



# Recruitment information pack

## Head of Finance

November 2021

# Welcome

Thank you for your interest in applying to the School for Social Entrepreneurs. We have put together some information below which we hope will help you understand the organisation and the role. For more information please visit [www.the-sse.org](http://www.the-sse.org).

## **About the School for Social Entrepreneurs**

We can't fix issues like poverty, climate change and ill-health alone. That's why the School for Social Entrepreneurs exists. SSE helps 1,000 people a year develop the skills, strengths and networks they need to tackle society's biggest problems. It runs courses that equip people to start, scale and strengthen organisations that make a positive difference. But it is not a traditional school. Learning with SSE is inspiring, action-based and accessible. SSE supports people in others ways too, such as funding and mentoring. Lord Michael Young founded SSE as a charity in 1997, and it's grown to a network of schools across the UK, Canada and India. Together, SSE is changing lives and transforming communities.

SSE is currently delivering a UK-wide five-year learning programme in 12 UK locations with the support of Lloyds Banking Group and Big Lottery Fund, and a national learning programme for community businesses in partnership with Power to Change. SSE also has strategic partnerships with corporates such as PwC, Linklaters, RSA Group and others as well as funding partnerships with trusts and foundations including Lloyds Bank Foundation. We also generate earned income through selling places on our short courses and workshops.

SSE is a vibrant organisation; we work entrepreneurially and are committed to providing quality learning opportunities for social entrepreneurs, community businesses and social sector leaders. 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.

### **Firstly, our commitment to inclusion**

Diversity is a fact of life. Inclusion is a choice and a practice - for organisations and individuals. At the School for Social Entrepreneurs, our aim is to drive inclusion into every area and activity of what we do: from access to programmes, to grant investment, to board, staff and partnerships.

However you identify, we would like to hear from you. In our commitment to continue to diversify our teams, freelance staff and programmes, we are particularly keen to hear from those who identify as: being from black, Asian and minority ethnic (BAME) backgrounds; LGBTQ+; and those with disabilities.

If you require any reasonable adjustments during our recruitment processes, including assistance with reading this page or documents linked to below, please contact [recruitment@sse.org.uk](mailto:recruitment@sse.org.uk)

# About the role

## Purpose

The Finance function is managed by the Chief Operating Officer. The role of the Finance Team is to maintain SSE's financial integrity, security and viability and to provide financial management information. The Finance Team ensures that the organisation's finances are effectively planned, managed and monitored; its assets secured; that SSE meets all statutory requirements; comprehensive financial records are maintained, and financial best practice is applied in all SSE operations

We are looking for someone to provide vision and leadership to SSE's finance function and ensuring that it is adequately resourced and appropriately structured to provide excellent financial and management accounting services to the organisation.

The purpose of this role is to provide support to the Chief Operating Officer (COO) and the wider organisation in matters of financial strategy and business planning, and to provide detailed financial management for the organisation. This includes advising the Senior Management Team on all matters of financial strategy, planning and control, ensuring the financial requirements for SSE's strategic plans are determined and leading on the preparation of the annual organisational budget for adoption by the Board. The postholder also liaises closely with the Chair of Finance and Resources Committee on financial and governance matters. This role is responsible for ensuring that proper internal controls are in place to safeguard SSE's assets and that statutory, legislative and other financial reporting requirements, including donor requirements, are complied with to preserve SSE's reputation for timely and transparent accountability

The Head of Finance reflects the requirements of a broad range of stakeholders by collaborating with cross-business and functional teams.

