

Finance Director

Candidate Brief ▶

January 2022



Trust for London

Tackling poverty and inequality

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Welcome

London has the highest rates of poverty in the UK, and pressure on the people struggling the most is only increasing. At Trust for London we are committed to working to tackle the systemic causes of the stark levels of poverty and inequality that exist in our city. We do this by funding organisations working on the issues identified as being most important, as well as by producing data and insight and supporting research.



Over the coming months we will be redesigning our grant-making process to improve the experience that applicants have of engaging with the Trust.

This will result in some fundamental changes to our back-office systems and processes that facilitate our open funding rounds over the coming year. But we will emerge with a much better, quicker, less intensive process for applicants as we make steps to being a more relational funder.

As Finance Director you will play a key role in ensuring that our financial and resource management is a business enabler and one that is dynamic, creative and responsive in achieving our shared commitments and objectives with our partners.

I hope you will want to join with the Trust's team and me to realise the potential of the rich diversity and talents of all Londoners to make our capital city one that is not only vibrant but also one that is just, inclusive and respectful of all.

Manny Hothi
Chief Executive

About us



Creating a fairer London

Trust for London is a large endowed charitable foundation that exists to reduce poverty and inequality in London.

We do this by funding the voluntary and community sector and others, and by using our own expertise and knowledge to support work that tackles poverty and its causes.

We value the freedom and responsibility that spring from our endowment and our independence from Government or vested interests and we use this freedom to be creative and innovative and to take risks in responding to new or unpopular issues.

Our work

We work on some of London's most pressing social issues, trying to improve the lives of Londoners by increasing their pay, helping reduce costs of living and supporting community groups to thrive.

Currently our funding is aligned to key themes.



Good Homes and Neighbourhoods



The cost of housing is a key driver of poverty in the capital. Many Londoners do not have access to genuinely affordable housing which is also of good quality and offers stability. Providing such homes is essential, as is addressing the persistent, and linked, problem of homelessness.

Decent Living Standards



Achieving decent living standards is a particular challenge in London as many costs are higher, our latest research shows that it costs between 15% and 60% more for households to reach a decent living standard in London compared to the rest of the UK. We are funding work to help bring down the costs of essentials like housing, transport and childcare. We are also working to help boost the incomes of low-paid Londoners. It is only by bringing down costs and boosting incomes that we can tackle problems like the unacceptable levels of child poverty in the capital.

Better Work



Paid work is crucial to tackling poverty. However, many jobs are low paid and often they are insecure, unrewarding and fail to act as a stepping stone into a future career. Low pay and the abuse of rights is increasingly the norm in many industries. We want better work for everyone, where those in work are treated with decency, respect and paid at least a Living Wage.

Shared Wealth



London is the most unequal region in the UK, home to more billionaires than most other cities in the world. There have been big rises in income inequality with senior staff earning many times more than the average employee. In the housing market values have rocketed. There is a large gap between rich and poor, and even amongst those with wealth there is a gulf between the rich and super-rich. There is evidence to show that inequality is bad for everyone but particularly for those on low incomes. We want a fairer London.



Pathways to Settlement [↗](#)



London is an international city attracting people from across the globe. The capital has a long history of migration, contributing to its rich and diverse history, as well as its wealth. Many new Londoners do not need any support but there are some who are living in poverty, particularly migrants who do not have any legal status, making them vulnerable to exploitation.

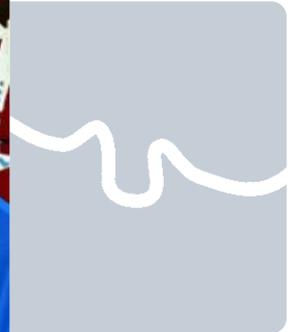
The changes that Brexit brings, and the so-called ‘hostile environment’, means it is important to support Londoners who are at the margins of society to build connections within communities so that societies are more likely to live well together. This strand of our work aims to ensure that migrants are able to access and protect their rights, and get the support they need to fully participate in London life.

Grassroots London [↗](#)



London is full of inspiring people, from a range of backgrounds, who have great ideas on how life can be made better. We need to ensure that the voices of groups experiencing problems like poverty and inequality first-hand are heard. We look to support Londoners working on the ground to bring communities together, increase their collective voice, and inspire collective action.





