

**CANDIDATE PACK  
FINANCE MANAGER**

**Application Deadline: 10am on Monday 21 September 2016**

**Message from the Chief Executive**

We hope this candidate pack will provide you with a good overview of our organisation and the role of Finance Manager to guide your potential application.

To give you some background the Community Foundations collectively are the North West region's leading philanthropy centre, working with funders and philanthropists to grow stronger communities together. We are a member of UK Community Foundations and therefore a network of community foundations in the UK, along with being part of a movement of 2,500 community foundations worldwide.

The Community Foundations started life in 1999 in Merseyside and 2007 in Lancashire as two separate entities; Community Foundations for Lancashire & Merseyside merged in 2014 and now operate as a small team from our North West office in central Liverpool. In our growing work in the region we also provide back office financial support for our neighbours, Cheshire Community Foundation, as they grow as a relatively new, though thriving community foundation.

Charitable donations have come from up to 30 key supporters who choose to undertake their charitable giving with us, including major philanthropists, such as former LFC footballer Jamie Carragher and Sir Terry Leahy, national trusts & foundations, such as the Westminster Foundation and W O Street Foundation, and committed corporate citizens, such as Liverpool ONE, Progress Housing, Shop Direct and Tilney BestInvest. Our growing community leadership role includes our annual Vital Signs giving guide work since 2013 and our current Lancashire Flood Appeal to distribute £1 million to the county's communities affected by the December 2015 flooding.

We are a busy, productive, creative and committed team who work with others to grow stronger communities together. We hope this way of working will be of interest to you. We look forward to receiving your application.

**Cathy Elliott**  
**Chief Executive**





## Message from the Finance Director

Thank you for your interest in applying for the role of Finance Manager with the Community Foundations for Lancashire and Merseyside.

As Finance Manager at CFLM, your role will be varied and interesting; as at 31 March Funds Under Management amounted to £11.9m and our average grant award amounts to £2,500. There is a lot of activity to get involved with and opportunities to develop in role.



We now exist in a new era of majority private funding, (moving from primarily public sector contracts since 2011/12), and strategic focus and donor development is a significant area of management effort. As Finance Manager at CFLM you will work closely with myself as Finance Director and the wider team with an aim of standardising and improving financial reporting whilst upholding our values of community leadership, pride, transparency and working together.

We look forward to hearing from you.

**Sarah Mitchell**  
***Finance Director***

## Background Information

### [Our Community Funding](#)

We distribute around £1.5 million to £2 million in funding to communities each year with a typical average grant level of £2,500. We support vulnerable individuals, households in need, community groups, residents associations, charities and social enterprises to improve the lives of local people across 12 social themes.

### [Our Philanthropy Advising Offer](#)

We administer 50 funds and foundations mainly on behalf of wealthy individuals, families, trusts & foundations and companies. We also secure contracts to distribute public sector funds, such as with Lancashire County Council and Merseyside Police & Crime Commissioner.



## Our Partners

Our partners are varied and wide, including Liverpool John Moores University, the Liverpool City Region Local Enterprise Partnership and North & West Lancashire Chamber of Commerce. We especially work in partnership on member or client referrals for philanthropy advice, such as the Professional Footballers Association, Investec and Tilney BestInvest.

We work with Cheshire Community Foundation as our neighbour, providing back office finance to them on a consultancy basis.

## Our Team

We are a staff team of 10 staff who cover the function areas of Community Philanthropy, Finance & Operations and Organisational Effectiveness, led by our Chief Executive. Our North West office is based in Liverpool city centre, courtesy of Liverpool ONE with a satellite office in Preston, courtesy of North & West Lancashire Chamber of Commerce. Our current auditors are Beever & Struthers, our solicitors are Brabners and our investment managers are CCLA, Investec and Rathbones.