The postholder currently manages a Senior Finance Officer who in turn manages three Finance Officers

## Job description

### Key responsibilities

Liaising with colleagues across SSE as appropriate, and managing the Finance Team, the Head of Finance is ultimately responsible for:

#### Strategy

- To support the COO in developing, implementing and reviewing corporate financial policies, procedures and strategies which enable IA to manage its

financial affairs efficiently and effectively in order to achieve its overall aims and objectives;

- To liaise closely with the Chair of Finance and Resources Committee on financial and governance matters, including drafting the agenda for the quarterly FARC meetings and presenting to FARC on financial results and forecasts, and any matters relating to the Annual Report and external audit;
- To develop and implement systems for financial and business planning, monitoring and control of SSE's financial resources, taking into account the short, medium and long term needs of the organisation;
- To account for SSE's income and expenditure, for assets and liabilities and ensure appropriate financial reports and statements to the Senior Management Team, FAR Committee, Trustees and Funders;
- To design, implement and maintain a system of financial controls to ensure that assets are safeguarded and income, expenditure, assets and liabilities are correctly recorded;
- To be proactive in providing the Senior Management Team with financial analysis and information to inform and guide strategic and operational decision-making;
- To help SSE find innovative ways of addressing its needs in financial management, budgeting and reporting;
- To lead the finance team annual planning exercise, including the setting of priorities.

**Lead and manage the Finance Team in the following areas:**

#### **Controls and procedures**

- To work with the COO to ensure that SSE complies with all financial and regulatory obligations as a charity and follows best practice in the charity sector;
- To ensure segregation of duties where possible, and to perform regular and one-off checks as part of control system, and to ensure that control system is working;
- To design, document and ensure implementation of financial procedures internal to the Finance Team;
- To design, document and ensure implementation of financial procedures for the whole of SSE as required;
- To ensure that internal controls and procedures are monitored and revised on an ongoing basis;
- To work with the COO to develop and implement policies concerning all matters of taxation as they affect the operation of SSE, to optimise tax advantages offered by SSE's charitable status.

#### **Statutory, Legislative and Other Financial Reporting Requirements**

- To produce full annual statutory accounts for audit in line with the Charity SORP, company law, and relevant UK GAAP and be the main point of contact for auditors in the course of the audit;
- To ensure that any VAT obligations are understood and promptly met
- To ensure that satisfactory audit arrangements exist internally and externally, that these are cost-effective and timetables agreed with the auditors are met.

### **Management Reporting**

- To produce monthly and quarterly management accounts and reports;
- To develop reporting to meet the needs of Board, Senior Management and budget-holders, in consultation with the COO, budget-holders and others;
- To lead the development of targeted, appropriate, timely and accurate financial information for management and budget-holders;
- To provide ad hoc financial reports and statements as required by management and budget-holders;
- To attend financial SMT and FAR Committee meetings to assist in interpretation of accounts and reports.

### **Budgetary controls**

- To be responsible for the preparation of annual budgets and cashflow forecast ensuring that management information is provided to monitor progress against those budgets and ensure that control processes are in place to authorise expenditure within budgets;
- To ensure that budgetary control is adequate in all parts of SSE and to make recommendations for improving budgetary control;
- To assist in identifying and evaluating financial risks to the organisation and proposing appropriate action.

### **Bank accounts, investments, cash flow**

- To manage SSE bank accounts and manage ongoing relationships with SSE's bankers;
- To ensure appropriate investment management policies are in place and monitor investment performance;
- To develop and maintain appropriate systems for identifying, recording and keeping running balances of restricted and unrestricted cash flows.

### **Payroll, purchase ledger and other payments; income control and recording**

- To ensure that these functions are adequately carried out by the finance team.

### **Grants from Funders**

- Assisting relevant staff with production of financial reports for grants within specified donor formats, working with budget holders to ensure accuracy and compliance;
- Advising on key donors' regulations/guidelines and advising budget holders on relevant compliance issues related to financial management of their grants;
- Overseeing inputs to financial reporting;
- Advising on financial information and budgets in funding applications including guidance on costs to be included within proposals.

