community Centre in Bath, access to other offices in the Bath and North East Somerset area are available, home working can be agreed but the post will be expected to work regularly at the man site.
* It is essential that the post-holder can travel independently within Bath and North East Somerset and throughout the South West. A clean driving license and own transport is desirable.

**General expectations**

* YCSW is committed to safeguarding and promoting the welfare of

children, young people, and vulnerable adults and expects all staff to share

this commitment and duty. It is an essential requirement that staff are aware

of the safeguarding procedures for sharing information about the

welfare of any person for whom they have safeguarding concerns.

* It is a YCSW requirement that applicants for this post obtain a satisfactory DBS certificate. Staff also have a duty to ensure they attend training to enable

them to recognise the indicators for concerning behaviour and receive

safeguarding supervision as appropriate.

* The post holder will be expected to adhere to YCSW equalities and health & safety policies and practices.
* The post holder will need the personal resources to work within a demanding

environment and to support staff to do likewise.

* All staff are expected to show a commitment to their own professional

development, including training.

* All staff are offered a Wellbeing and Employee assistance programme and staff benefits packages.

**Glossary:**

* **YCSW –** Youth Connect South West
* **SEND** – Special Educational Needs and Disability
* **CEO –** Chief Executive Officer
* **B&NES –** Bath and North East Somerset Council

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| PERSON SPECIFICATION **POST TITLE:** Head of Business and Finance **DATE PREPARED:** January 2023 | | |
| REQUIREMENT | ESSENTIAL | DESIRABLE |
| Education and Qualifications | Educated to degree level or equivalent professional qualification as a minimum.  Business and Financial management qualification minimum level 6 amd/or professional accountancy qualification such as ICAEW/ACCA/CIMA/AAT or qualified by experience. | Management qualification at Level 5. |
| EXPERIENCE | Considerable and successful business and financial management.  Experience of working in a financial/management accountant role in the charity or business and/or statutory sectors.  Experience of working successfully with financial management systems such as XERO.  Experience of managing and/or mentoring staff. | Experience of working in the youth charity sector.  Knowledge of the Young People’s Services in the Bath and North East Somerset and surrounding areas. |
| SKILLS & KNOWLEDGE | Understanding of the charity sector.  Technical accounting and bookkeeping skills  Knowledge of social enterprise models.  Thorough knowledge of strategic and operational financial management.  Knowledge of business and contract management.  Excellent written and verbal communication skills.  Understanding of the importance of regular reporting and accurate data capture.  Knowledge of Safeguarding issues/ procedures. | Advanced level of Word processing.  Advanced Excel.  Knowledge of chairities SORP |
| ABILITIES | Confident, self-motivated, innovative, and able to work under pressure.  Good team leadership skills with the ability to develop and support all members of the team.  Able to prioritise work and demands.  Able to work collaboratively. |  |
| OTHER REQUIREMENTS | Post-holder will be required to undergo training from time to time.  The ability to cope with the duties and responsibilities of the post and the associated environment. |  |