Our Board is made up of the following members:

- Arthur Roberts, Chairman
- Andy Myers, Vice Chairman
- Steve Barrow, Treasurer
- Chris Bliss, Trustee for Philanthropy Development
- Amanda Meachin, Trustee for Philanthropy Development
- Babs Murphy, Trustee for Philanthropy Development
- David Wareing, Trustee for Legal

Our Presidents are Lord Shuttleworth, the Lord Lieutenant of Lancashire and Dame Lorna Muirhead, the Lord Lieutenant of Merseyside. Our long-standing Patron for Merseyside is Cherie Blair.

For information on current activities please see our websites: [www.lancsfoundation.org.uk](http://www.lancsfoundation.org.uk) and [www.cfmerseyside.org.uk](http://www.cfmerseyside.org.uk)

## The Finance Manager Role



## Job Summary

### **FINANCE MANAGER- FULL TIME (35 hours a week)**

MANAGEMENT LEAD FOR FINANCE, OPERATIONS AND HUMAN RESOURCES

**Salary Range: £24,500 to £28,000 per annum**

**Location: Liverpool city centre**

**Application Deadline: 10am on Monday 12 September 2016**

Under the guidance of the Finance Director, you will support the operational delivery of the Community Foundations' Finance & Operations Strategy and support our Growth Plans.

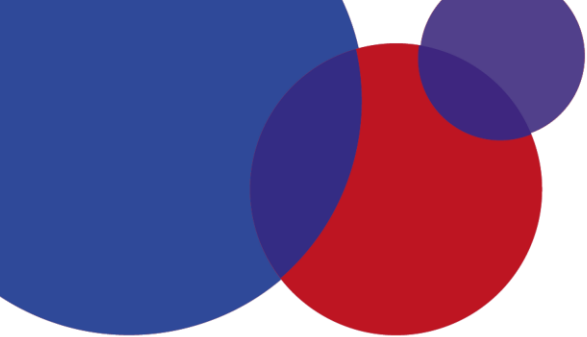
In particular, your priorities will be operationally managing the internal administration and operations of the organisation, including finance, human resources, corporate governance, IT and facilities management, though primarily finance, as well as taking responsibility for internal and external special projects relevant to your area to fulfil our Mission & Vision.

**Responsible to:** You will be directly responsible to the Finance Director and Senior Management Team, working with (and alongside) our Community Philanthropy managers.

**Responsible for:** You will be responsible for the Finance and Operations function of one Manager, plus any fixed term contract or special projects staff and any volunteers recruited to support your area of activities.

You will also be required to especially work closely with the Chief Executive and Community Philanthropy Team as well as with other staff, trustees and supporters across the organisation

**Salary:** The salary will be in the range £24,500 to £28,000 per annum. However, there is potential to progress beyond the upper level at a future date, if you take on additional responsibilities that would help meet the needs of the Community Foundations, if required by the boards and/or Chief Executive at that time and provided you meet the level of competency that would be required.



**Values and Behaviours:** Like every employee, you will be expected to exhibit the following corporate values and behaviours: Community Leadership, Pride, Transparency and Working Together.

### **Mission and Goals:**

Your job has been designed to contribute to the following:

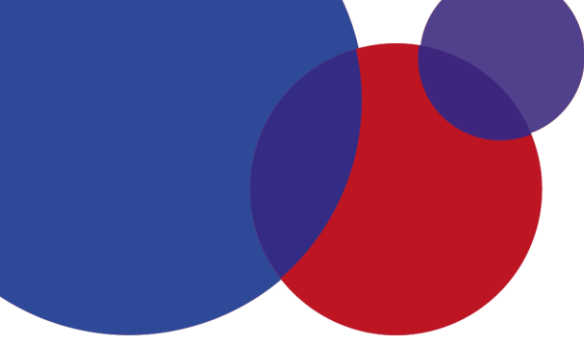
- a) The Community Foundations' Mission
- b) The Community Foundations' Corporate Goals
- c) Attaining the highest levels possible of compliance with 'Community Foundation Network Quality Accreditation' and 'Investors in People' standards as well as any other compliance requirements.

