

January 2010

For the attention of all applicants

**Re: Head of Finance**

Thank you for your interest in this vacancy. The job pack consists of the following documents:

- Application Form\*
- Equal Opportunities Monitoring Form\*
- Guidance Notes\*
- Background Paper
- Job Description/Person Specification
- Job Benefit Details

Please note that the closing date for applications is **Monday 1 February 2010**. Interviews will be held at our City Road Office on Monday 8 February 2010.

If you do not hear from us by the interview date it does mean that we have not been able to include you on our shortlist.

Completed applications should be sent by post to:

HR Recruitment  
209-211 City Road  
London EC1V 1JN

Or sent by email to: [recruitment@cafamilly.org.uk](mailto:recruitment@cafamilly.org.uk)

Patricia Johnson  
HR Assistant

\* Can be downloaded from our website.

## Guidance Notes for Applicants

### Filling in the application form

- Please complete all parts of the application form. **(CV's may be attached but will not be accepted in place of an application form).**
- Show clearly how your experience, knowledge, skills and abilities are relevant to the requirements of the person specification.
- Give full details of your duties in your present or most recent job. This may be a voluntary role. Do not miss out experience gained in previous jobs, but select the most relevant points. Also include details of any skills or experience gained from voluntary, committee or community work, etc.
- Use extra sheets if necessary, noting your name and the post you have applied for at the top of each sheet.
- Check the closing date to allow time for your application to reach us.
- We suggest you keep a copy of your completed application.
- Contact a Family does not usually acknowledge receipt of application forms unless specifically requested and a stamped, self-addressed envelope is enclosed. **Please note that if you have not been contacted by the advertised interview date then unfortunately you have not been successful in your application.**

### Short-listing

When short-listing we will be looking for evidence that you have the knowledge, experience, skills and abilities to do the job as detailed in the job description and person specification. These provide the essential criteria against which your application will be assessed. The short-listing panel will not have access to the monitoring details you provide.

### Disabled candidates

Contact a Family welcomes applications from disabled candidates. Please make us aware of any reasonable adjustments we may need to make for you as a disabled person and particularly address any special requirements you may have if you are invited for interview.

### Equal Opportunities Monitoring

For statistical purposes please complete and return the monitoring form. As stated above the form will be detached from your application form before the short-listing exercise.

### Criminal Record Declaration and the Criminal Records Bureau & Central Registered Body in Scotland Disclosure Service

The declaration must be completed. Contact a Family is an organisation that provides services for families of children with disability. You will appreciate therefore, that Contact a Family must be particularly careful to enquire into the character and background of applicants for appointments to posts that (a) involve contact with children or supervise those who have contact with children, (b) who are in positions of trust and influence and (c) who, by virtue of the authority and responsibility inherent in the post they hold, might be expected to be positively suitable to work with children. Seeking this information is not, in anyway, to reflect upon applicants integrity but is necessary to protect the vulnerable and to assist us in making safe recruitment decisions.

If you wish to check any aspect of this, further details are available on the CRB website [www.crb.gov.uk](http://www.crb.gov.uk) or their

CRB information line 0870 909 0811. The declaration form is not part of the short-listing process

**We aim to make the application process as straightforward as possible. If you have any further questions regarding your application, the Disclosure or monitoring processes, or require any further general guidance or information about Contact a Family please contact a member of our Human Resources Department 020 7608 8766 or email [recruitment@cafamily.org.uk](mailto:recruitment@cafamily.org.uk)**

Thank you for applying to Contact a Family.

## **Staff Benefits**

### **Head of Finance**

#### **Salary**

- £37,848 - £40,505 NJC scale 41 – 44 (inclusive of London Weighting if applicable). The pay range is drawn from the NJC scales appropriate to the not-for-profit sector. Incremental progress where appropriate occurs on the yearly anniversary of the start date.

#### **Annual Leave**

- 25 days a year (pro rata) plus one extra day for each completed year of service up to a maximum of 30 days after five year service. Holiday year runs January – December.

#### **Concession Leave**

- 3 days a year for the period of office closure between Christmas and New Year. Pro rata for part time employees.

#### **Probationary Period**

- 6 months

#### **Hours of Work**

- 35 hours (full time = 35 hours a week). Normal office hours are observed but flexibility can be arranged in most areas of work. Family Friendly and Work Life Balance policies are observed.

#### **Pension Scheme**

- Private pension scheme available through Friends Provident. 5% contribution rate for employee and employer.

#### **Employee Assistance Programme**

- Covering employees and their families, a full EAP free counselling service is provided through PPC (Positive People Company).

#### **Season Ticket Loan**

- Yearly season ticket purchase available after six months satisfactory service, repayable over a ten month period.

#### **Home Working**

- Home workers are provided with all relevant IT equipment with support from the central IT Department.

#### **Lone Working**

- For employees required to travel and work across the UK, safety systems are provided through the Guardian 24 Security system.

