



**YMCA LONDON  
CITY AND NORTH**

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**YMCA**

Head of Finance  
£55,000 - £60,000  
Full-time, permanent  
London

For an informal discussion, please contact our recruitment partner, Simon Lloyd, Director, NFP Consulting on 07961 988 523 or email [simon.lloyd@nfpconsulting.co.uk](mailto:simon.lloyd@nfpconsulting.co.uk)

Application is by way of CV and a Supporting Statement.

**How to apply**

For more information and to apply, please visit:

**Closing date: 29<sup>th</sup> October 2021**

**Selection and timescales:**

There is a two stage selection process.

The format of the interviews will be determined by the COVID-19 guidelines and restrictions that apply at the time.

**Accessibility:**

Please let us know if you have any special requirements which we might need to consider in relation to the selection process, e.g. attending interview. Any requests will not be taken into account in the selection process.

# Job Profile

## Head of Finance

<b>Location:</b>	Haringey Centre, working across all sites as required
<b>Responsible to:</b>	Director Corporate Services
<b>Responsible for:</b>	Team of Finance staff
<b>Hours:</b>	Full time (35 hours). Will also consider substantial part-time or flexible working applications.
<b>Status:</b>	Permanent
<b>Annual leave:</b>	33 days per year inclusive of Bank Holidays (pro rata)
<b>Salary:</b>	Grade I £50,000-£52,020 starting salary depending on skills and experience, full range runs to £55,203

### Context

City YMCA London is an independent charity affiliated to the YMCA movement that was founded in 1844. Our work is based on the ethos of the international movement and we work across some of London's most deprived boroughs in Islington, Haringay, Tower Hamlets, Newham, Barnet and Hackney as well as the City of London.

We passionately believe that every young person should have the opportunity to build a future of their own choosing.

In October 2020, City YMCA London merged with YMCA North London, embarking on an exciting journey to take our merged organisation forward, creating a single team with a shared culture, values and vision for the future. In May 2021, we rebranded and became **YMCA London City and North**. We are an £8M turnover organization with 150 staff.

We have just opened a brand new, bespoke, flagship centre for homeless young people at the Barbican called LandAid House.

We also provide a range of community and health and wellbeing provision, including the youth services, community hub at Tarling Road, the Haringay Club, a range of gym and fitness provision, and childcare activities. In addition, we run annual community events across London.

### Job purpose:

- To develop financial strategies, plans, policies and procedures in conjunction with the Director of Corporate Services that support the delivery of overall organisational strategy and business plans.
- To develop and manage the provision of a range of financial professional services, including budgetary management, financial forecasting, management accounting, financial reporting.
- To lead and manage the Finance team and ensure a culture of high-quality and business focussed service provision. A team of 8 staff members.

- To act as Company Secretary, ensuring compliance with the statutory and regulatory requirements and providing guidance and support to Audit Committee and the Board. This will be not more than 10% of the total job role.

### **Key challenges for 2021**

- Taking forward the post-merger review of financial systems, policies and processes, looking for high quality and cost-effective service provision using scenario planning for various cost saving initiatives, and engaging the staff in the creation of a one-team culture.

### **Duties and responsibilities**

#### **Financial strategy and development**

- Work collaboratively with the Director of Corporate Services and other senior colleagues to develop financial strategies and plans, including five year financial forecasts, for the organisation, both across the charity as a whole and for the different areas of activity.
- Key task, to prepare the statutory annual accounts and supporting information and papers for the auditors to enable auditors to complete their audit.
- Identify and implement improvements to financial, accounting, budgeting and reporting systems and processes that ensure that senior managers have high quality and timely financial information to support business planning and decision making and funder reporting.
- Lead on the development and implementation of financial policies and controls.
- Provide support on the financial aspects of business planning to senior managers across the charity in order to support reviews of business efficiency and financial sustainability, and/or development of service provision and funding bids.
- Keep abreast of legal, regulatory and best practice developments in the field of accountancy and financial management and reporting in this sector.
- Participate in external Finance forums within the YMCA Movement and more widely.
- Work closely with the assigned Nominated Person (Ofsted) and Registered Manager (Housing) to ensure financial compliance with the relevant regulatory frameworks.
- Attend as required Board meetings, Audit Committee and other relevant Board Committee to present financial accounts and reports, including statutory accounts and reports, and other matters relating to the company secretary function.
- Ensure and oversee effective internal audit arrangements.
- Ensure that all financial activities within the organisation are compliant with statutory and regulatory requirements, including those pertaining to different aspects of the business (e.g. SORP, Social Housing requirements)
- Ensuring that financial processing and monitoring systems meet with the requirements of funder reporting, working closely with senior colleagues as required.
- Work with Director of Corporate Services to ensure effective risk management strategies, assessment and reporting in relation to the financial requirements of the organisation.

