

CANDIDATE PACK

Finance
Manager





Welcome from Chief Executive Officer

Groundwork, Changing Places Changing Lives

Groundwork is a federation of charities supporting practical action on poverty and the environment.

Groundwork was founded in the North of England at a time of political, social and economic challenge as an experiment to help communities cope with change and work together to make their lives and neighbourhoods better. That experience and that spirit of enterprise and innovation have never been more needed.

What drives us is the recognition that in every community – however disadvantaged – there are deep reserves of pride in the local area and people with the passion and ideas to improve their circumstances and surroundings.

Groundwork exists to harness that pride and unlock that passion through services projects and programmes that change people's lives now, but also make our communities more resilient for the future.

Groundwork is an organisation that embraces change, new approaches and different ways of operating. History tells us we cannot stand still if we are going to respond to the changing needs of communities and play our part in addressing the connected challenges of unemployment, health inequalities and the climate and nature emergency.



About Groundwork NE & Cumbria

Groundwork emerged from a 1970's experiment by the Countryside Commission as a new approach to regenerating and managing neglected and derelict land in the urban fringe.

Groundwork's first North East Trust was set up in 1985 to meet the needs of communities suffering as a result of the pit closures in East Durham. Over the next twenty years other Trusts were established in West Durham, South Tyneside, Middlesbrough and then Northumberland. In 2009 following a merger Groundwork North East was created bringing together the delivery of over 350 projects per year that continue to help improve the quality of people's lives, their prospects and potential, and the places where they live, work and play.

In October 2010 Cumbria officially became part our operational area making us Groundwork NE & Cumbria.

In 2015 we celebrate the 30th year that Groundwork has been inspiring change and supporting communities in the North East & Cumbria.

We are now going through a period of further consolidation across the federation to support increased levels of collaboration.

'Building a Better Groundwork' is our federation-wide programme designed to improve the consistency, quality and impact of what we do and diversify and grow the income we need to do it.

Groundwork Trusts operating across the North West, Yorkshire and the North East are at the forefront of this change and are working ever more closely together to create a platform (Groundwork in the North) for delivering Groundwork's mission and services across the north: growing the scale of our delivery and the financial strength of our organization.

Across the whole of Groundwork in the North, we currently deliver programmes to a value of more than £20m each year and employ over 450 staff focused on helping communities and individuals find practical solutions to the challenges they face.

Within this Groundwork NE & Cumbria delivers programmes to a value of nearly £10m and employs around 180 staff.

Our Vision and Mission

- We're passionate about creating a future where:
- Every neighbourhood is vibrant and green
- Every community is strong and able to shape its own destiny
- No-one is held back by their background or circumstances.
- Here at Groundwork our Team help us make our vision a reality

We believe that working with local communities to build their resilience is vital in facing up to the challenges of a globalised economy and a changing climate.

We know that the negative effects of climate change and environmental breakdown impact first and worst on those who have the least power in society, and who contribute least to the cause of the crisis. A 'just transition' to an inclusive, netzero economy must tackle, rather than entrench, this inequality and provide a springboard for better work and healthier, happier lives in the places that need it most.

This means creating green jobs that build wealth in local communities, changing behaviour to reduce wasted food, energy and water, providing biodiverse, accessible green spaces, supporting businesses to be more responsible and empowering communities to lead activities that improve their quality of life and promote health and wellbeing.



Our Commitment & Values

Wherever and whatever we deliver across our federation, our approach will be informed by the following commitments:

- We will invest in the places and people that need us most – prioritising our resources to bring about lasting change by building skills and capacity within the local communities where we can make most difference.
- We will work with local leaders and listen to local voices – ensuring our work is shaped by those it is designed to benefit and adds value to the assets that exist in local areas.
- We will grow a culture of equity and inclusion – operating transparently and with integrity and seeking out a diversity of viewpoints, both in the work we do and the people we employ.
- We will be committed to collaboration – forging strong partnerships, contributing to a thriving community sector and helping others lead where this will achieve greater impact.
- We will act as environmental exemplars – championing practical action to combat the climate and nature emergency and measuring and reducing our own environmental impact.

Why Our Work Is Needed

The UK is one of the richest nations in the world yet many people in many communities face significant hardship.

Wherever and whatever we deliver across our federation, our approach will be informed by the following commitments:

- Reductions in public spending mean there is a risk of greater social inequality and greater geographic disparity, as services people rely on are cut.
- Environmental issues – from flooding to energy price rises – are impacting disproportionately on those who have least protection.
- The neighbourhood services that enhance our quality of life – from youth clubs to parks – are feeling the brunt of spending reductions.
- As our economy and welfare system change, some people in some parts of the country remain marginalised and vulnerable – unable to connect with economic opportunity.

Addressing these challenges will require new ideas and approaches to engaging communities and businesses as well as new forms of public service delivery.

