



Greener and Cleaner – Head of Finances and Resources

APPLICATION PACK

- **Role Overview**
- **Role Background**
- **About the role and who we are looking for**
- **How to Apply**
- **Job Description**

ROLE OVERVIEW

JOB TITLE:	Head of Finance and Resources
CLOSING DATE:	Monday 9 th January 2023, 10am
SALARY:	£41,000 pro rata. (0.4)
BASIS:	12 months fixed term contract
SECTION:	Finance & Resources
LOCATION:	Community Hub, The Glades, Bromley, BR1 1DN and/or working from home
REPORTING TO:	Managing Director (being recruited concurrently), in interim to Chief Strategy Officer
RESPONSIBLE FOR:	Finance Officer, HR & Admin Support Officer, Technology & Processes Officer
HOURS:	15 hours per week (0.4 FTE). We are open to a flexible work pattern and home working with some in-person meetings.

ABOUT THE CHARITY:

Greener and Cleaner (G&C) grew out of the community. It was started in 2019 by a group of passionate and ambitious local residents in Bromley to activate local people in response to the environmental challenges our planet faces.

We are a truly grassroots organisation, having been initiated, and mostly run, by volunteers to date, with events and activities co-produced with our wider community. We are committed to working in collaboration, growing together, improving our neighbourhood and lowering impact.

In 2021 we achieved charity status and have now grown to over 7,000 members and around 90 volunteers who regularly give up their time to teach, help and deliver impactful activities.

We value working in partnership and recognise and celebrate participation of our team, volunteers and communities. We respect people and value diversity and work to create inclusive, non-judgemental spaces that are vibrant and regenerative places to work and volunteer; ensuring a positive work life balance and a joyful and optimistic team culture.

Transition

The charity is currently in transition to a more professional footing. In March 2022 we won our first funding and took on our first paid staff, and now have 8 part-time PAYE roles and 11 paid contractor roles. We will have a turnover this year of around £340,000, with funding from BEIS, the National Lottery, Bromley Council, crowdfunding and other trusts and donations. The volunteer leadership team who have been leading the establishment and direction of the charity are now looking to hand over operational and delivery management to senior paid roles, including a Director and Head of Finance and Resources, as part of a restructuring process.

We are currently developing our next three-year strategy (2023-25) focusing internally on ensuring stability for the charity, after a period of rapid growth, and developing clear processes. Externally we are ambitious in activating our community to help address climate change, increase biodiversity and enable all elements of the community to engage with the skills needed for a lower impact future. The Head of Finance and Resources will come in during the finalisation of this strategy and will have the opportunity to influence final direction and focus.

Current delivery programme

Greener and Cleaner aims to enable, encourage, exemplify and engage residents on climate change and sustainable living and runs activities across this spectrum. We set up and run The Greener and Cleaner Hub in The Glades shopping centre in Bromley, which is located in a prime part of the shopping centre close to HMV and McDonalds. The space is open 5

days/week (closed Tues and Wed) and is manned by both paid staff and volunteers. It houses a Library of Things; provides advice to the public on all aspects of sustainability-focused behaviour change and hosts at least two free public workshops a week- these range from sewing skills to energy saving advice to building resilience to addressing eco-anxiety.

We also run a youth and schools outreach programme, we have hosted an annual schools eco-networking event since 2019, and are running a sustainable fashion programme with schools across the borough. We champion residents to use their voices to encourage change and ran the borough's first environmental hustings in 2019.

In addition, the funding that the charity has received from BEIS allows us to document our activities and story and actively support other groups trying to set up similar projects across the country.

ABOUT THE ROLE

Greener and Cleaner (G&C) are looking for the first Head of Finances and Resources for the charity, who will report to the Managing Director (once in role, to the Chief Strategy Officer in the transition period). This role will ensure the effective management of the organisation's financial, physical, information and people resources. It will support the Managing Director in strategic and operational planning, governance and compliance of the organisation, both long-term and day-to-day. The role is responsible for Finance, Governance, People, Legal (including Data), IT and Facilities management, leading a team of two part-time staff (Finance Officer, HR & Admin Support Officer).

The role will be integral in ensuring that we adhere to charity governance obligations; manage finances and resources effectively and efficiently producing timely accounts; develop the charity's processes internally including embedding our finance and time management system within the organisation; that our projects are delivered to budget and that our people are not only supported, but can grow. Core to the role will be identifying and implementing continuous improvement to finance procedures and controls.

Areas of focus of the role over the next six months will be on:

Delivery and development- Working alongside delivery staff to introduce clear monitoring systems and ensure our funded programmes are delivered on time, to budget, with impact; Contributing to developing funding bids to ensure programmes are accurately costed and that full-cost recovery is applied. Ensuring the Hub is run smoothly, effectively and efficiently. Developing an individual-giving and corporate fundraising offer.

People and community management: Leading and directly managing our team of supporting HR, finance and admin team members; helping develop the organisation's culture and team,

to make Greener and Cleaner an inclusive, vibrant and regenerative place to work and volunteer; ensuring a positive work life balance and joyful working culture is developed.

