



Recruitment Pack

Director of Finance and Corporate Resources



Everyone in the UK should experience the power of participation to shape a fairer future.

Our approach

We understand

Working with local people, governments, businesses and policymakers, we develop original research to uncover insights, new evidence and data to support social innovation.

We involve

Actively involving people in research and innovation, we strengthen the relationships between communities and the organisations that influence their wellbeing.

We innovate

Creating initiatives that involve people from diverse sectors, we support game-changing ventures and incubate ground-breaking organisations, working to shape a fairer future.

The Young Foundation is the UK's home for community research and social innovation. As a not-for-profit, we drive positive change and supporting collective action to improve people's lives.

Shaping a fairer future

We are the UK's home for community research and social innovation

The Young Foundation is a registered charity in England and Wales. Our charity number is 274345. We are also a company limited by guarantee. Our company number is 1319183.



Role: Director of Finance and Corporate Resources

Salary: £80,000-£90,000

Location:

Our offices are in Toynbee Hall, East London, but we welcome applicants from across the UK who do not wish to relocate. You should be willing to travel to our London office for team and project meetings up to six times per year. Project related travel costs will be reimbursed.

Hours:

Four or five days a week

Contract:

Initially, a twelve-month fixed term contract with a view to permanent and possible progression to Chief Operating Officer. Job-share applications considered.

Benefits:

25 days annual leave plus three office closure days between Christmas and New Year. We also provide two wellbeing days per year. Staff are signed up to one of two pension schemes and a personalised wellbeing budget through Better Space.

About The Young Foundation

The Young Foundation is a national charity with a long history of innovating to create social change. We are a 'think and do' tank, working with people and communities to shape a fairer future, together.

The UK's public services are in acute crisis. Political trust is on the floor. The struggles people and communities face are many, and deeply knitted together. Consequently, our mental health is often poor, and our resilience weakened. We must be prepared to unravel and reweave for the common good.

That requires working together in new ways, empowering radical acts of co-creation across communities, sectors and boundaries. For The Young Foundation, this is a moment to embody the spirit of our founder, Michael Young. To embrace collective effort and work collaboratively to show that, with the Power of Participation, we can redesign the social contract between people, communities, state and business to shape a fairer, greener future.

About the role

The Director of Finance and Corporate Resources holds a key role in our organisation and is core to the senior management team. Reporting to the Chief Executive, the Director of Finance and Corporate Resources is responsible for finance, HR, facilities, and governance. Managing a team of four (comprising a Financial Controller, Finance Services and Business Support Manager, HR Manager, and an Administrator) they are responsible for all 'back

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office' operations, providing the supporting infrastructure to ensure quality delivery of our work and mission.

You will work closely with the Chief Executive to lead the organisation through operational change. Investing in the right technological and finance infrastructure for The Young Foundation is overdue, and we are looking for a self-starting candidate with proven experience in digital transformation and change to increase efficiency, knowledge management, and reporting of vital management information. The assessment of business needs and analysis of possible solutions has been undertaken and the successful execution of this transformation is a key deliverable in the first 12 months of the role.

We are a charity earning our income through commissions, grant funding, and by responding to tenders. As such, we need to think and act as a consultancy, supported by our Finance team. We are looking for a hands-on, motivated individual with a solid background in consultancy and charity finance and digital transformation.

How to apply

Please send the application form, your CV and a link (or attachments) to applications@youngfoundation.org on or before **31 May 2023**

Please note that we reserve the right to close this vacancy prior to the advertised closing date if we receive a high volume of suitable applications.

The two-stage selection process will consist of a first-stage virtual interview and final stage interview and task. Shortlisted candidates will be informed on **5 June 2024**

First stage interviews are currently scheduled to take place on 13 June 2024 via video-call and second round interviews will take place (likely in London) on 20 June.

The Young Foundation is an equal opportunities employer and as part of our commitment to increasing the diversity of our team we actively encourage people from Black and Ethnic Minority or other under-represented groups to apply for this role. We positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

You must have the right to live and work in the UK. Applicants who require a work permit in order to take up employment will not be considered.

Please complete our online [Equality and Diversity Monitoring Form](#). This information will not be seen by the hiring manager or impact your application.

Upon submitting your application, you will receive an automated response to say we have received your application. Please note that we review applications after the closing date and we regret that we will only be able to reply, and give feedback, to short-listed applicants.

