



**Job Title** Finance Manager  
**Salary** £40,000 - £45,000  
**Contract** Permanent  
**Location** Home or Office based (offices located in Birmingham, Glasgow, London, Bristol, Cardiff) Flexibility required to visit UK offices and teams as needed.

For an informal and confidential discussion about the role, please contact our recruitment partner:  
**Carroll Lloyd, Director, NFP Consulting**

T: 07765 001 033

E: [carroll.lloyd@nfpconsulting.co.uk](mailto:carroll.lloyd@nfpconsulting.co.uk)

Application is by way of a CV and a Supporting Statement of no more than 2 sides of A4 which highlights your motivations for applying and how your experience and knowledge fit the criteria of the Person Specification.

### **How to apply**

Apply online at <https://nfpconsulting.co.uk/executive/job/22005>

**Closing date:** Thursday 27<sup>th</sup> January

### **Selection and timescales:**

There is a two-stage selection process.

**First Interviews:** Thursday 3<sup>rd</sup> February

**Second interviews:** Wednesday 9<sup>th</sup> February (am)

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.

## Welcome from Tracy Griffin, CEO



Thank you for your interest in joining us at an exciting time of growth and development across The Big Issue Group.

Over the last 18 months, the demand for our support has been unprecedented. We expect this to continue. At the time of writing, one household was evicted from their home every 3.5 hours in the first quarter of this year, more than half a million people are in rent arrears and 4 million households are behind in core household bills.

We are both campaigning and acting to make this different. To offer a hand up to those who need it by providing a means to earn and a wrap-around support system to help people get back on their feet when they need it most.

I hope that when reading this role description, you feel as passionate as I do that things can be different when people come together united in a common cause.

I look forward to meeting you.

## About The Big Issue

The Big Issue mission is to dismantle poverty by creating opportunity through self-help, social trading, and business solutions – a “hand up, not a hand out”. We provide an “access to all” means for people to earn a legitimate source of income, to raise their self-esteem and to take control of their lives. One of the ways we do this is through supporting vendors to sell The Big Issue magazine.

Our vendors are traders, retailers on the High Street. Since The Big Issue was launched in 1991 and its Foundation in 1995, we’ve supported hundreds of thousands of people to work their way out of poverty. Over the past two decades the magazine has become synonymous with challenging, independent journalism. It currently circulates around 83,000 copies every week.

Vendors are allocated a pitch and issued with five free copies of the magazine to get them started. From that point, vendors invest in additional magazines at £1.50 and sell them on at £3.00 retaining the profit. Last year alone, we put more than £5.5 million in the pockets of our vendors, releasing them from a dependence on hand-outs, building confidence, gaining respect, and providing a connection and in some cases a lifeline to their communities.

## The Big Issue Foundation

The Big Issue Foundation supports vendors (and increasingly others) with “wrap around support” - health, housing, debt, addiction, mental health, financial inclusion, and employability. We do this by connecting vendors with the vital support services, personal solutions, Big Issue programmes and employment pathways that enable them to rebuild their lives and determine their own routes to a better and more sustainable future. And this is where you come in..... welcome to our community!

## The importance of your role

Managing the business model, risk and financials of any business, is one of the most critical functions in the organisation. It is the engine room that keeps the wheels turning. It provides the information from which all key decisions are made. The roles of the Director of Finance and Finance Manager are integral to and embedded within the team, and are a resource which is respected and valued by all of us.

The Finance Manager will work closely with the service and fundraising teams, helping managers to understand the position of their part of the charity and is responsible for delivering the budget, forecasts and income processing in line with the 3-year plan & supporting the teams in the development of new business plans.

You'll join us in promoting a culture of openness, collaboration, adaptiveness and ambition and ensure the Foundation remains true to its core values as we grow. Our culture is important to us. You'll enjoy collaborating to develop and deliver strategies and plans that enhance both employee wellbeing and business performance.



# Job Description – Finance Manager

## KEY TASKS & RESPONSIBILITIES

### Financial Management

- Preparation of monthly management accounts
- Preparation of CEO & Board reports
- Support of the annual external audit, which will be led by the Director.
- Payroll checking and to ensure that any new recruitment or change in salary, is in line with budget and has CEO authorisation.
- Ensure expenditure is maintained within delegated authority levels.
- Ensure restricted income is correctly accounted for and that the fundraising team is aware of the restriction.
- Ensure all month/year end processes are managed to deadlines.

