



St CHRISTOPHER'S
**CREATING BRIGHTER
FUTURES**

Finance Manager

Candidate Pack

RB29875 | £45,000 - £50,000 pa



Recruitment led by retained search agents, **Robertson Bell**



Introduction

St. Christopher's Fellowship is partnering exclusively with Roberson Bell to recruit a **Finance Manager** on a permanent, full-time basis.

The Organisation

Founded in 1870 to create brighter futures for children and young people, they work across the UK and Isle of Man providing children's homes, supported housing, fostering and specialist support services, all designed for young people in care, on the edge of care, or leaving care. St. Christopher's works alongside young people to support their development, grow their confidence and reach their full potential.



Their work is shaped by the 'Head, Heart, Hands' principles of social pedagogy. The **Head** represents the evidence-base behind their practice; **Heart** is for the meaningful relationships they forge with young people; and the **Hands** symbolise how they equip young people for real life by empowering them to make decisions.

The Vision, Mission & Values

St Christopher's **vision** is for every child and young person to be safe, loved & happy, to achieve their potential and have a bright future.

Their **mission** is to create brighter futures for children and young people. They do this by providing fostering, residential and support services where children and young people can feel safe and cared for. They support them to make positive relationships which give them the confidence to succeed.

Their **values** include:

Caring	We care about children, young people and our staff. We know that trusting relationships transform lives, and our staff and carers work to promote positive relationships with children, young people, and their families and friends.
Respectful	We are respectful of every individual, and value the strengths in everyone. Our approach is founded on a commitment to individual human rights. We value our teams for what they bring and the way they support children and young people to be who they want to be.

Professional	We are professional and committed to reflection and continuous learning. We have high standards, and we learn and improve by reflecting together.
Flexible	We are flexible and agile so that we can be fit for the future. We do everything we can to respond to the individual and changing needs of the children and young people we look after, and to respond to what each of our commissioners want us to deliver.
Honest	We are honest about what we can do, and optimistic about the future. We don't promise what we can't deliver, and we strive to achieve more.
Creative	We are creative , and passionate about positive change. The best insights into how to create change come when we listen to children and young people. We are innovative, push boundaries, and use data and evidence to continually improve.



Job Description

Department	Finance		
Title	Finance Manager		
Grade	CS3	Contract Type	Permanent
Reports to	Director of Finance		
Responsibility for	4		
Location / Base	Remote with occasional duties elsewhere including visits to the London office a few times a year.		
Salary	£45,000 - £50,000 pa		



Job Purpose:

To take responsibility for the operational element of the Finance Department; including management and development of a small team, production of the monthly management accounts, forecasts and annual budget and to lead financial business partnering within the organisation.

To be the technical lead for accounting under the Housing SORP, including the Regulator of Social Housing requirements

Key Areas of Responsibility:

1. Manage the Finance Department staff team; including development and training, monthly one-to-one supervisions and annual appraisals.
2. Lead on the production of management accounts to an agreed timetable including raising journals, regular reconciliations, supporting analysis and variance analysis to a monthly timetable or as otherwise agreed.
3. Work on the annual budget process (ensuring that it is embedded within the business planning cycle and value for money requirements) and budget revisions/forecasts, and carry out continuing maintenance on the budget as directed by the Director of Finance.
4. Partner with non-finance staff to further their understanding of budgetary control and other finance-related matters as agreed with the Director of Finance, including visits to their sites where necessary.
5. Lead on the production of the statutory report and accounts for the Group and its subsidiary companies under FRS102 and Housing SORP.
6. Work with the Director of Finance to develop further the use of Access Dimensions and other finance related systems.
7. Work with the Director of Finance on the annual insurance renewal and take lead responsibility for insurance claims and queries via the insurance broker.
8. Lead on the day to day relationship with the bank; including transferring money between different sites accounts, ensuring mandates are up to date and maintaining and ordering of new cash cards.
9. Lead on submitting timely and accurate information to the external auditors as well as relevant regulatory authorities, including HMRC, Regulator of Social Housing and Charity Commission.
10. Lead on maintaining, reviewing and updating the Fraud Register.
11. Deputise for the Director of Finance in their absence.