Our Corporate Services Team

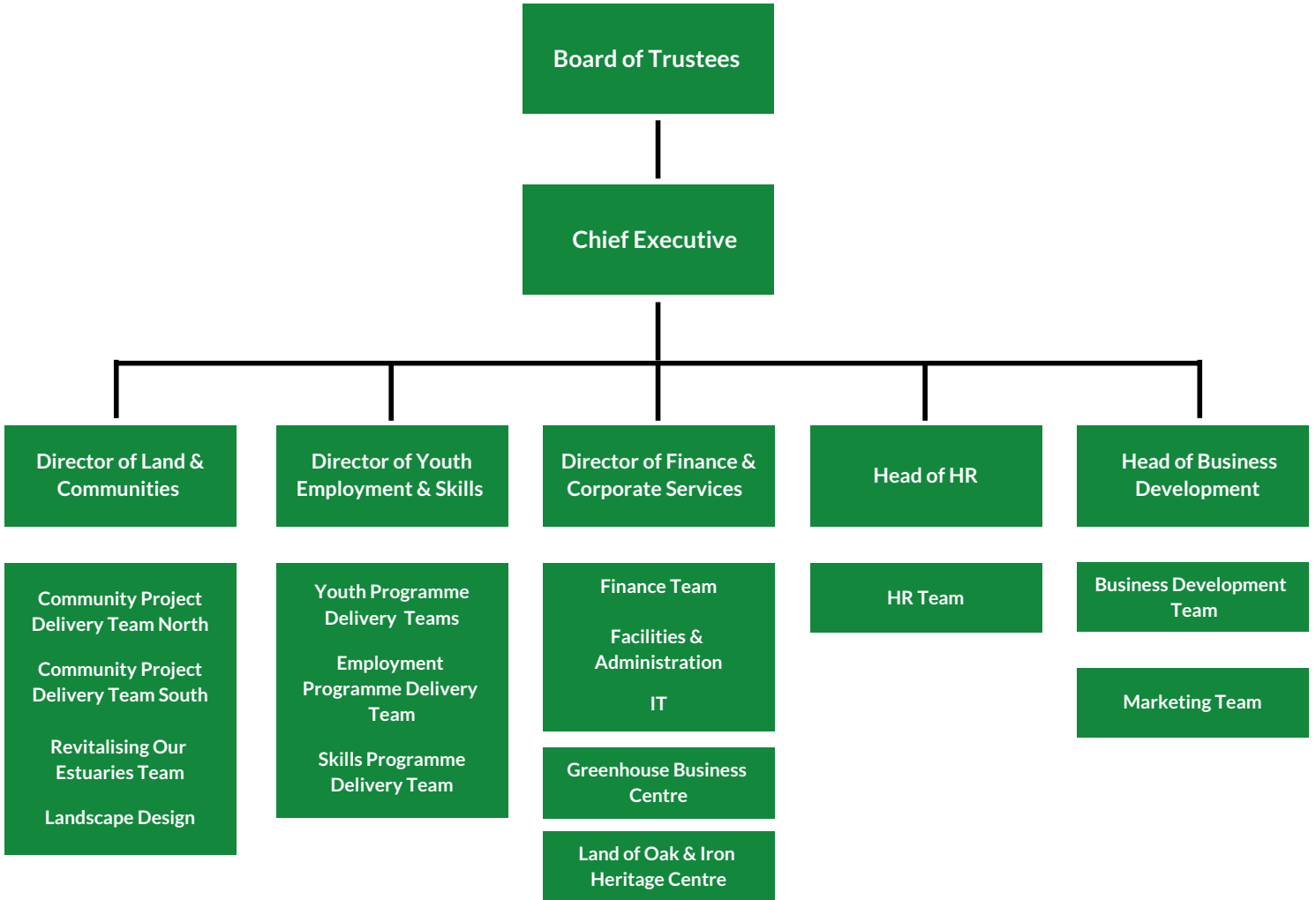
Our Corporate Services Team operate from our Head Office on Aycliffe Business Park. As Finance Manager you'll be leading and developing a Finance Team in a friendly and busy environment where we are all committed to supporting our colleagues across the business to deliver a large and diverse range of programmes to our local communities and people in need. A high quality, professional service is important to us to ensure that our business operates efficiently and effectively and evolves as our programme delivery develops.

As Finance Manager you will develop relationships across our Trust and be regularly linking up with our Managers and teams across the organisation, providing finance advice, guidance and solutions and working with colleagues to ensure understanding and adherence to business processes.

Passionate | Creative | Inclusive | Honest



Groundwork North East & Cumbria



Job Description

Position:	Finance Manager
Reports to:	Director of Finance
Responsible for:	Finance Team
Location:	Parsons Court, Newton Aycliffe
Salary:	£32,000 - £34,000 per annum



The Role

Working as part of the Finance Team, the Finance Manager plays a key role in contributing to the effective financial management of the Trust. Reporting to the Director of Finance, the role will be responsible for ensuring the effective working of our finance systems and compliance with our statutory and funding requirements.