Our networks [↗](#)



We convene a number of networks, bringing together different actors to share insight and work together to accelerate change.

Social investment

Trust for London made its first social investment in 2012, and since then we have invested £17m in charities and social enterprises helping to reduce poverty and inequality in London.

Social investment is a valuable tool alongside our grant making to support organisations delivering social impact. Our social investments are typically in the form of loans or equity. Unlike grants, they are repaid with some interest, but we can be flexible about the size or type of investments we make and how much interest we charge. We want to support pioneering projects and social enterprises working in new ways to tackle issues around poverty in London.

We seek to invest in charities and social enterprises based in London that are looking to take on social investment to help them grow and become more sustainable. And we especially want to work with organisations that haven't typically had access to this type of funding, such as those led by or working with, women, disabled people, refugees, BME groups and LGBTQ groups.



Finance

The Trust from its endowed assets generates an income stream, which enables the Trust both to fund its work tackling poverty and inequality and also provide funding to the City Church Fund, over whose work it has no control.

Download our latest [Annual Report](#).

Origin of our assets

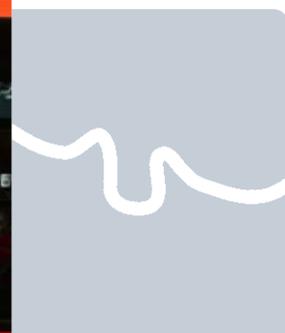
Our assets derive from the philanthropy of the people of London over many years. Over the centuries the 112 parishes within the City of London received around 1,400 separate charitable gifts and bequests. Their income was to be used for the benefit of the church communities or, more often, the poor of those parishes.

By the late 19th century the City had become a financial centre and the number of potential beneficiaries in the area had fallen significantly. In 1878 a Royal Commission was appointed to review this situation, which led to the creation of two funds to administer the majority of these endowments for the benefit of the poor of London and the Church of England in London.

These two funds – the Central Fund and the City Church Fund – together made up the City Parochial Foundation and they are still managed by us.

The government provided an endowment of £10 million when it abolished the Greater London Council in 1986 and asked City Parochial Foundation to manage this new independent organisation, Trust for London.

In 2010, the Foundation and the Trust were amalgamated into one organisation to form the new Trust for London.





Context for the appointment

This is a key role at an exciting time for the Trust.

Building on a proud legacy but with a new Senior Management Team the Trust is embarking on the next phase of its journey, staying true to its causes but shaped for today's pressing priorities.

In the next 18 months we will develop a new funding strategy as well as revamping our systems to be more automated, more digital, and delivering a better experience for grant-seekers. We will also continue to step up our efforts as a responsible investor, ensuring our endowment achieves a positive social and ethical return, alongside a financial return.

