



Unlocked

Head of Finance

Candidate Pack

RB30392 | £55,000 - £60,000 pa



Unlocked

Leading change on the inside

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



Introduction

Unlocked Graduates is partnering exclusively with Robertson Bell to recruit to a Head of Finance on a permanent, full-time basis. **Unlocked Graduates** exists to break cycles of reoffending in prison and throughout society.

The Organisation

Currently, prison is not a place which breaks the cycle of reoffending successfully: the average prisoner has 16 previous convictions and nearly half of prisoners reoffend within a year of release. This is the problem which **Unlocked Graduates** exists to fix.

We do this predominantly through a leadership programme which recruits, trains and supports excellent graduates to develop leadership skills through working as prison officers and improving prisons from the inside.



Unlocked was established in 2016 with the explicit aim of attracting high-calibre graduate talent to work in the UK prison service and inject new ideas, insights, and energy into the rehabilitation of prisoners – to lead change on the inside that delivers change on the outside.

The **Unlocked Graduates** programme was one of the key recommendations of the Coates' Review of prison education, a report that argued that education needs to be put at the heart of the prison service if Government is serious about the rehabilitation of prisoners. Since launching, we've recruited hundreds of future leaders who are already making a real difference to the people in their care.

The Vision, Mission & Values

Vision

A prison system where every prisoner receives the support that they need to flourish and desist from crime.

Mission

We develop outstanding leaders to break cycles of reoffending in prison and throughout society.

Values

Optimistic	The belief that everyone has the potential to change sets the tone for everything we do. We sense possibility everywhere, but we know that we have to act to realise it. We default to an assumption and belief that tasks are possible, even when this seems difficult or impossible.
Unequivocal	We support our colleagues to have difficult and direct conversations with our partners, suppliers and each other. The importance and urgency of our mission requires this.
Persistent	We are tough nuts. If one door seems closed, we will push open another one. We always approach a problem from multiple angles and exhaust all the options.





Job Description

Title	Head of Finance
Contract Type	Permanent
Reports to	COO
Location / Base	Holborn, London with Hybrid Working: 2 days in office
Salary	£55,000 - £60,000 pa

Job Purpose:

Unlocked are recruiting for a Head of Finance to take the reins of our charity's finance function. To give a sense of scale, we have a turnover of around £4m and around 47 headquarters staff.

Established in 2016 and gaining independent charitable status in 2020, we are out of 'start up' phase but maintain the dynamism of a growing and ambitious charity.

We have spent considerable effort ensuring our financial accounting processes are as straightforward as possible. Given the structure of our funding model, we don't have much in accounts receivable, and our accounts payable is not complex. Apps like Xero, Pleo, HubDoc and ApprovalMax are working well and have automated much of the admin. Part-time admin support will also reduce this burden on you.

We don't expect our Head of Finance to be an expert on everything: for example, we would support you to seek independent advice on matters such as VAT status, and our bank and auditors are friendly and happy to help. The right candidate will grasp this side of our work quickly and ensure that its delivery is error-free and efficient.

The focus of this role is highly strategic. We are therefore looking for an accountant with the business partnering budgeting and reporting skills to make sure every pound that comes into Unlocked is spent in the most impactful way. We are clear on our strategy: creating enough proof points to show that prison can be done differently, and achieve radically different results.

Areas of Responsibility:

Financial accounting and control

- Manage all financial accounting functions including accounts payable, receivable, VAT, gift aid, expenses, fixed assets, balance sheet reconciliations and cash
- Ensure that invoicing to HMPPS is done accurately and promptly and in accordance with contractual requirements
- Implement and enforce Unlocked Graduate's financial procedures and controls
- Manage financial reporting processes including management and statutory accounting, and reporting to the charity's funders
- Manage key day to day finance relationships with HMRC, suppliers, customers, the auditors, and the charity's bankers



- Lead on the audit process annually
- Monitor and manage cash flow as necessary

Financial planning and analysis

- Working with the Directors produce annual, multi-year, departmental and project budgets and forecasts
- Empower directors to take control of their budget, communicating clearly with budget holders, and playing a support and challenge role
- Produce management accounts and reports for the Senior Leadership Team and Trustees to manage and monitor performance
- Support the External Relations team with fundraising bids and reporting
- Work with the CEO and COO to ensure the financial strategy aligns with organisational strategy and maximise the impact of our financial resources

Payroll

- Manage outsourced payroll provider ensuring that all payroll processing is accurate and timely, and oversee their maintenance and management of tax records with HMRC.

Ad hoc

- Be committed to the organisation's mission and values and proactively support cross functional activity including but not limited to graduate and programme events
- Other duties as agreed with the COO as commensurate with the nature and seniority of this position

Person Specification:

- Be a Qualified Accountant (ACA, CIMA, CIPFA or ACCA)
- Have at least 1-year post-qualified experience
- Be mission-motivated and driven by the capacity for finance to enable transformational work towards our vision
- Be solutions-focused and keen to take on new challenges
- Be a confident and clear communicator across teams and all levels
- Ideally have an understanding of charitable accounting and reporting requirements

Benefits & Perks:

- Modern Central London offices with free bean-to-cup coffee, fruit, fizzy drinks and more
- Exposure to senior stakeholders and wide-ranging finance tasks
- Generous pension: 10 per cent employer contributions with no contribution necessary from you, plus ability to contribute more through salary sacrifice
- Free, fully confidential employee coaching from Sanctus
- Employee Assistance Programme, Cycle to Work, gym subsidy option
- Agile, hybrid working and high-trust, high-responsibility culture
- 27 days annual leave plus bank holidays



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 24th September
<i>Interviews</i>	W/C 2nd October

For further information contact Kathryn Moss at kathrynmosse@robertsonbell.co.uk or 0203 824 7100.

Equity, diversity and inclusion

Equity, diversity and inclusion in the prison system is a high priority for **Unlocked Graduates**.

The communities that we exist to serve are diverse, and to thrive in our work towards our mission, we must be too. We believe that diversity not only makes for a stronger team but should also be celebrated.

We therefore aim to create a workplace that is welcoming for all, inclusive of ethnicity, disability, age, religious belief, marital status, pregnancy, sexuality or gender.