



school for
social
entrepreneurs

RECRUITMENT INFORMATION PACK

Cornwall School for Social Entrepreneurs CIC (SSE Cornwall)

Finance & Contracts Manager

August 2019



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Welcome

Thank you for your interest in applying for the role of Finance & Contracts Manager at the School for Social Entrepreneurs Cornwall.

We have put together some information below which we hope will provide some useful context and an understanding of the organisation and job role. You can also visit our website www.the-sse.org.uk for greater detail on the organisation. Please do contact us for a more in-depth discussion if you'd like more detail on the role after reading through this pack (01872 306130).

About the School for Social Entrepreneurs

SSE was founded in 1997 by Michael Young. Its mission is to address inequalities and social exclusion by supporting social entrepreneurs from all backgrounds to transform their talent into real social outcomes. The SSE runs practical learning programmes aimed at helping develop both the individual social entrepreneur and their organisation simultaneously: our approach, and belief, is that social change is people-powered, and that the most valuable assets and resources we have are human ones.

The School for Social Entrepreneurs (SSE) is the leading UK provider of learning programmes that supports and develops social entrepreneurs: *individuals working entrepreneurially to create social benefit*.

Our global network extends across the UK, Canada and India.

About SSE in Cornwall

Cornwall and the Isles of Scilly have a dynamic enterprise culture that is driving the social enterprise movement by creating sustainable social enterprise-based people, planet and profit. Cornwall's unique economic and geographic landscape lends itself to partnership and collaborative working, bringing added benefit across the public, private and social enterprise sectors.

This role will be based at the SSE Cornwall offices in Truro, w programmes across Cornwall and the Isles of Scilly. This is a key role within our Cornwall School developing and delivering and overseeing the learning for a number and variety of programmes.

This role is part funded by ERDF and so will also lead on the learning as part of our recently secured Cornwall Locally Led Development (CLLD) Coast to Coast programme.

SSE Cornwall is an independent Community Interest Company however, our close working and liaison network of schools across the UK and internationally is fundamental to our working relationships.



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We work hard to ensure all our activities are of a high quality and work supportively with our national and global colleagues to share good practice and share new opportunities and ideas.

Our office in Cornwall is busy, friendly and dynamic. SSE is a vibrant organisation; we work entrepreneurially and are hugely committed to providing quality learning opportunities for social entrepreneurs. We continue to enjoy a period of expansion and development. Working here is engaging, exciting and demanding. If you are someone who enjoys creating solutions and contributing your ideas, you'll enjoy how we work.

In addition to a hugely committed and talented Board of Directors, SSE Cornwall was recently awarded Ambassador of Year at the prestigious Cornwall Business Awards 2019.

About Community Led Local Development

Community Led Local Development (CLLD) is an EU funded programme, helping Cornwall to thrive and grow by providing pathways to better economic opportunities by making positive change in core neighbourhoods across Cornwall.

The CLLD areas across Cornwall include:

- West Cornwall LAG
- Coast to Coast LAG
- Atlantic & Moor LAG
- South & East Cornwall LAG

The SSE Cornwall Development Programme will work in the Coast to Coast area which includes Camborne, Pool, Redruth, St Day and Illogan together with Truro, Falmouth-Penryn.

The aim of the SSE Cornwall Coast 2 Coast programme is to work at grass root level to identify and inspire local people by:

- working closely with partner organisations to help raise awareness of the programme and identify local participants
- support local people to recognise their own potential by working alongside like-minded people sharing ideas and experiences
- helping individuals to collaborate and work as part of team
- building resilience and resourcefulness
- supporting participants on every stage of their journey
- supporting participants to develop and broaden networks

- helping individuals to gain knowledge, skills and expertise and become respected leaders within their own community
- supporting SSE Fellows to become exemplar mentors

We aim to build the trust confidence and capacity of individuals and groups, introducing participants to inspirational people who have faced similar challenges and are now making a



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difference to their own lives and transforming the lives of others. We aim to support participants skills and knowledge, helping them to learn valuable business acumen skills to enable them to further develop their ideas, aspirations and inspire others within their own communities. Working collaboratively and effectively, we believe we can achieve great things.

'Everybody has the capacity to be remarkable' Michael Young

About You

You will be an experienced and knowledgeable Finance & Contract Manager who can work well as part of a multi-disciplinary team while maintaining focus in order to produce accurate and timely information as required.

The successful candidate will be highly organised and have an ability to work at a high standard to pre-set deadlines. You will be creative and engaging, able to form relationships quickly and work with openness and integrity.

Ideally you will have experience of working on complex EU projects and experience of the timelines set and the importance of submitting quarterly claims in a highly accurate and timely manner.

You will be required to attend Board meetings, prepare management accounts and liaise regularly with our accountants. Importantly, you will share our passion for social entrepreneurship along with our ethos of supporting people to develop their ideas into sustainable social enterprises.



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JOB DESCRIPTION

Finance & Contract Manager - SSE Cornwall

Reports to: CEO

Salary: £23,000 (pro rata) + pension contribution

Hours: 22.5 hrs per week

Contract: Fixed term until 31st June 2022 (3-month probationary period)

Flexibility: There is an expectation that the successful candidate will be willing to adapt his/her working hours to suit the needs of the organisation. This may involve occasional evening work.

