

Terms of Reference Senior Finance Consultant

December 2021

We are seeking a suitably qualified and experienced part time consultant to lead SSE's Finance Team, ensuring continuity in business as usual and leading on urgent special projects from early January for approximately 3 months.

This is a contract opportunity. Deadline for applications: by midnight on Monday 20th December 2021.

About SSE

We run courses that equip people to start, scale and strengthen organisations that make a positive difference. We help 1,000 people a year develop the skills, strengths and networks they need to tackle society's biggest problems. In turn, they help 3.4 million people in need.

Today we work internationally, with teams across the UK, Canada and India. But we're not a traditional school. Learning with SSE is inspiring, action-based and accessible. We support people in other ways too, such as funding and mentoring. Together, we're changing lives and transforming communities.

The Issues

SSE's Head of Finance will leave in mid-December, and it is unlikely that she will be replaced before early 2022. She has kindly agreed to work 1.5 days a week from January until her successor is in post. Nevertheless, this will leave a capacity gap in terms of urgent project work and business as usual.

Specifically, in the period January – March budgeting and planning for 2022/3 will take place. It is essential that we have adequate capacity to complete this exercise on time. At the same time, SSE's current finance software and systems are no longer fit for purpose. They require upgrading to accommodate the increased volume and complexity, with users across the organisation upskilled accordingly. In parallel, and pending completion of this exercise, we are aiming to introduce a number of short-term "quick fixes" to make the current finance software more user friendly and ensure that information contained in it is up to date. We are also aware that we may soon reach the threshold for VAT and need to understand and address this in a timely fashion.

The task

1. Ensure continuity in business as usual: provide leadership and financial oversight to the Finance Team, ensuring quality and timeliness of outputs
2. Provide support as required to the former Head of Finance with budgeting and planning for 2022/3

3. Design and lead the project for upgrading SSE's current finance software and systems
4. Oversee the introduction of cost-effective short term "quick fixes" to make the current finance software more user friendly and ensure that information contained in it is up to date.
5. Research VAT implications for SSE and provide guidance on next steps

Project timescale

From early January for approximately 3 months on a part time basis. The consultant will be available 2 - 3 days a week with flexibility around days / times

Deliverables

- Finance software and systems:
 - Completed feasibility study with costings and recommendations
 - Costed project plan for upgrading SSE's current finance software and systems
- Introduction of cost-effective short term "quick fixes" to make the current finance software more user friendly
- Information contained in the current finance software fully up to date
- Report with recommendations on VAT implications for SSE

The Consultant

The Consultant will have demonstrable experience of managing a finance function (preferable in a small / medium sized charity), including annual budgeting and planning. S/he will have led on the introduction of new finance software and systems in a comparable organisation and have a good understanding of VAT implications for UK charities.

Expressions of interest

Expressions of interest must include the following information:

1. Personal/company profile
2. Proposed methodology (including timeline)
3. Costings
4. Track record of similar work

Please submit your proposal for the work by midnight, Monday 20 December 2021 to sue.mccready.kt@sse.org.uk