The role will lead the Finance Team, who are responsible for day to day financial activities. The Finance Manager will liaise with other members of the Executive Team, staff, programme partners, funders and other stakeholders to deliver a high standard of work and communicate complex financial information to a diverse audience, producing and explaining detailed reports and monitoring information.

Key Tasks

- Ensure accurate and timely financial management information is prepared and communicated effectively to staff, management and the Board of Trustees.
- Ensure effective financial control, management and accountability throughout the Trust
- Line management of the four person finance team, working to continuously develop the team
- Produce accurate and timely monthly management accounts, reports and forecasts
- Prepare statutory annual accounts and be the lead contact for auditors.
- Assist in the preparation of the annual and three-year budget
- Oversee the day to day financial systems including; sales ledger, purchase ledger, nominal ledger, cash flow, petty cash, project management, bank reconciliations.
- Ensure that ledgers and balance sheet accounts are accurate and reconciled in a timely manner
- Ensure an effective competent and timely payroll is process and liaise with HR staff, assisting with the resolution of payroll queries, including liaison with external agencies, including HMRC, where required and the completion of any associated documentation.
- Support with preparation of monthly pension's deductions summary
- Ensure that all pension payments are processed on a timely basis and liaise with the pension provider and advisor as required
- Ensure that the correct VAT treatment is applied to all income and expenditure, and prepare quarterly VAT returns
- Produce quarterly reports on finance and performance measures to Groundwork UK
- Communicate with all Trust staff to ensure there is a high level of awareness of the requirements of financial control and management throughout the Trust.
- Provide financial information and support to project staff for funding applications, tenders, claims and reports to funders.
- Work with the Director of Finance to review, develop and implement financial management and control systems to meet our evolving needs

Additional Requirements

- Comply with all organisational policy, procedures and systems.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children, young people and vulnerable adults and to report any concerns in accordance with the organisations safeguarding policies
- Ability to work outside normal office hours.
- Any other duties commensurate with the level of the post.



The Person

Education and Qualifications

- Good standard of education to GCSE level C or equivalent, particularly in English and mathematics
- Part Qualified Accountant/Qualified by experience

Personal Skills

- Excellent organisational and analytical skills to enable the provision of an effective and efficient financial service.
- Strong attention to detail and able to produce work at a high level of accuracy with excellent planning and organisation skills
- Committed to the provision and improvement of a quality service provision
- Excellent oral and written communication skills and the ability to communicate effectively and positively with people at all levels in a friendly manner
- Ability to work on own initiative, taking responsibility for task delivery to time and maintaining accuracy, only referring matters upwards as necessary.
- Integrity and commitment to good governance
- Excellent (Microsoft Corporate Applications) IT skills including advanced knowledge and integration of MS Excel with financial reports
- Ability to maintain confidentiality

Knowledge

- Ability to produce and deliver complex financial information in a logical, user friendly way
- Knowledge of charity accounting
- Knowledge and understanding of a Payroll provision

Experience

- Extensive experience of working within a finance function
- Experience in leading a finance team and staff development
- Experience of managing and processing grant claims and associated procedures
- Experience in producing and submission of VAT returns
- Experience of Sage 200 financial software package
- Experience of developing and operating financial systems and procedures, including audit compliance controls
- Ideally, some experience of working in a voluntary sector organisation
- Experience of producing budgets, forecasts, management accounts and statutory accounts

Other Requirements

- Willingness to be flexible in work patterns and to fulfil occasional evening and weekend duties as the role demands
- Ability to demonstrate an understanding and commitment to equal opportunities in practice
- Full Driving Licence
- An appreciation and commitment to Health and Safety issues in the workplace



What will we offer you...



- Competitive salary, in the range of £35,000 - £38,000 per annum
- 37 Hour working week
- Excellent holiday entitlement of 25 days, rising to 27 days per annum plus public holidays
- Family friendly policies to support work/life balance including hybrid working appropriate to roles and time off in lieu for out of hours work
- Business travel expenses
- Better health at work activities
- Access to a Cycle To Work Scheme
- A commitment to equality, diversity and inclusion which ensures everyone can make best use of their skills, free from discrimination or harassment
- Staff life insurance scheme
- Friendly, team environment where we support each other to achieve



How to Apply

All you need to do is complete the application pack that is available on our website:

<https://www.groundwork.org.uk/about-groundwork/careers-across-groundwork/>

or request one by emailing HR.NorthEast@groundwork.org.uk, or contacting our office on 01388 662 666

Closing date : Midnight on Wednesday 4th May 2022

All completed applications should be emailed to:

HR.NorthEast@groundwork.org.uk

Or by post to:

Groundwork NE & Cumbria, Unit 14 Parsons Court, Welbury Way, Aycliffe Business Park, Newton Aycliffe, Co Durham, DL5 6ZE.

Due to current circumstances our preference is for applicants to email applications where it is possible to do so.

We want you to be yourself at Groundwork and we value everything that makes you unique. We recognise and celebrate your difference and together we make Groundwork a special and great place to work.

Groundwork NE & Cumbria is committed to safeguarding and protecting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