### **Grantmaking**

- Management of grants to beneficiaries (using Salesforce software)

### **Training and Capacity Building**

- To provide orientation and training to SSE staff in budgetary control and financial procedures;

### Collaboration across SSE

- In particular working closely with the Directors of Development & External Affairs, Programmes & Learning and their teams

### Pensions

- To be responsible for pension administration, including auto-enrolment

### Budgetary Management

- To prepare the Finance Team budget and to ensure that activities are delivered within budget

### Line Management

- To ensure an adequately resourced and appropriately structured and Finance function;
- To line manage one Senior Finance Officers and oversee the management of three Finance Officers, including job design, recruitment, induction, development, review and management of performance;
- To ensure that the recruitment, management and training of the Finance Team are directed towards achievement of the Finance Team strategic plan and SSE's strategic aims.

### General

- To contribute to SSE-wide issues including policy and strategy.

## Key relationships

The post-holder will report to the Chief Operating Officer. The postholder currently manages a Finance Manager who in turn manages three Finance Officers.

## Person specification

### Education

Essential	Desirable
Qualified accountant - member of a recognized professional accounting body	Management Qualification (eg. MBA)

### Experience

Essential	Desirable
<ul style="list-style-type: none"><li>• Minimum of five years' relevant work experience</li><li>• Experience of project / grants financial management including bids and tenders</li></ul>	<ul style="list-style-type: none"><li>• High level of involvement with financial software, including report writing</li></ul>

<ul style="list-style-type: none"> <li>• Experience in producing financial statements in line with generally accepted accounting principles, and statutory returns in the voluntary sector</li> <li>• Proven experience providing leadership, management, direction and motivation to a team</li> <li>• Experience of scoping out and introducing a new finance software package</li> <li>• Experience of systems development</li> <li>• Experience of setting and achieving targets and producing work of high quality to tight deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of introducing and implementing a new finance software package</li> <li>• Experience of VAT as it applies to charitable activities</li> <li>• Experience of introducing and implementing a system of internal audit</li> <li>• Experience of project design, implementation and monitoring</li> </ul>
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## Knowledge & Skills

Essential	Desirable
<ul style="list-style-type: none"> <li>• Strong financial and management accounting skills</li> <li>• Strong management accounting skills</li> <li>• Knowledge and skills to undertake detailed financial analysis including business planning and budgetary modelling</li> <li>• Strategic thinker with excellent planning, implementation and monitoring skills</li> <li>• Strong skills as a leader and people manager</li> <li>• Clear understanding of the relationship between good financial management and achieving the aims of the organisation with ability to design systems and processes accordingly</li> <li>• Good interpersonal communication and presentation skills, including the ability to explain financial issues to non-finance trained personnel</li> <li>• Excellent written skills, including research/report writing and editing</li> </ul>	<ul style="list-style-type: none"> <li>• Conversant with Salesforce</li> </ul>

- Proven computer literacy (Word, Excel & Outlook)

## Values and Mindset

We want to work with (and continue to develop) individuals who can embody and demonstrate the following values and mindset

Values	Mindset
<p><b>Collaborative</b> We achieve more when we work as a supportive team and partner with others. We have fun together. We ask others for help so we can find solutions.</p>	<p><b>Service</b> Friendly, with a positive attitude; with an understanding that we are in service to our social entrepreneurs and fellows and are committed to providing the best possible experience at SSE.</p>
<p><b>Trusting</b> We believe in each other. We rely on open, authentic relationships. We do what we say we're going to do. We take ownership and responsibility for our actions.</p>	<p><b>Commercial</b> You understand how our income model works and our place in the sector. You will know what our core offer is, why we do what we do, in the way that we do. You understand that everyone is an advocate for new business and can help demonstrate efficiency and commercial awareness.</p>
<p><b>Inclusive</b> We want people to feel safe in being themselves, to maintain wellbeing and to bring their unique strengths and voices to the table. We over-represent the under-represented. We honour lived experience.</p>	<p><b>Agile and flexible</b> Agility is the ability to move quickly and easily. Flexibility is the ability to react to new environments or changing requirements.</p>
<p><b>Entrepreneurial</b> We innovate with purpose to create value and deliver results. We are bold and ambitious in our thinking, creative and resourceful in our action. We are committed to impact.</p>	<p><b>Can do</b> Solutions focussed, resourceful and adaptable. Will always think 'how might we achieve this.'</p>
<p><b>Always Learning</b> We listen to understand. We are passionate about learning and seek to constantly improve. We celebrate failure as well as success.</p>	<p><b>Passionate</b> Someone who is enthusiastic about social entrepreneurship / social enterprise and its contribution to the economy and society.</p>