Location: This post is based in at the SSE Cornwall Offices, The Workbox, 30 Ferris Town, Truro, Cornwall TR1 3JJ

Job Purpose:

Reporting on Funding and Contracts:

- Maintain and develop systems to manage Cornwall SSE contracts to ensure that all delivery, activity and financial reporting contracts are met in an accurate and timely manner
- Specific responsibility for overseeing Cornwall SSE's reporting to corporate, grant and individual funders including specialist EU contracts.
- Support to the Chief Executive preparing management accounts for the Cornwall SSE Board
- Produce monthly cash flow forecasts and a range of performance indicator charts

Financial Management

- Liaising closely with the CEO on strategic management of finances
- Maintaining accurate records (both paper and computerised. We use QuickBooks accountancy package)
- An ability to think around the data in order to determine the future inflows and outflows of cash

Specific duties and responsibilities

- Overall responsibility for monitoring outcomes and reporting on SSE grants and contracts with funders and partners to ensure contractual obligations are met
- Preparing & submitting quarterly claims for the CLLD (ERDF) project
- Prepare quarterly updates and reports to funders and contract customers, and manage evaluations and audits for funders as required
- Support the programme and partnership team with reporting requirements for strategic partners
- Ensure that all Cornwall SSE Learning staff are aware of contractual obligations and work collaboratively with them to devise innovative ways of reporting the impact of Cornwall SSEs work



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- Occasional involvement with Cornwall SSEs delivery and some relationship development with students to ensure high quality, creative and accurate reporting of SSE's work
- Co-ordinating funder visits to Cornwall SSE in liaison with the CEO / Projects team
- Work with Programme co-ordinator to prepare timely and accurate financial statements for funders and the Cornwall SSE Board
- Project manage funding partnerships where Cornwall SSE is the lead partner, including scheduling and organising meetings
- Support the CEO to prepare income and expenditure projections
- Attend Cornwall SSE project and Board Meetings as required

Finance Administration

- Work closely Cornwall SSE Administrator and Project Coordinator, setting up payments and preparing invoices
- Provide secretarial administration for Cornwall SSE including managing Companies House, HMRC returns and drafting the annual report narrative as required.

Business Team Administration

- Work closely with Administrator & Project Coordinator to build and maintain a sales database
- Implement effective and efficient administration systems and ensure these are applied by the team
- Support the preparation of financial reports and statements for quarterly Board meetings

General responsibilities

- Maintain regular and effective communication with all Cornwall SSE colleagues, and provide cross-team support, particularly at peak times
- Play an active role in strategic reviews and contribute to the wider thinking and planning of the organisation
- Participate in regular one to ones with line manager (CEO) as part of your on-going personal development and training
- Work in a spirit of mutual support and co-operation with colleagues
- Carry out other tasks that are within the scope, spirit and purpose of the job
- To be responsible for his/her own self-development on a continuous basis.
- To carry out at all times, his/her responsibilities with due regard to the Data Protection Act and current Data Protection Policy.
- To carry out, at all times, his/her responsibilities with due regard to the Company's Equal Opportunities Policy
- To work at all times within the code of the Health & Safety At Work Act 1974 and related legislation.

The successful candidate will

- Have a thorough understanding of financial systems and procedures
- Have a proactive 'can do' approach to the role
- Work as part of a strong dynamic team



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- Be able to work alone, to deadlines using own initiative
- Build and maintain excellent relationships with all SSE Cornwall partners

This job description is not comprehensive or exclusive and duties may be varied from time to time, but these will not change the general character or level of responsibility of the job. This job description and your performance will be regularly reviewed with you.

PERSON SPECIFICATION

JOB TITLE: Contract & Finance Manager

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<p><u>Relevant Experience</u></p>	<p>Experience of establishing and maintaining financial systems and administration</p> <p>Experience of preparing and submitting quarterly ERDF claims</p> <p>Experience of producing monthly cash flow forecasts / performance indicators</p> <p>Experience of European funding administration</p> <p>Knowledge of reporting for funders and contracts</p> <p>Experience of working independently and using own initiative</p>	<p>Experience of Salesforce</p> <p>Experience of working with public and / or community organisations</p>	<p>Application form / interview</p>



<u>Education & Training</u>	<p>Educated to degree level and/or equivalent experience</p> <p>Ability to present written & numerical information clearly and effectively</p>		Application form / interview
<u>Knowledge</u>	<p>An understanding of processes for ensuring and monitoring quality</p> <p>Interest in voluntary organisations, social enterprises and issues affecting the sector</p> <p>Some understanding of the needs of individuals setting up new projects / organisations</p>		Application form / interview
<u>Skills</u>	<p>Outstanding organisational skills</p> <p>Excellent numeracy and Microsoft Excel skills</p> <p>Attention to detail</p> <p>An ability to think around the data in order to determine the future inflows and outflows of cash</p> <p>Able to work under pressure and to meet deadlines</p> <p>Excellent communication and interpersonal skills appropriate to dealing with people at all levels.</p> <p>Ability to prioritise workload and manage own time</p> <p>Excellent computer literacy</p> <p>Ability to adapt to change and respond positively to new challenges</p> <p>Flexible attitude and ability to</p>		Application form / interview



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	work as part of a team.		
Attributes	Dynamic Planned & organised A proactive approach to work Committed to continued professional development Driven and focused Flexible Friendly and positive Passionate about SSE's vision & values A good team player		Application form / interview

To Apply

To apply please send your CV with the name and contact details of two referees together with a covering letter answering the following questions:

1. What excites you about the prospect of working for the School for Social Entrepreneurs? (max 200 words)

2. What would make you an excellent Finance and Contract Manager? (max 300 words)

Please ensure you keep within the word count.

Please send your application by email to admin@ssecornwall.org
 Subject: **Finance & Contract Manager Application and your full name**

Or by post to the following address:

SSE Cornwall
 30 Ferris Town
 Truro
 Cornwall TR1 3JJ

Ensure your envelope is marked **Private and Confidential**

Application Closing date: Tuesday 27th August 9am

Interviews will be held Thursday 29th August



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