### Business Support

- Forecasting - 3-year rolling, Cash flow forecasting.
- Financial and variance analysis, with recommendations or explanations for key variances.
- Co-ordination of the Foundation budget process.
- Investment case scenario modelling, as required to support the teams.
- Provision of visual / graphical information to support understanding.
- Performing the role of critical friend, challenging projections, proposals, expenditure and proposing efficiencies.
- Balance Sheet reconciliation and management.
- Provide basic financial training to Foundation staff as necessary to support the business.
- Any other ad-hoc tasks

### Charity Governance

- Preparation and submission of Gift Aid Claims.
- Providing support for the Annual report/Impact publication, as regards provision of relevant financial information.
- Maintain compliance in relation to the Charities Commission.
- Timely Reporting and submission of Financial Information to the Charities Commission.

### Education and Training

- Compliance around Fraud, Money Laundering, Bribery and Corruption as necessary.
- Stay up to date with relevant legislation.
- Adherence to Charity Commission requirements.
- Adherence to Accounting Body CPD requirements

## **General Duties of Everyone who is part of The Big Issue**

- Committed to the social objectives of The Big Issue
- An ambassador for The Big Issue externally, and maintaining the professional reputation of your team internally
- Maintaining awareness of all other aspects of The Big Issue's work and assessing their implications for your team/role
- Adhering to and implementing The Big Issue's Equal Opportunities and other policies
- Taking your part of our shared responsibility for maintaining a safe working environment with a good standard of efficiency

Undertaking any other ad hoc duties as and when required by your manager

## **Person Specification – Finance Manager**

### **Required knowledge, skills and experience:**

1. Newly or part qualified and current active member of an Accounting Body (CCAB, CIMA or overseas equivalent)
2. Experience of working effectively with non-finance stakeholders and varying communication styles to suit audiences.
3. Experience of assessing financial risk and producing insightful financial analysis.
4. Excellent attention to detail, a high level of numeracy and Excel skills.
5. Excellent time management, including an ability to work to deadlines and reprioritise tasks when required.
6. A combination of Commercial and Charity experience is desirable
7. Strong written and oral communication skills

**A hand up, not a hand-out...**



**Eamonn Kelly, Whistles, Cambridge:** *“This is a new start. Nobody’s given me a chance like this before.”*



**John Williams, Waterstones, Swansea**

*“I called The Big Issue when I was in lockdown because I wanted to hear a friendly voice”*

**Bill Webb, Big Issue Vendor, Bournemouth**

*“I have a new career as a brewery tour guide at Southbourne Ales! I’m so very grateful for the big hand up that’s been extended by my customers. Thank you so much for helping me get here; thank you so much for not letting me give up.”*



**Simone Gill, Tesco Metro, Plymouth**

*“Selling The Big Issue helped me save for a deposit for a new place”.*



## **Salary and Benefits include:**

### **Flexible working policy**

Comprehensive flexible working policy available to all employees.

### **Annual Leave**

Incremental leave entitlement for a full-time employee for a complete holiday year starts at 25 days and extends to 30 days per year. (Not inclusive of bank and public holidays).

### **Company Sick Pay Scheme**

Company Sick Pay is calculated pro rata from up to 5 days to up to 30 days pending length of service on a rolling year basis.

### **Enhanced Contribution to your Pension**

The People's Pension, The Big Issue will pay an enhanced contribution above the statutory employer's contribution into your pension pot. More information on the scheme can be found at: [www.thepeoplespension.co.uk/employees](http://www.thepeoplespension.co.uk/employees).

### **Life Cover Scheme**

The Big Issue includes all permanent staff in a Life Cover Scheme which will provide a lump sum for death in service equal to your annual salary to be paid to the person or people you name on the Expression of Wish form.

### **Healthcare Cash Plan**

Following three months of continuous employment, The Big Issue will pay for you to join the Bupa Health Care plan at Level 2. Bupa is a not-for-profit organisation, supports the NHS and medical charities and is compatible with The Big Issue's own ethos. This is not private health insurance. The Bupa plan allows you to claim money towards the costs of certain types of treatment for both yourself and up to 4 dependants living at the same address, each with your own pot of allowance.

### **Enhanced maternity pay**

The Big Issue will enhance the first 12 weeks of your SMP to the level of full pay and the following 6 weeks to the level of half pay, providing that neither of these is lower than the prevailing rate of SMP. There is no service qualification for our enhanced maternity pay.

### **Enhanced paternity pay**

For the two weeks of your statutory paternity leave, The Big Issue will enhance your SPP to the level of your normal pay, provided you have complied with all notification and self-certification requirements.

### **Family-friendly Leave**

In addition to the statutory rights to unpaid Parental Leave and time off to care for a dependent in an emergency, in a rolling 12-month period The Big Issue will allow you up to 3 days' paid leave to care for an elderly or seriously ill relative and up to 3 days' paid leave to care for a sick child.

Please note that we reserve the right to review and amend the staff benefits and they do not form part of any contract of employment.

This job description cannot cover every issue or task that may arise within the post at various times and the Team Leader will be expected to carry out other duties from time to time which are broadly consistent with those in this document. This job description does not form part of the contract of employment.



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