General:

1. Uphold and promote St Christopher's values of care and respect, honesty and professionalism, creativity and flexibility
2. Be aware of health and safety issues within the area of control and implement the St Christopher's Fellowship Health and Safety Policy to maintain a safe environment, complying with health and safety regulations and other legal requirements.
3. Uphold and promote the St Christopher's Fellowship Equal Opportunities policy in all aspects of the work and comply with all other relevant St Christopher's policies.
4. Be aware of and adhere to all relevant financial procedures and to report any discrepancies to your manager immediately.
5. To promote and implement all of St Christopher's policies and procedures and report to a line manager, or other appropriate person, malpractice or evidence which may suggest it.

6. To attend supervision as arranged with your line manager and participate in St Christopher's performance appraisal scheme
7. Ensure that all the work undertaken by you is conducted to the highest professional standards.
8. Actively maintain and update your professional knowledge and undertake appropriate development activities.

The duties as outlined in this job description are not exhaustive and may change from time to time, due to the changing nature of the working environment. You are expected to carry out all appropriate tasks necessary to meet the needs of the services or as may be requested by your line manager.

Person Specification:

- A relevant accounting qualification such as ACA, ACCA, CIMA, CIPFA or equivalent is essential.
- High level of technical skills including knowledge of FRS102 and the Housing SORP.
- 3 years+ experience of management accounting, budgeting, forecasting and the preparation of statutory accounts.
- Experience of managing a team is desirable but not essential as training and coaching could be provided.
- Highly numerate with excellent analytical skills, the ability to apply them and proven ability of completing complex reconciliations.
- Good interpersonal and presentation skills and ability to communicate effectively with Finance and Non-Finance staff, both internally and externally.
- Advanced computer skills on financial systems.
- Ability to work methodically and with good attention to detail to produce accurate and high quality work.
- Ability to follow strict guidelines and complete work to tight deadlines.
- Excellent spoken and written English
- Excellent IT skills including Outlook, Word and intermediate to advanced level computer skills in MS Excel (using Vlookups, pivot tables, SUMIF).





Commitment to Equal Opportunities

St Christopher's are an equal-opportunity employer keen to develop an inclusive workforce where people feel they belong. They hope to attract applications from under-represented groups, including people from different cultures, nationalities, socioeconomic backgrounds, ages, disabilities, religions, faith, sex, orientation, childcare responsibilities, and gender-diverse identities.

"I found St Christopher's to be inclusive and welcoming"

Benefits:

- Competitive salaries that are benchmarked against the sector and annually reviewed by our teams.
- Annual salary review based on performance.
- A friendly working environment, a fun, open and honest culture.
- 25 days holiday rising to 27 days after 3 years' service, plus Bank Holidays.
- Industry leading training programmes and career development opportunities including access to empowerment, mental health and social pedagogy.
- Contributory pension scheme, enhanced maternity and company sick scheme.
- BUPA employee assistance programme, offering counselling, financial advice and legal support.
- Interest-free season ticket loan, cycle to work scheme.
- Discount shopping scheme at hundreds of retailers across the UK.
- Discretionary funded training programs.
- Employee awards based on performance and length of service.
- Fantastic opportunities to develop your career within our range of services.

The Application Process

Please find out more and apply by visiting our dedicated microsite online [here](#), in line with the timescales below.

Applications will be under continuous review before the closing date, so please submit your CV ASAP to avoid disappointment!

<i>Application Closing Date</i>	Sunday 10th September
<i>Interviews</i>	W/C 18th September

For further information contact Katie Moore at katiemoore@robertsonbell.co.uk or 0203 824 7100.