## **Operational management**

- Lead responsibility for the preparation of annual budgets and forecasts in line with the strategy and business plan, working in partnership with Director of Corporate Services and senior colleagues.
- Responsible for all aspects of financial accounting and the effective processing of the organisation's income and expenditure.
- Responsible for all aspects of management accounting and the effective provision of monthly management accounts, quarterly and year-end accounts, financial reports and management analysis.
- Prepare long-term and short-term cash-flow forecasts that provide the information required by the charity to ensure financial sustainability and viability.
- Responsible for treasury management, including cash management, recommendations on investment strategy and ensuring suitable placement of surplus funds, identifying suitable borrowing arrangements.
- Responsible for the production of all financial reports, including financial returns to regulatory and statutory bodies and for funder reports.
- Plan and maintain the YMCA's tax and VAT liabilities under existing and proposed legislation. Minimise the tax burden and negotiate with tax authorities.
- Responsible for management of the payroll and pension provision, including working with the Director of Corporate Services and Head of People and Culture on reviewing and costing of changes.
- Provide overall leadership to the Finance team, ensuring high quality performance management and development, and communicating and engaging with the staff team in relation to vision and direction.
- Direct line management of finance team members including performance management and supporting learning and development
- Work with the Head of People and Culture and team to ensure the development of learning and development initiatives that support the creation of high performing and engaged staff teams.
- Act as an ambassador for the organisation, and contribution to the wider YMCA Federation.

## **DIMENSIONS**

The working pattern will be discussed and set between the postholder and the Director Corporate Services.

Regular supervision meetings will take place with the Director Corporate Services and in turn with the directly line managed finance staff.

## **SCOPE AND LIMITS OF AUTHORITY**

- Responsible for operational financial management of the organisation, including budgeting, accounting, reporting, and compliance with internal financial policies and external financial legislation and regulations
- As Company Secretary, responsible for the statutory reporting, regulatory and financial compliance of the organisation on behalf of the Chief Executive and Board of Trustees
- Overall responsibility for the management of a staff team of c.8 staff, working across three sites.

# Person Specification

<b>Knowledge and Qualifications</b>
Fully qualified CCAB accountant (e.g. ACA, ACCA or ACMA) or the equivalent recognised designation
Substantial experience of two or more of the following: management accounting, financial accounting, treasury management and investments, forecasting and cash-flow management
Knowledge of legal and statutory requirements pertaining to accounting within the UK, including SORP regulations
Understanding of the role of Company Secretary, interest in and ability to further own professional knowledge in this area
Good understanding of risk management and monitoring from a financial and commercial/enterprise perspective
Experience of financial planning, forecasting and medium to long-term scenario/strategy planning
Demonstrable experience of accounting consolidation across a complex organisation
Demonstrable skills and experience of VAT in partially exempt organisation
Excellent knowledge of financial systems and experience of implementing systems upgrades
<b>Skills and Abilities</b>
Strategic and analytical thinking skills, and ability to flex between seeing the overview and ensuring attention to detail.
Strong verbal and written communication skills, including ability to present complex information to a range of audiences, and to draft complex documents and reports
Good interpersonal skills, with the ability to collaborate with and influence a range of stakeholder groups
Excellent organisational and planning skills, including planning and delivery of a service and/or change projects to meet objectives and deadlines
People leadership skills, including ability to ensure staff are engaged and committed to vision and direction, and supporting staff through change journeys
Ability to both lead and work as part of a team
<b>Personal Qualities</b>
Has an understanding of Christian Ethos and is able to value people of all faiths or none
A commitment to providing high-quality services
High level of self-awareness and commitment to own continuous professional and personal development
Commitment to equality, diversity and inclusion (EDI) and understanding of how it applies within this role