Strategy and governance: Ensuring that all charitable financial, legal and operational processes are completed on time and with accuracy; ensure that the Hub adheres to legal and regulatory requirements.

Internal systems and processes- Ensuring impact data is collected at all key interactions; overseeing the introduction of a new CRM system; taking ownership for the development of internal systems, policies and processes.

Financial oversight- ensuring that payroll and expenses activities are carried out efficiently; ensure the timely production of monthly management accounts to lead decision-making; lead on the production of year-end statutory accounts and liaison with external auditors; income forecasting and oversight of fundraising effectiveness, ensuring sufficient operational income for the year ahead.

WHO WE ARE LOOKING FOR:

We are looking for someone who has had experience running the finances (and ideally the human resources) for a small charity or a substantial delivery programme, who is experienced in charity financial management including control, reporting and planning; who enjoys leading and managing people and introducing processes to help drive a positive working culture; who understands and has taken responsibility for charity legal and governance requirements and human resources and administration procedures.

You will be extremely organised and reliable, a steady pair of hands, excited to work with a very new organisation, able to develop and introduce policies and procedures and always seeking ways to enhance the operational service of the charity. You will be happy to work relatively autonomously.

NEXT STEPS & HOW TO APPLY

If you think you might be interested and meet most of our requirements, please send the following:

- A CV;
- A covering letter (of no more than 2 sides A4 explaining how you meet the requirements of the role);
- Please send the above to jobs@greenerandcleaner.co.uk by the deadline above. If you would like an informal chat first about the role please drop us a line at the same email address and we will arrange this.
- If this way of recruitment does not work for you for health reasons please get in touch.

RECRUITMENT TIMETABLE

Applications open: Friday 9th December

Applications close: Monday 9th December, 10am

First interview: 12th /13th January

Second interview: tbc

EQUALITY & DIVERSITY

Greener and Cleaner is committed to promoting inclusion and diversity. The Greener and Cleaner Hub is in a shopping centre with step-free access. We welcome and encourage applications from all sections of the community.

Please note: The successful candidate will be subject to a reference and enhanced DBS check, in line with Greener and Cleaner's Safer Recruitment policy.

JOB DESCRIPTION: HEAD OF FINANCE & RESOURCES

JOB TITLE:	Head of Finance and Resources
CLOSING DATE:	Monday 12 December, 10am
SALARY:	£41,000 pro rate. (0.4)
BASIS:	12 months fixed term contract
SECTION:	Finance & Resources
LOCATION:	Community Hub, The Glades, Bromley, BR1 1DN and/or working from home
REPORTING TO:	Managing Director (being recruited), in interim to Chief Strategy Officer
RESPONSIBLE FOR:	Finance Officer, HR Officer, Technology & Processes Officer, Programme Resources Officer, Admin Support Officer
HOURS:	15 hours per week (0.4 FTE)

ROLE:

- To develop and manage financial strategies, controls and procedures, which ensure the effective financial management of the organisation;
- To deliver efficient financial management administration in an accurate and timely information to inform effective decision-making;
- To manage all aspects of governance including policy, procedures and people management;
- To manage and lead all operational processes including IT, Cyber Security, Data processing, administration, payroll and pension, operational plans and management, statutory compliance and reporting;
- To manage all aspects of HR and help the organisation develop a vibrant and optimistic working culture, of mutual support, trust, commitment and professional behaviour.

MAIN TASKS:

- Management of all finances, administration and procedures;

- Ensure all necessary and best practice governance compliance, controls and reporting;
- Oversight of all aspects of data processing, storage, output and compliance;
- Provide financial, resource, legal and governance support to colleagues;
- Oversight and management of all aspects of effective operations including health and safety, and provisions;
- Management of all utilities, IT, cybersecurity, telephones and provisions;
- Management of all aspects of human resources and people management, including legal compliance and provision, staff benefits and retention, safeguarding, recruitment, training and inclusion.

KEY DUTIES AND RESPONSIBILITIES

Financial administration

- Deliver monthly management accounts, dashboards, and progress against KPIs using our accounting software Xero;
- Lead on the production of the year-end statutory accounts in line with SORP and in liaison with external auditors;
- Manage reserves policy annually and any remuneration reviews;
- Ensure the effective management of the organisation's cash being the main point of contact for the organisations' bankers;
- Lead on the annual budgeting and quarterly reforecasting processes;
- Develop and implement financial policies and procedures including the development and maintenance of a Financial Procedures Manual;
- Provide systematic weekly, monthly, quarterly and annual accounting routines;
- Oversee and ensure compliance with financial reporting requirements for all funders;
- Provide support, identify training and advice on financial management to colleagues and stakeholders;
- Ensure monthly payroll payments (via Citrus HR) for contractors and staff;
- Ensure that (a) pension scheme/s is/are provided in line with legal requirements and that all payments and staff deductions are processed in a timely manner as well as proactively exploring advantageous pension benefits for staff.