### **The Job Description**

In order to contribute to the overall mission and goals, your job will be to support the Community Foundations in effectively providing finance, human resources, IT and facilities management, though primarily finance. This includes:

### **Finance and Accounts**

- Support in ensuring the overall financial integrity of the Community Foundations, specifically including (but not limited to):
  - Payment processing, preparation of bank reconciliations, transactional reporting in SAGE 50.
  - Recording financial activities in DIGITs database (Salesforce)
  - Monitoring of actual spend and income versus forecast
  - Supporting the audit process, including collation of audit evidence
  - In conjunction with the Finance Director, improvement of financial close process
  - Assist in preparation for Quality Accreditation, including policy review and revision.
- Support the preparation of and adherence to annual budgets for the Community Foundations, monitoring and communicating progress against income and expenditure budgets on a monthly or quarterly basis.
  - Reporting of timely actual performance versus budget
  - Managing costs of recurring contracts down where possible
- Support provision of accurate monthly management accounts for the Community Foundations and related linked charities in a timely manner.
- Support in ensuring that the annual accounts for the Community Foundations are properly audited.
- Help to ensure that quarterly investment reports on performance for the Community Foundations are accurate and provided in a timely manner, working with our investment managers

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- Work to improve the timing of income on investments and tracking of investment performance
  - Support productive, effective and efficient working relationships with our professional advisors in the area of finance, including auditors, banks and investment managers
  - Support the effective management and reporting for a variety of donor fund finances
    - This includes the production of donor statements bi-annually and reconciliation of donor statements to SAGE
  - Support the effective management of finances relating to specific legal agreements, such as another community foundation's finances
  - Support the Finance Director to undertake risk management and mitigation, including managing our anti-fraud policy

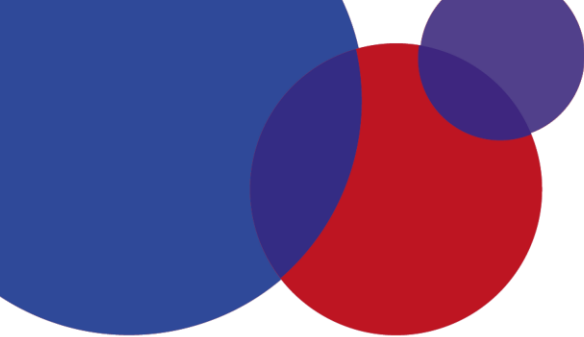
### **Facilities & Information Technology**

- Ensure a productive, satisfactory and long-lasting relationship with our in-kind supporters for our facilities, including our Merseyside and Lancashire office landlords
- Assist the Finance Director in ensuring a good standard of building maintenance and the smooth running of office equipment.
  - Assist the implementation of new equipment as approved by Board for IT upgrades
- Successfully manage contracts with third party suppliers
- Ensure that office facilities and practices are compliant with Health and Safety laws and best practice
- Liaise with our external IT support provider to help ensure our IT network, databases and equipment are secure and well maintained
- Assist staff to resolve IT issues, including in relation to the use of Office programmes and other software
- Support ensuring compliance with all relevant legal requirements pertaining to information handling

### **Corporate Governance**

- Support compliance with Company & Charity Law for the Community Foundations.
- Support productive, effective and efficient working relationships with our professional advisors in the area of corporate governance, including our solicitor.

### **Human Resources**

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- Manage and co-ordinate HR related operational budgets, such as training and travel expenses.
  - Collate monthly timesheets as produced by all staff
  - Support any internal or external recruitment processes, as required

### **Other:**

You will also be expected to:

- Attend training courses and events as required and share learning with other staff and the trustees, as relevant.
- Occasionally work weekend and evening hours, for which time in lieu will be given
- Contribute towards other aspects of the Community Foundations' work as required, commensurate with the scale and general nature of the post.
- Ensure that Community Foundation Network Quality Accreditation and other compliance standards are implemented within your function area, amongst colleagues and others within the remit of your post.