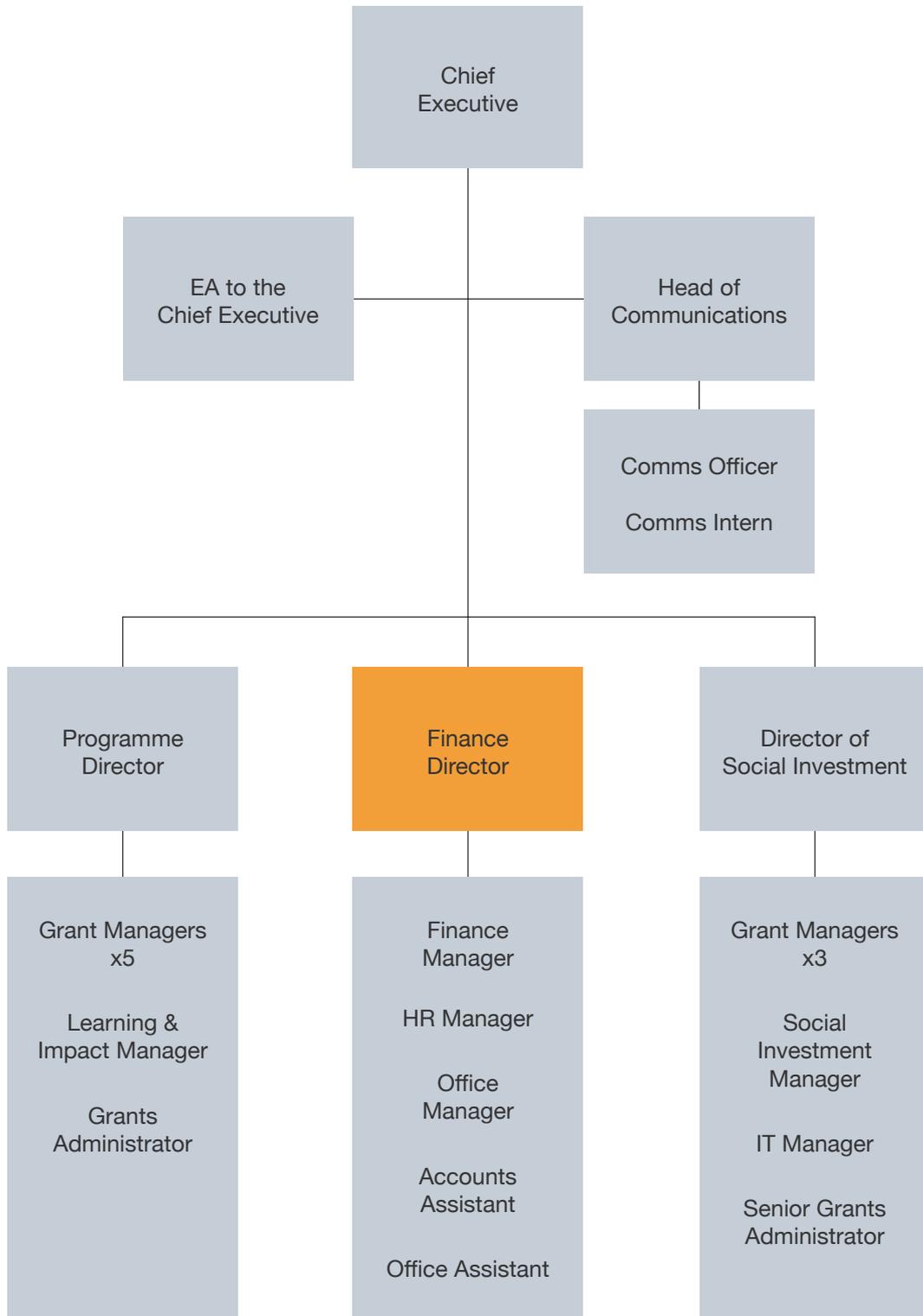
The Finance Director role is critical to the success of this dynamic programme of change and to our wider mission.

We seek a key partner to the Chief Executive, and a strong finance leader who knows how to empower those around them to achieve, can reflect and identify opportunities for improvement, and can be an ambassador for our work amongst our peers.





Organisational chart





Job description

Job title: Finance Director

Salary: £68,948 – £80,513

Contract: Permanent

Hours: Full Time (Part-time considered)

Location: London EC1 and hybrid working

Reports to: Chief Executive

Responsible for: Finance Manager
HR Manager
Office Manager
Accounts Assistant
Office Assistant

Role purpose

The Finance Director (FD) is a key member of the Senior Management Team (SMT) and reports directly to the Chief Executive (CE).

The post holder is responsible for the management of financial policies and activities across the Trust (the organisation) and its subsidiaries (the Group subsidiaries) within a robust and forward-facing governance framework.

As a member of the Senior Management Team, the post holder will play an active role in the development of the whole organisation and will be a custodian of the organisation's vision, mission, and core values, and of its identity, corporate reputation, and brand.



Objectives

The post's main objectives are:

To ensure the organisation has appropriate and effective financial and business management procedures (including external and internal controls, both financial and otherwise);

To be responsible for the corporate governance framework and financial integrity of the organisation and Group subsidiaries (Resource for London, Bellingham Community Project);

To provide leadership to the organisation's finance and administration functions;

To oversee policy and strategy on Human Resource management;

To act as Company Secretary; and to be a key and influential member of the organisation's Senior Leadership Team.