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Job description

Your responsibilities will include:

Executive leadership

- Working with the Chief Executive to develop financial strategy for The Young Foundation
- Business planning: working with the Board, the Chief Executive and Executive Leadership Team to shape, develop and manage delivery of robust financial business plans that meet priorities, objectives and targets
- Risk management: lead on the development and maintenance of risk management strategies and registers
- Company secretarial and compliance: ensure that all company secretarial, corporate governance, statutory and legal obligations are met
- Corporate governance: ensure The Young Foundation's corporate governance is of a high standard and complies with legislation and regulatory guidance
- Support the Board, Risk, Resources and Assurance Committee, and People and Culture Committee, liaising regularly, including the timetabling of meetings and provision of papers
- Health and safety: ensure The Young Foundation has a good and effective health and safety framework and operational systems in place to meet relevant legislation
- Insurance: review regularly and ensure appropriate cover is in place

Human resources

- Ensure the provision of high-quality advice and guidance is available to all managers in respect of the employment legal requirements and best practice in the workplace, and that appropriate policies and procedures are both developed and implemented
- Support the HR Manager in the design and operation of effective recruitment, onboarding and offboarding processes
- Support the HR Manager in the monitoring of data around sickness, pay gaps, etc
- Oversee the operation of the DBS-checking process
- Review of standard contracts and review of letters and contracts issued.
- Take responsibility for pensions and payroll provision

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- Management and development of the HR Manager

Technology and finance

- Implementation of a new finance system and associated reporting tools to ensure timely and accurate sharing of financial data with CEO, SMT and board.
- Assessment, business case development and possible re-tendering of IT provision.
- Maintaining strong financial controls and oversight of accounting systems
- Provision of high-quality financial information to users across the organisation including the Board of Trustees, Senior Management and Budget Managers, including forecast and cashflow, as well as the development of reporting
- Review of monthly management accounts and profitability reports with appropriate commentaries
- Monthly management accounts reviews with budget managers
- Preparation of the annual budget and presentation to the Board of Trustees for approval
- Responsibility for, and review of, the annual report and accounts, including liaison with the auditors
- Liaising with suppliers, customers, banks, contractors and advisors where necessary
- Monitoring and managing working capital including debtors, creditors and cashflow
- Review of VAT quarterly returns, annual adjustments, reviewing and implementing appropriate VAT recovery methods, managing relationship with HMRC
- Providing strategic and operational guidance to the Senior Management Team regarding all HR, IT, Finance and property matters
- Management and development of the Finance Services & Business Support Manager

Facilities

- Management and development of the Corporate Resources Team Administrator
- Implementation of our workplace needs through maintenance of relationship with our landlord, Toynbee Hall



About you

Essential experience

- Proven experience at a senior leadership level in a finance environment in the charitable / not-for-profit sector
- Proven experience of assessing, commissioning and implementing new technologies and infrastructure
- Experience of preparing financial business plans, modelling scenarios and gathering financial and other business intelligence to support good decision-making and governance
- Track record of delivering on a range of other corporate support services such as IT, HR and governance, in addition to financial responsibilities
- Proven experience of effective management of teams
- Experience of time-based consultancy business models; supporting the reporting of utilisation of staff and profitability of projects

Knowledge / skills and qualifications

- Relevant professional qualification ie, CCAB or equivalent and membership of a recognised UK body
- A skilled influencer and negotiator able to communicate effectively with colleagues and Board members, to include report-writing and presentations
- Ability to take on complex challenges to deliver successful outcomes
- Exemplary financial and analytical skills; capable of 'doing' as well as directing
- Up-to-date knowledge of all regulatory requirements including: finance, people, IT, governance, health and safety
- Strong and confident IT skills
- Policy development
- Proven ability to work under pressure and undertake 'hands-on' work where required
- Leadership skills; management experience; integrity; honesty; diplomacy
- Knowledge of the charitable sector, live challenges and changes to charity law.

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Application form

In this application, we'll ask you to share your experience to date and reasons for applying to the role. We're looking to understand who you are, your research experience, and what you can bring to our organisation.

Please answer each of the four compulsory questions as directly and concisely as possible, being mindful of the word limit (250 words max per question).

Questions

1. Why do you want to apply for this role and what key experience do you have that you think will be a good fit? (Max 500 words)
2. We operate a consultancy business model, where margins, day rates, utilisation and efficient project delivery are paramount. Please share your experience of working with this kind of model, preferably within a charity context. (Max 200 words)
3. In this role, you will be need to assess our technology needs, particularly in relation to the provision of timely data to support our business model and automation of processes to reduce effort and pressure on the Finance and Corporate Resources team. Please share an example of where you have successfully implemented a new technology within an organisation, what process you undertook, and what you learned. (Max 250 words)

For this role, you may also provide your CV to accompany your application.