### **Person Specification & Competencies**

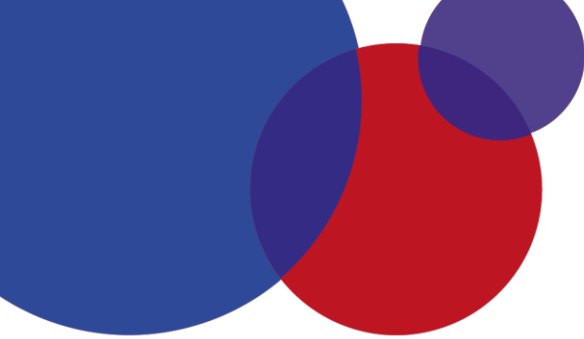
This role requires the following attributes, abilities, skills, knowledge and experience at a senior/director level.

#### **Personal Attributes:**

You will have the following attributes to some degree, demonstrating many at least at a basic level, a number at a good level and excelling in a few of the areas:

- Innovative ability and demonstrable entrepreneurial qualities
- Proactive and productive, a self-starter who takes pride in own work and uses their initiative
- Creative and bringing ideas to life and motivated
- Ability to be adaptable, seeking opportunities, whilst mitigating risks
- Professional with good organisational and multi tasking skills, working well to deadlines
- Problem solver, finding solutions and new ideas that are likely to succeed
- Good communicator
- Demonstrates a positive attitude to change and continually strives for improvements in performance.
- Welcomes opportunities to learn, and works towards creating a learning organisation.
- Ensure high standards in quality of work and customer service
- Honest, trustworthy & transparent
- Consistent & approachable, calm and in control under pressure
- Ability to give praise and show appreciation

#### **Collaboration & Team Working Abilities:**



You will have the following abilities to some degree, demonstrating all at least at a basic level, the majority at good level and excelling in some areas:

- Demonstrate the capacity to build and maintain a wide range of relationships with stakeholders, project teams and colleagues;
- Ability to work in a small office environment and be administratively self-servicing, solving problems within tight resource constraints
- Demonstrate the capacity to influence others, including key stakeholders;
- Motivate, inspire and support others to achieve shared goals;
- Develop plans and drive forward delivery of own objectives and contribute positively to achieving departmental and organisational objectives;
- Demonstrate understanding of and commitment to the organisation's values, strategic purpose and activities;
- Clearly recognise and value difference in the broadest sense, being committed to equal opportunities/diversity.

### **Specific Knowledge, Experience & Skills**

You will have knowledge and skills to at least a basic level in the majority of the following areas, especially the essential ones outlined below with a demonstrable knowledge, experience and/or skills in a number of the areas and a specialism in around two of the areas at a manager/operational level:

### **Essential Knowledge, Experience & Skills**

- Effective written, verbal, report-writing and presentational communication skills, including ability to tailor to different external and internal audiences
- Ability to assimilate and distil complex information
- Proven track record in financial/budget management and reporting
- Demonstrable IT and financial literacy and accuracy
- Working knowledge of Sage Line 50/experience in working with similar General Ledger systems
- HR policies and good practice
- Thorough with a strong attention to detail, whilst able to take important decisions quickly and efficiently
- Highly proficient in using Microsoft Office





## Desirable Knowledge, Experience & Skills

- Working knowledge of Salesforce database system
- Voluntary sector paid and/or unpaid working experience at a manager/operational level
- Working with Boards of Trustees
- Corporate/charity governance
- Degree or equivalent professional qualification
- Understanding of SORP accounting practices
- Effective management of staff and volunteers at a management/operational level
- Risk management and mitigation at a manager/operational level
- Ensuring sustainability, including achieving full cost recovery and operational capacity building in a not for-profit setting
- Project, event and/or account/relationship management
- Volunteer recruitment and development
- Employment law and related best practice