## Contact a Family

### Equal Opportunity Monitoring Form

The completion of this form is voluntary, but the information it contains helps us to monitor and improve our equal opportunities policies and procedures. **This sheet is removed from the application form before the short-listing process, thus ensuring that all short-listing is based on merit.**

<b>1. Full Name:</b>	
<b>2. Job Applied For:</b>	
<b>3. Date of Birth</b>	<b>4. Marital Status</b>
<b>5. Gender: Male / Female (delete as appropriate)</b>	<b>6. Nationality:</b>

**7. I belong to the following ethnic grouping: (tick as appropriate)**

<b>A: White</b> A1: British A2: Irish A3: Any other white background (please specify)	<b>D: Black or Black British:</b> D1: Caribbean D2: African D3: Any other black background (please specify)
<b>B Of mixed race:</b> B1: White & Black Caribbean B2: White & Black African B3 : White & Asian B4: Any other mixed background (please specify)	<b>E: Asian or Asian British:</b> E1: Indian E2: Pakistani E3: Bangladeshi E4: Any other Asian background (please specify)
<b>C: Chinese:</b>	<b>F: Any other ethnic group</b> (please specify)

**8.** Do you consider yourself to have a disability? Yes / No

**9.** Do you have any disability for which special arrangements should be made, either in an interview or employment situation? If so, please specify the nature of the disability and your requirements:

**10.** Are you a carer of a disabled child under the age of 18: Yes / No

I understand that this information may be stored and processed as part of the Contact a Family Monitoring of equal opportunities and I give my consent to my details to be used for this purpose.

**Signed:** ..... **Date:** .....

## Contact a Family

### Job Description

<b>Job Title:</b>	<b>Head of Finance</b>
<b>CRB Disclosure Level:</b>	Enhanced
<b>Responsible For:</b>	Project Accountant, Accounts Officer
<b>Responsible To:</b>	Director of Resources
<b>Team Membership:</b>	Finance Department
<b>Job Purpose:</b>	To head the Finance Department and take full management responsibility for providing an accurate, timely and valued service to colleagues and Trustees, and ensuring the maintenance, monitoring and development of the charity's financial records and systems.
<b>Main Duties:</b>	<ul style="list-style-type: none"> <li>a) Responsible for the supervision, appraisal and development of the Finance team, ensuring all work meets agreed standards and service level agreements.</li> <li>b) Co-ordinate, prepare and advise on annual budgets for the charity.</li> <li>c) Attend and present the financial information to the Business Affairs meetings and Trustee meetings when required.</li> <li>d) To provide accounting services to include: financial accounting, management accounting, forecasting, budgeting and system controls.</li> <li>e) Record all income and expenditure to meet legal and tax requirements and to maintain appropriate records as required by the Trustees and Auditors. Ensuring the charity follows SORP 2005 (Statement of Recommended Practice) procedures and any appropriate updated Charity Commission and Companies Act regulations.</li> <li>f) Ensure the relevant controls have been followed on assets, expenditure, cash, banking and investments.</li> <li>g) Prepare consolidated quarterly and monthly management accounts for the senior staff and the Business Affairs Committee.</li> <li>h) Produce the audited annual report and statutory accounts for the charity. Ensuring a fully supported pack is produced for the auditors.</li> <li>i) Review and update where appropriate the financial controls and procedures. Support staff with the storing of expenses and petty cash records, the recording of receipts and payments, and ensure correct accounting standards are met within the Finance department.</li> <li>j) Ensure that the payroll via the external agency is accurate and timely, including year end returns and P11d's etc.</li> <li>k) Provide advice and support on tax and VAT issues and</li> </ul>

	<p>ensure the charity complies with all relevant regulations to ensure all tax liabilities are minimised.</p> <p>l) In conjunction with the Director of Resources, to develop the charity's financial strategy.</p>
<b>Cross functional duties:</b>	<p>a) To work with the Chief Executive and members of the Senior Management Team on all financial matters.</p> <p>b) To advise the Chair and Trustees on all financial and accounting issues.</p> <p>c) To liaise with fundraising staff regarding the recording of incoming donations on the donors database.</p> <p>d) To be responsible for the financial aspects of the preparation of grant applications and liaise with fundraising staff.</p> <p>e) Act as lead on the accounting IT system working with the IT department on development and training</p> <p>f) To liaise with the Human Resources department and maintain up to date records relating to salaries and allowances.</p> <p>g) To liaise with and support budget holders across the organisation.</p>
<b>General:</b>	<p>a) Contact a Family's aims and objectives are set out in our current Strategic Plan. Operating policies such as Equal Opportunities, Health &amp; Safety and other professional matters are laid out in the Staff Handbook. The post holder will be expected to work within these aims, policies and procedures and to ensure that they are followed by all staff for whom line management responsibility is held.</p> <p>b) The post-holder will be expected to assist with any reasonable administrative duty at the request of the line manager for the post.</p> <p>c) All members of staff are expected to participate in appropriate team meetings held to discuss particular topics. Staff are also expected to attend training events relevant to their specific responsibilities.</p> <p>d) All staff are offered supervision, support and annual appraisal incorporating their training and personal development needs.</p> <p>e) Attendance at evening meetings when required.</p>

This is a description of the job as it currently stands. It is the practice of the organisation to periodically examine job descriptions and to update them to ensure that they relate to the role as it is being performed. All changes are discussed with employees before they are implemented.

**Contact a Family  
Person Specification**

<b>Job Title:</b>	<b>Head of Finance</b>
<b>Essential skills, knowledge and experience</b>	<p>A recognised accountancy qualification</p> <p>Considerable post-qualification accounting experience.</p> <p>Considerable experience of producing management accounts in a complex organisation.</p> <p>Experience in preparing accounts to SORP 2005 requirements / Charity experience.</p> <p>Staff supervisory experience.</p> <p>Excellent technical accounting and analytical skills including the use of spreadsheets</p> <p>A good all round knowledge of accounting systems</p> <p>Excellent communication skills, both written and oral, with the ability to communicate complex financial information to non-financial colleagues and volunteers</p> <p>Strong team player with good inter-personal skills</p> <p>Ability to work to strict deadlines with a pragmatic approach towards achievement of goals and resolution of problems</p>