

Director of Finance & Operations Recruitment Pack



Recruitment Pack

CBM UK

www.cbmun.org.uk

Charity Registration No 1058162 (England & Wales) SCO41101 (Scotland)

CBM UK

Too many people face poverty, stigma and isolation, denied the chance to go to school or earn a living, just because they have a disability. And every day people lose the ability to see, hear or walk because of conditions that could easily be treated or prevented.

Driven by Christian values, CBM works in the world's poorest places to reach those whom others leave behind. Working in partnership with Governments and local partners, we create long-term positive change: treating and preventing conditions that can lead to disability and supporting people with disabilities to access education and healthcare, earn a living and be included in their communities.

Our Vision

An inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

Our Mission

To transform the lives of disabled people in the world's poorest communities. Driven by Christian values, we work with disabled people to break down barriers by delivering practical support, improving policy and practice and inspiring the people of the UK to act.

Our Values

- Challenging injustice
- Making every action count
- Embracing partnership
- Living with integrity

Annual Accounts and Reviews

You can read a summary of our financial information, along with highlights of our year, by downloading our latest Annual Review. A full statement of our accounts is available in our latest Annual Report and Accounts. **CBM UK's financial year runs from 1st July until 30th June.**

<https://www.cbmuk.org.uk/who-we-are/finances/>

The Role

Based: Oakington, near Cambridge (moving to a central Cambridge office mid 2019)

Starting salary: Band 6: £55,987 (with possible annual increment rises).

Reports to: CEO

Responsible for: Office/HR Manager, Senior Support Officer (Policy/Legal Support/Data Protection Officer), Senior Finance Officer, Finance Assistant, Supporter Care Team Leader, two Supporter Care Administrators

Hours: 37.5 hours per week

Purpose

This is a senior level key role critical to the organisations future success. The Director of Finance & Operations is responsible for Financial Management, Strategy Development process, Human Resources, IT, Facilities Management and Company Secretarial functions as well as overall responsibility for CBM UK's Risk Management Strategy. A key challenge of the role is to ensure that these functions are efficient, effective and integrated. The post holder will work closely with the Trustees (in particular the Finance and Audit Committee), CEO and leadership team, in leading the strategic planning process of CBM UK and developing and ensuring the implementation of the business plan. This position is part of the CBM UK Leadership Team, who have extensive expertise in international development, fundraising and communications, and lead and manage the CBM UK team.

Financial Management

1. Develop, implement and continuously update an appropriate finance strategy to guide financial decision-making.
2. Lead and direct CBM UK's financial function so ensuring the delivery of high quality information, advice and financial services.
3. Manage and develop the financial policies, procedures and systems of CBM UK to ensure they meet all legal and contractual obligations.
4. Oversee the preparation of all budgets and financial forecasts, and ensure their submission by the agreed deadlines.
5. Implement effective systems of budgetary control, including the preparation of monthly management accounts for submission to the leadership team, Trustees and budget holders with accompanying analysis of results and key metrics including expenditure and income tax, cash flow and reserves.
6. Service the Finance and Audit (FAC) Committee and work closely with the FAC Chair, including reporting at Trustee meetings.
7. Work actively with programme and fundraising teams maintaining systems that enable CBM UK to seek and exploit opportunities for organisational growth and increased external funding.
8. Monitor the use of allocated financial resources and make recommendations for their more efficient and effective deployment.
9. Ensure the timely production and presentation of year end accounts and Annual Reports in cooperation with CBM UK's external auditors.

10. Manage the company secretarial responsibilities of CBM UK ensuring the timely and accurate submission of all returns to the Charity Commission, Companies House, HMRC and OSCR.
11. Ensure that financial systems support the provision of reports to funders, and that these are produced in an accurate and timely manner.
12. Work closely with the Programme department in particular the Programme Finance Manager to ensure correct allocation of costs, cost recovery and annual programme budgets.
13. Ensure that appropriate treasury and foreign exchange systems are in place, including associated reporting mechanisms.
14. Periodic consultation with the CBM federation, including monthly and quarterly returns to CBMI.