### Special Circumstances:

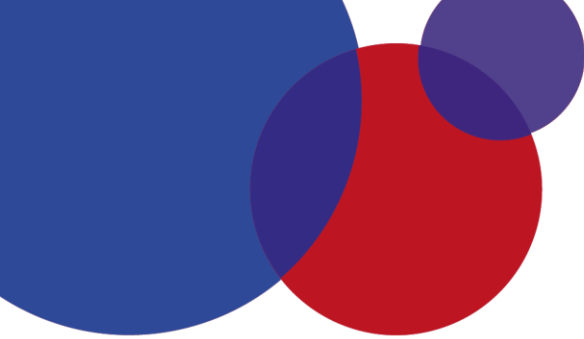
- Able to work outside normal working hours and travel on a planned basis.

## How to Apply

**The Application Process:** To apply for the role please submit a CV and a two page covering letter on how you meet the role's requirements, especially in terms of Knowledge, Skills & Experience, to the Community Foundations by 10am on Monday 21 September 2016. Please send your application to Adam Shaw at Adam.Shaw@cflm.email If you have any queries about making your application, please call Adam on 0151 232 2411.

If you would like to arrange an informal discussion with the Community Foundations' Finance Director, Sarah Mitchell, please contact her via Adam to arrange a phone call.

Short-listing will take place during week commencing 13 September and those short-listed will be notified within 24 - 48 hours by email. If you do not hear from us by 23 September, please assume that you have not been short-listed.



**The Interview:** Interviews will take place week commencing 19 September in Liverpool city centre. The interview panel will consist of the Community Foundations Treasurer Steve Barrow, Chief Executive Cathy Elliott and Finance Director Sarah Mitchell.

## Further Information About the Role

### Key Performance Indicators:

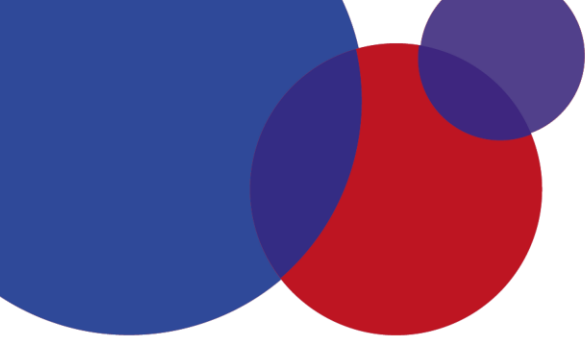
The Finance Manager's performance will be measured against financial and non-financial key performance Indicators (KPIs), agreed with their line manager in line with our Business Plan and annual targets.

These indicators will be broken down into day-to-day and annual working targets agreed between the Manager and Director. The Manager's success in meeting them will be assessed as part of their annual appraisal and this will inform any decisions regarding their personal development, training plans, responsibilities and possible progression up the salary band.

In addition, all employees are required to contribute to achieving the following KPIs for the Community Foundations:

- Helping to achieve our Mission & Vision, contributing to local social change in Lancashire & Merseyside;
- Helping to ensure the Community Foundations are effective and strategic social investors, including via effective charitable grant-making;
- Helping to develop the Community Foundation's role as a 'community leader';
- Helping to develop the Community Foundations' status as local Philanthropy Centres;
- Helping to raise the profile of the Community Foundations with specific target markets;
- Making a contribution to improved knowledge management within the Community Foundations;
- Helping to reduce operational costs, including maximising the use of technology;
- Helping with effective management of staff to ensure high standards of performance.

**Benefits Package:** Holiday entitlement for all staff starts at 22 days a year, rising by one day a year to 25 days, then 28 days after five years service. The package also includes basic Medicash Healthcare, Contributory Pension, Flexible Working (on request – see below) and Death in Service benefit.



**Flexible Working:** The Community Foundations will consider flexible working requests on an annual basis if suitable for the Community Foundations' business aims and operational activities as per the organisation's policy. This includes considering job sharing, compressed hours and working pattern agreements. On application or at annual appraisals, employees are asked to state if they wish to make a request for flexible working.

September 2016