Responsibilities

Leadership within the organisation

- Support the chief executive by leading on strategy in relation to finance, investment of our endowment, Human Resources, organisation and governance.



- Be an effective influencer, helping the charity deliver on its mission, and communicating effectively to the Trustees, Senior Management Team, Charity Commission, and charity networks.
- Nurture team spirit and a supportive, empowering management culture across the organisation.
- Lead, manage, and develop staff across the organisation's Finance, HR, administration and office management functions. This currently comprises a team of five people, two of whom report directly to the FD.
- Ensure that all legislation, accounting standards, charity governance, and best practice in finance are understood and implemented.
- Ensure there is an appropriate and effective framework for accountability; for monitoring all systems and methods of control (both financial and otherwise) including risk management.

Financial management

- Ensure that an appropriate and effective framework for charity governance and financial accountability is in place to guide the organisation's financial decision making.
- Oversee preparation of operational budgets and management accounts for the organisation.
- Control income and expenditure against budgets.
- Prepare and publish the statutory accounts and liaise with the auditors in the audit of these accounts.
- Plan and manage cash flow and investment activity.
- Ensure that our financial systems, processes, and record keeping are digitised and automated, making best use of the latest available technology.

HR and facilities

- Oversee policy and strategy on Human Resource management within the organisation, supporting the development of an agile, forward-facing culture centred on strong values, and fostering the growth and development of all colleagues.
- Oversee the administration of the organisation's facilities and offices.



Governance

- Act as Company Secretary of the corporate trustee and the incorporated subsidiaries.
- Service the Finance & Resources, Estate, Asset Allocation and Governance Committees of the Trust and maintain regular liaison with the committee Chairs.
- Liaise with other key suppliers and stakeholders such as Investment Advisors, Property surveyors, and other Finance professionals in the Charitable Trust sector.



Person specification

- A qualified chartered accountant (ACA, ACMA, ACCA or equivalent) from a significantly sized organisation.
- Experience of managing charity finances at a senior level preferred.
- Familiarity with governance (charity governance an advantage), and with relevant accounting standards.
- Experience of managing a high performing team, with a management style that empowers others.
- The ability to lead change in an organisation in a way that is collaborative and values a diverse range of voices.
- Experience of working with a board or trustees, including setting agendas and drafting papers for trustee meetings.
- A commitment to diversity, equity and inclusion.
- Excellent systems, IT, and analytical skills.
- Experience of managing an endowment is desirable but not essential.

Personal attributes

- A strong commitment to social justice issues.
- Ability to prioritise tasks when working under pressure.
- Ability to work on own initiative.
- Good team player able to work as part of a small team.
- Flexible, reflective and creative mind-set with a broad and strategic outlook.
- Excellent decision-making and influencing skills.



How to apply

For an informal and confidential discussion, please contact our recruitment partner, NFP Consulting:

Simon Lloyd Director | NFP Consulting
07961 988 523 simon.lloyd@nfpconsulting.co.uk



For more information and to apply online, please visit:

www.nfpconsulting.co.uk/trustforlondon

Application is by way of CV and a Supporting Statement, which should be around two sides of A4 and set out your motivations and credentials for the role.

As part of Trust for London's commitment to equality, diversity and inclusion, candidates are invited to complete an entirely confidential **Equal Opportunities Monitoring Form**.

The completion of this form is voluntary. It contains sensitive data and the form will only be used to produce an anonymous statistical summary of the candidates who apply and are interviewed. Your form will not be viewed by the shortlisting/interview panel.

Closing date: Sunday 13th March





Selection process and timescales

Stage 1: Week beginning 21st March

First round of screening interviews conducted by NFP Consulting.

Stage 2: Week beginning 28th March

Final interview with a panel including the Chief Executive and Trustees. Candidates will be asked to prepare a presentation in advance. There will also be the opportunity to meet with staff.

Please note that an online application will need to be completed for candidates taken forward to final interview in order to comply with the Trust's policy and procedure.

Accessibility

Please let us know if you have any special requirements which we might need to consider in relation to the selection process. Any requests will not affect the decision making itself.

Please let us know if you would like to receive this information in a different format.

