

Finance and Governance Manager

Dated: June 2022

Contract: Full time, permanent

Salary: £35,000-£38,000 per annum

Start date: Immediate

Location: Home based with potential access to desk space in central London if required; travel across the UK may be required from time to time as part of role (subject to covid guidance)

Reporting to: Operations Lead

Direct reports: None at this time

Annual leave: 25 days per year plus bank holidays

About the Centre for Youth Impact and YMCA George Williams College

In April 2022, the Centre for Youth Impact merged with YMCA George Williams College. The merger brings together the Centre's work to progress thinking and practice in impact measurement in youth work and provision for young people with the College's rich history of supporting high quality relational practice with young people and communities. The combined charity works across the UK, including locality working via dedicated regional networks across England. Although still developing the strategy for the newly combined charity, the two organisations have long shared a vision for all young people to have access to high quality provision and services that improve their life chances, and which enable them to achieve their potential in mind, body, and spirit. We believe that embedding more meaningful approaches to evaluation, quality improvement and impact measurement at the heart of resilient, learning organisations is key to achieving this vision.

The Centre for Youth Impact was established as a partnership initiative in 2014 and became an independent charity in 2018 before merging with the College in 2022. The College has a fifty-year legacy of providing teaching and learning to post-graduate level for all those working with and for young people in communities. We are funded by a range of supporters, including the National Lottery Community Fund, the Paul Hamlyn Foundation, and the Esmée Fairbairn Foundation. Our fourteen-strong team works across the country on a varied portfolio of evaluations, capacity building and learning partner roles, and with a wide range of partners and stakeholders.

About the role

The Finance and Governance Manager is a new and critical role, created to provide a robust and well-managed finance and governance function for the organisation as we grow. The postholder will be responsible for day-to-day finance operations complying with all statutory and regulatory requirements as well as supporting project managers across the team to manage income and expenditure across their programmes of work. The postholder will also work alongside our external qualified accountant, currently acting as Finance Director and Company Secretary for the organisation, to support annual audit and reporting.

The College's portfolio of work is made up of a diverse range of projects, supported by grant agreements, contracts and SLAs. The postholder will manage the organisation's 'contract office' function: oversight of all contracts (including sub-contracts and contract with Associates), grants agreements and SLAs, the invoicing arrangements, payment schedules, data protection and

safeguarding clauses, as well as reporting requirements. Working with the Operations Lead, the Finance and Governance Manager will monitor team capacity, and develop our use of time-tracking software to enable accurate salary allocations on a monthly basis, supporting high quality project delivery.

The postholder will have the opportunity to design, develop and implement new and improved ways of working across the finance and governance functions, and work with our accountant to meet monthly deadlines for management accounts, prepare for our annual audit and manage our cash and reserves.

What are we looking for?

We are looking for an outstanding candidate with a strong financial background and knowledge of charity governance processes. You will need to have experience of working with unrestricted funds and the management of restricted income from trusts, foundations, and Government. You will have experience of using accounting software and developing financial systems and controls that will support our growing team to deliver their work with excellence and achieve our organisational strategy.

You will need to be thoughtful and proactive, committed to building strong relationships across the team and with our pool of Associates. Our ideal candidate would be happy working autonomously and have experience of supporting a busy and fast-paced team managing multiple different work streams. We are looking for someone who is patient, imaginative and solution focused, with great attention to detail. You'll need to be helpful and enthusiastic in your approach to work, flexible and a strong communicator.

Duties and responsibilities

Financial management

- Support and work alongside our external accountant to produce financial management information to ensure accurate control of income/expenditure and financial operations
- Manage procurement and financial control systems, including operational financial regulations
- Ensure compliance with external financial regulations
- Oversee and develop (with support) financial procedures and systems, including banking, invoicing and payments, and oversee the end of the financial year processes and financial reporting requirements
- Undertake salary allocations on a monthly basis, working across the organisation's portfolio of project activity
- Oversee payroll, including liaising with pension providers
- Ensure that relevant systems, such as expenses claims, are operating efficiently and with high quality
- Provide financial support to individual projects, particularly where there is onward grant distribution, for example.
- Support the setting and monitoring of budgets and assist non-financial managers in interpreting, preparing, and monitoring related information.