Strategy Development

1. Lead the organisational strategy development process and development of an annual business planning process.
2. Develop an appropriate organisational balanced score card/ or equivalent corporate performance measurement system.
3. Develop & support a quarterly business review process.

Human Resources

1. Lead the development and implementation of the HR strategy and champion the changes in culture, values and behavior that are required to deliver CBM UK's vision and strategy.
2. Work closely with the leadership team to provide an approach to human resources management that meets the needs of CBM UK.
3. Ensure all HR policies and practices are fit for purpose and are updated as necessary to ensure they support the development of the desired culture, protect CBM UK from unnecessary legal challenge and represent good practice in the sector. Such policies include pay and reward, performance management and family-friendly policies.
4. Oversee the development of a Training and development plan ensuring that it meets the strategic needs of CBM UK as well as developing effective and appropriate approaches to talent management and succession planning.
5. Be responsible for all aspects of Health and Safety policy and practice.
6. Oversee the payroll function.
7. Lead, manage, motivate and develop the Finance, HR, IT and Office Management team such that they are clearly focused and competent to achieve departmental objectives in line with the agreed strategic direction, policies and priorities of the organisation.
8. Responsibility for safeguarding at organisational level.

IT Management

1. Develop, implement and continuously update an appropriate IT, information management and telecommunications strategy.
2. Ensure that ITC based systems are integrated as required to support the efficient and effective delivery of CBM UK plans.
3. Ensure business systems are in place to support Fundraising and Programmes to achieve their goals.

Facilities Management

1. Develop, implement and continuously update a property strategy.
2. Supervise the office management function to ensure that a suitable and safe working environment is provided for staff.

Risk Management

1. Develop, implement and continuously update an appropriate risk management strategy to safeguard the organisation and its assets.
2. Ensure appropriate advice is available to the Trustees, Leadership Team and staff on all general legal, regulatory, employment and financial matters, including drafting or checking of contracts with other organisations, service providers and networks. Take day to day responsibility for all company secretarial matters.

Policy Management

1. Develop, and oversee the implementation and continuous update of the policy register.
2. Supporting the Due Diligence requests relating to policies.

Organisational leadership

1. Contribute to the overall leadership and strategic direction of CBM UK through the Leadership team, and in collaboration with the CEO
2. Provide leadership, taking on cross-functional responsibilities where appropriate
3. As part of the Leadership Team, take shared leadership responsibility for the wider CBM UK team of staff and volunteers and support effective working across the organisation.
4. Encourage and promote a culture of ambition, learning and excellence across the CBM UK team which reflects the ambitions of CBM. Play an active role across the CBM team, promoting positive working and innovation. Seek to improve working practice at all opportunities.
5. Represent the organisation at the highest levels, including representing the CEO where appropriate.

Other

1. Ensure appropriate external representation of the CBM UK by networking with relevant financial forums and professional bodies to promote the public image of CBM UK as a best practice financial institution. To keep abreast of changes in the IT, regulatory and financial environment, new initiatives and best practice in the sector to ensure the CBM UK's strategies and policies are developed accordingly.
2. Manage the relationship with appropriate professional advisers (including auditors, lawyers, bankers and surveyors) to optimise their input to the development of the CBM UK's strategies and policies.

In addition to the above there is a general responsibility on behalf of the job holder to undertake any other duties that are relevant to the job as requested by the CEO.

Person Specification

| | ESSENTIAL | DESIRABLE |
|---------------------------------------|---|--|
| EDUCATION & QUALIFICATIONS | <ul style="list-style-type: none"> • Formal professional accounting qualification with supporting professional training. | |
| EXPERIENCE | <ul style="list-style-type: none"> • Have effectively led, at a senior level, a finance department, or significant finance team • Have developed and implemented effective accounting procedures, and evaluated financial systems • Strong experience in working with, and implementing accounting standards and policies • Experience of managing the production of management and statutory accounts, and other financial information to suit varied audiences • Have been responsible for the preparation and presentation of complex financial information at senior management and board level to non- finance professional audiences • Experience of risk management. • INGO experience, in particular programme finance management, including maximizing cost recovery. | <ul style="list-style-type: none"> • Experience in an international context, including experience of foreign exchange. |
| SKILLS AND ABILITIES | <ul style="list-style-type: none"> • Able to develop a strategic overview of challenges and tasks and to prioritise work accordingly • Able to simplify complex problems, processes or projects into component parts and develop appropriate solutions • Able to develop, communicate clearly, and "sell" new ways of working, solutions and change, and be responsible for the consequences of the decisions made • Able to lead change processes and inspire others to follow and implement | <ul style="list-style-type: none"> • Able to create a vision and inspire others to work towards this vision • Ability to adopt a range of styles, tools and techniques appropriate to the audience and the task. |