## Key details

<b>Salary:</b>	Starting salary £50,042 -£58,872 (subject to skills and experience) + 5% pension
<b>Hours:</b>	35 hours per week
<b>Annual leave:</b>	25 days pro-rata
<b>Contract:</b>	Permanent
<b>Flexibility:</b>	Occasional evening / weekend work and travel within the UK may be needed, especially where support is required by the SSE Network
<b>Location:</b>	The postholder will be expected to spend some time at SSE's London Bridge office but we adopt a hybrid working approach allowing flexibility to work from home.

Please note, we are unable to accept applications from candidates who require visa sponsorship. Roles advertised as flexible or remote location require candidates to be UK-based.

## To apply

To apply visit: <https://app.beapplied.com/apply/sk0bda5a4q>

**Application deadline:** Midnight on Sunday 21<sup>st</sup> November 2021

Interviews will be held Monday 29<sup>th</sup> November or Tuesday 30<sup>th</sup> November 2021

*SSE is committed to eliminating discrimination and actively encouraging diversity amongst our workforce by developing a staff team that mirrors the rich diversity found in our student population.*

*We will not discriminate with reference to age, gender, sexual orientation, race, colour, religion, marital status or disability.*

## Diversity Monitoring

SSE is committed to eliminating discrimination and actively encouraging diversity amongst our workforce and board by developing a team that mirrors the rich diversity found in our student population.

We will not discriminate with reference to age, gender, sexual orientation, race, colour, religion, marital status or disability.

In accordance with the provisions of the General Data Protection Regulations (GDPR) 2018, the information you provide will be held confidentially and can only be used if you give us your consent.

*As part of any recruitment process, SSE collects and processes personal data relating to job and volunteer applicants. We are committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Our data protection policy can be found here: <https://www.the-sse.org/your-data/>*

# Job Applicant Privacy Notice

As part of any recruitment process, SSE collects and processes personal data relating to job applicants. We are committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

## What information does SSE collect?

SSE collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK;

SSE collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

SSE will also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

## Why does the organisation process personal data?

SSE needs to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, SSE needs to process data to ensure that it is complying with its legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

SSE has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job

applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment, and decide to whom to offer a job. SSE may also need to process data from job applicants to respond to and defend against legal claims.

For some roles, SSE is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

SSE will not use your data for any purpose other than the recruitment exercise for which you have applied.

## **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team and interviewers involved in the recruitment process.

We will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. SSE will then share your data with former employers to obtain references for you.

SSE will not transfer your data outside the European Economic Area.

## **How does SSE protect data?**

SSE takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

## **For how long does SSE keep data?**

If your application for employment is unsuccessful, SSE will hold your data on file for 12 months after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

## Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require SSE to change incorrect or incomplete data;
- require SSE to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask SSE to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override SSE's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact [office@sse.org.uk](mailto:office@sse.org.uk). If you believe that SSE has not complied with your data protection rights, you can complain to the Information Commissioner.

## What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to SSE during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

**Data controller: School for Social Entrepreneurs, 2<sup>nd</sup> Floor, 139 Tooley Street, London SE1 2HZ**

**Reg. Charity in England & Wales (1085465)**

**HR Data Protection Contact: Helen Moules [helen.moules@sse.org.uk](mailto:helen.moules@sse.org.uk)  
020 7089 9120**