- Support and train budget holders and other staff in using financial information, systems and tools, and work with managers to resolve more complex issues.

Grant and contract management

- Oversee the organisation's range of grant agreements and contracts and monitor
- Support the team to prepare high-quality funding proposals, through creating detailed budgets and advising on costing, pricing, and taxing and other financial considerations.
- Manage new and ongoing grant agreements and contracts, fulfilling funder requirements in a timely manner, including preparation of financial reports, and responding to funder queries as appropriate.
- Embed procurement, control, and quality assurance processes for new contracts; ensuring that they deliver value for money by adopting the most economic, efficient, and effective approaches
- Manage freelance contracts with the pool of Associates, ensuring invoices are correctly coded to the associated project.

Governance

- Oversee the filing of reports and notices with Companies House, Charity Commission and Office of the Scottish Charity Regulator, and take a leading role in the preparation of related information.
- Work with the Operations Lead to maintain the organisation's risk register, highlighting new risks and working with the Senior Leadership Team (SLT) to mitigate them.
- Work with the Board Secretary to support the Board of Trustees and keep them informed of any changes to charity and company law, providing guidance to Trustees and SLT on any governance-related matters.
- Monitor the organisation's compliance with a range of laws and policies and procedures with others. These include data protection and privacy laws, internal data protection policies and procedures, as well as policies and procedures relating to safeguarding and conflicts of interest, amongst others.
- Oversee the due diligence process for project partners and grantees.

Person specification

Essential skills and experience

- Strong financial management experience with a proven track record in a similar role
- Strong practical/applied understanding of charity finance and the management of restricted and unrestricted income
- Experience of accounting software (Xero)
- Experience of managing payroll
- Experience of charity governance and best practice, and compliance with HMRC, Companies House and Charity Commission
- Familiarity with funder requirements and reporting
- Ability to manage multiple priorities and work to deadlines
- Excellent IT skills, including experience of using Microsoft Office.

Desirable

- Experience of time tracking software, such as Harvest
- Experience of using expenses software, such as Pleo
- Experience of supporting the preparation of annual accounts and organisational budgets

- Excellent communication skills with the ability to coach and support non-financial staff in developing their financial skills

Personal qualities we are looking for include:

- Identifying with and embodying the aims and ethos of our charity, including valuing collaborative approaches, challenging, and supporting those we work with, and being curious and questioning
- Collaborator and team player
- Reflective and highly self-aware
- Able to have challenging and courageous conversations with compassion
- Understanding of and empathy with our sector

How to apply

If all of the above sounds appealing, then please send a copy of the following to jobs@youthimpact.uk with the subject line 'Finance and Governance Manager application':

1. Your CV
2. A covering letter (up to 800 words) that states how you meet the requirements set out in the person specification (and stating that you have the right to work in the UK).
3. Equality and Diversity monitoring form

Please complete the anonymous equality and diversity survey form as part of the application. We are committed to providing equal opportunities for everyone regardless of their background, and welcome applications regardless of sex, gender, race, age, sexuality, belief or disability.

We acknowledge that people from Black, Asian and minority ethnic backgrounds are underrepresented in our staff team and we're committed to correcting this. We are particularly keen to receive applications from people of colour; disabled people; people who identify as being LGTBQIA+; and people who have a mental health condition. We'd also love to hear from people who have used and benefited from youth provision/services.

We want to support you to show us your best, and to thrive at the Centre for Youth Impact. We can make reasonable adjustments throughout the application process and on the job. If you have particular accessibility needs, please get in touch, and let us know of any requirements you have.

The deadline for receipt of your application is 5pm on Friday 22 July 2022. Applications received after this time will not be considered.

Interviews will take place and w/c 1 August and w/c 8 August and will be via Zoom.

For more information about us please visit the Centre for Youth Impact's website, www.youthimpact.uk. If you have any questions about the role, please email Sarah Rose, Operations Lead, on sarah.rose@youthimpact.uk to arrange an informal conversation.