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|----------------------------------|---|--|
| | <ul style="list-style-type: none"> • Able to manage and develop staff effectively in line with strategic needs, particularly in relation to change management. • Able to build and maintain effective working relationships with a range of people, across a variety of settings, including actively collaborating with colleagues across the CBM Federation • Proficient computer skills including familiarity with the capabilities of accountancy software, particularly in relation to integration with other management information systems. | |
| <p>PERSONAL QUALITIES</p> | <ul style="list-style-type: none"> • Commitment to CBM mission and values • Sensitivity to working within a Christian framework and its various expressions across cultures • Empowering – will support the team to perform their roles, and provide a ‘sounding board’ for ideas and challenges • Consultative – will discuss proposed activities with team where appropriate • Creative and innovative thinker • Can-do attitude and able to take the initiative • Excellent interpersonal skills, ability to work as part of team • Willing to visit CBMI or occasionally overseas projects and work occasional evenings and weekends where necessary. | |

Employee Benefits

- All full-time employees are entitled to 25 days holiday per year in addition to UK public holidays
- CBM places an emphasis on professional development and training for its employees in order to enable them to fulfil their roles. We support employees in their desire to further their qualifications and careers, including offering opportunities to undertake study for relevant qualifications
- A visit to one of our projects overseas may be possible
- Salaries are regularly reviewed to attract, develop, motivate and retain the appropriate calibre of employees
- We offer family-friendly benefits for staff members with a young family to look after – flexible working, homeworking, maternity/paternity/adoption and parental leave policy
- CBM UK offers a competitive pension scheme. Subject to you making a minimum pension contribution of 5%, CBM UK will make a payment of 10% of annual salary towards the organisation's pension scheme
- Group Life Assurance Scheme
- As part of its commitment to its work with disabled people, CBM UK is a Disability Confident Employer (formerly the "two ticks" scheme) and aims to help successfully employ and retain disabled people and those with health conditions. We have a comprehensive equality and diversity policy
- CBM UK offers a free Lifestyle Counselling Helpline & Online Support Service for counselling and support
- Bike to work scheme
- Season Ticket loan
- Free tea/coffee facilities, with weekly fruit bowl.

Useful Information

Shortlisting and Interviews

CBM UK is an equal opportunities employer and we are committed to ensuring all applications are treated fairly.

All applications are subject to our shortlisting process; if you are shortlisted we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills tasks to complete as part of the recruitment process.

Diversity Policy Statement

Everyone has the right to be treated with consideration and respect. CBM UK is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual. CBM UK aims to ensure that all staff, volunteers, donors, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race (including colour, nationality, ethnicity, or national origin), disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

Use of Curriculum Vitae (CVs)

Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such we do not accept a CV unless accompanied by a fully completed application.

Employment Checks

All offers of employment are made subject to the following criteria: Proof of eligibility to work in the UK, proof of residency and satisfactory employment screening, and three references satisfactory to CBM UK and, if required, a DBS Check.



How to apply

Application forms can be downloaded from:

<http://www.cbmun.org.uk/who-we-are/work-for-us/>

Your completed form and CV should be emailed to Trena Battams
trenab@cbmun.org.uk.

Alternatively, you can post your application to:

Trena Battams—Office Manager
CBM UK
Oakington Business Park
Dry Drayton Road
Oakington
Cambridge
CB24 3DQ

Should you have any questions or wish to discuss your application further
please contact: -

Trena Battams on 01223 484700 or trenab@cbmun.org.uk