Governance, Operations & Compliance

- Complete fiduciary responsibilities in the role of Company Secretary, ensuring compliance with regulators including HMRC, Charity Commission, Companies House and The Pensions Regulator;
- Ensure all accounting, tax and regulatory/compliance issues and ensure compliance with reporting and payment deadlines;
- Manage the appointment of, and arrangements for, external auditors;
- Lead on the preparation for, and attendance at, Board meetings and ensure, with relevant staff support, the organisation of meetings, policy development, practices, compliance, support of trustee recruitment and development;
- Coordinate an annual Board Plan for meeting agendas and Board calendar in consideration of annual operational and statutory requirements;
- Ensure that the website and media channels have all necessary and up-to-date legal and compliance information, as well as published annual accounts and reports;
- Oversee all aspects of IT and telephones, including robust cyber security and necessary equipment;
- Oversee the coordination of the design, authoring and production of the Trustees Annual Report and Accounts, taking a leadership role on the input of statutory, governance and financial information;
- Oversee and ensure that risk is effectively identified and managed across the organisation, including the formulation and monitoring of organisational risk registers;
- Ensure all appropriate insurances are held for the organisation, including those for staff benefits and operations;
- Ensure appropriate legal support to the organisation, seeking advice where appropriate and lead on action to ensure compliance with relevant legislation and best practice;
- Oversee and ensure, that all data entry processes and inputs are efficient, accurate and cover all necessary requirements for effective working;
- Ensure compliance with all necessary regulations as well as best practice for all data capture, management, handling and secure storage (digital and physical) in line with regulatory guidelines and requirements including those outlined in Gift Aid, GDPR, Fundraising Regulator and Charity Commission (and any other legal body) compliance
- Monitor the external operating environment, including the regulatory, financial and charity sectors, and advise on any action required.

Strategic Leadership

- Provide integral, accountable and values-based leadership and strategic direction to staff across the organisation (and specifically those within the Finance & Resources

Team), including deputising, when, for the Director, especially on matters related to financial management, operations and governance;

- Lead on the development of robust work plans that operationalise the strategic plan, for Finance and Resources, and ensure the coordination of central operational plans for the whole organisation;
- Provide financial and operational input for the development of strategic and business plans for the management of all organisational resources;
- Support the programme team in programme planning and budget developments for new programmes and fundraising bids;
- Inspire and support innovation and learning in the development of the organisation's financial and operational management;
- Encourage and deliver a learning culture for all staff through relevant training and learning provision across the organisation
- Ensure and model values-based people management and practices are in place and implemented and that these aid a regenerative, joyful and inclusive work and team culture;
- Ensure familiarity with, and adherence to, our organisational policies and procedures across the organisation;
- Ensure that a comfortable, efficient and safe work environment is maintained and that all required equipment and provisions are made for hybrid and home working.
- Lead in the development of the IT, Data and Digital strategy
- Lead and develop all organisation policies and plans, including equal opportunities, security, health & safety, safeguarding and business continuity.

Line Management and People Management

- Manage all aspects of people management across the organisation ensuring that best practice, staff retention, training and benefits, welfare, safeguarding and inclusion are all managed effectively and to high standards
- Provide line management, delegation, development and support to the Finance & Resources Team
- Monitor staff performance and development, set objectives and conduct appraisals and performance development reviews as appropriate.
- Support professional development across the organisation
- Contribute actively to the building of a regenerative and optimistic team culture, valuing and demonstrating principles of equality, diversity and inclusion, of mutual support, trust, commitment and professional behaviour. Leading a focus on work-life balance across the organisation.

Team contribution

- As a small organisation, it is important that all staff are able to work effectively as a team and provide mutual support. Therefore, the post holder may be called upon to assist in other aspects of the team and organisation's activities.
- This job description is not exhaustive and is liable to review following discussions with the post holder. The post holder will be expected to undertake any other reasonable duties as necessary for the delivery of the role.
- Support and comply with G&C's guidance on branding, tone of voice and key messages, positively contributing towards raising G&C's profile.
- All employees have a duty under the Health & Safety at Work Act to ensure that their working environment is free of hazards that may prove injurious to themselves, their colleagues, and all those engaged in the charity's activities.

Person specification: Finance, Payroll and Administration Officer

Specification	Essential	Desirable
Qualifications/Knowledge		
• Financial/Accountancy knowledge	X	
• Financial Qualification (ACA, CIMA, ACCA)		X
• Good working knowledge of charity law, obligations and governance	X	
• Knowledge of accounting software Xero		X
• Knowledge of Citrus HR		X
• Knowledge of payroll process	X	
• Knowledge of human resources and people management, including legal compliance and provision, staff benefits and retention, safeguarding, recruitment, training and inclusion.	X	

Skills		
• Attention to detail when working with financial information	X	
• Self-starter able to self-motivate and manage own workload and prioritise strategically	X	
• Confident leadership style which adapts to part time and volunteer staff needs	X	
• Effective time management, ability to work under pressure and meet deadlines	X	

• Numerate and confident planning and operating charity management budgets	X	
• Extremely IT literate and used to overseeing the development of computer based solutions		X
• Flexibility – able to adapt to changing circumstances	X	

Experience		
• Designing project and operational budgets		X
• Managing budgets and finance for a small organisation or delivery programme	X	
• Managing HR for a small organisation or delivery programme		X

Charity Knowledge		
• Interest in local and global environmental issues	X	