

**Candidate Information Pack**

**Finance and Operations Manager**

**£37,000–£42,000 (pro rata, 2.5 days/17.5 hours per week)[[1]](#footnote-1)**

**Please find:**

## Background Briefing

## Job Description and Person Specification

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## The Recruitment Process

## Equal Opportunities Monitoring Form (download)

**For background information on the National CLT Network visit**

www.communitylandtrusts.org.uk

**Background Briefing**

**Why join us?**

Would you like to join a dynamic organisation that is behind a growing movement of people building genuinely and permanently affordable homes? Will you enjoy working in a small team to embed the culture, systems and processes to make us thrive?

Community Land Trusts (CLTs) are a vital force for social good. They are local organisations set up and run by local people to develop and manage homes as well as other assets important to that community, like community enterprises, food growing or workspaces. The CLT’s main task is to make sure the homes are genuinely affordable, based on what people actually earn in their area, not just for now but for every future occupier. The CLT movement is growing fast as more and more people are feeling the impact of the housing crisis and are deciding to take matters into their own hands.

CLTs and the wider community-led housing movement have gained momentum over recent years, particularly following the commitment from Government to invest £300 million in the sector. The sector is now on the cusp of significant expansion and there is real potential to move it from a niche emerging market into the mainstream. Our goal is for anyone, anywhere, to be able to set up a CLT.

We are a small, dynamic, ambitious and growing organisation. The Finance and Operations Manager is a new senior post. Working closely with the Director and Administrator you will be instrumental in ensuring the smooth running of the organisation, that we have sustainable finances and that we arefostering staff well being and engagement.

**More about the National CLT Network**

The National CLT Network was established in 2010. As the national Charity for CLTs in England and Wales, it represents and supports 240 CLTs nationwide and is a membership body.

The National CLT Network provides funding, resources, training and advice for CLTs and works with Government, local authorities, lenders and funders to establish the best conditions for CLTs to grow and flourish. In the short time that the organisation has been around it has achieved a significant amount and is known as one of the most effective lobbying organisations in Westminster. Some of the notable achievements include:

* Securing £300m Government funding for community-led housing;
* Securing a full exemption from the Government’s 1% cut in social rents;
* Successfully delivering major grant programmes that enable CLTs to get established and start to deliver homes;
* Significantly raising the political and public profile of CLTs, including among Cabinet Ministers, MPs (70 MPs were engaged on one campaign), policy makers and key partners;
* Leading on work to establish the support infrastructure for the wider community-led housing sector.

These successes, alongside many others, have had the following impact:

* An eight-fold increase in CLTs, from 30 in 2010 to 240 today, and an expansion of the model into cities;
* Over 800 permanently affordable homes built by CLTs, and more than 5000 in the pipeline.

**The Organisational context for the role**

The National CLT Network has an ambitious strategy to significantly scale up the CLT movement and, simultaneously, transform the National CLT Network into a viable social enterprise. By 2021 the National CLT Network wants to have:

* Grown the number of CLTs to at least 300 nationwide and support the completion of at least 3000 permanently affordable homes;
* Transformed the National CLT Network from being almost entirely reliant on grant income, into a strong, financially sustainable and resilient social business;
* Taken a leading role in the development of the wider community-led housing sector;

We have recently recruited a Head of Programmes who, with the Director will be leading our projects:

* An exciting new EU-funded project to scale up CLTs in cities across North West Europe
* A collaborative project to grow the support infrastructure for the wider community-led housing sector including a training programme, the first national community-led homes website, and developing regional hubs of experts.

The Finance and Operations Manager role is instrumental in these ambitious plans to become a sustainable and resilient social business by developing the culture, systems and processes for the staff and organisation to thrive. While the Director and Head of Programmes and Development will be following new opportunities and raising the profile of the organisation externally, the Finance and Operations Manager will maintain their focus internally, ensuring the infrastructure is fit for purpose and that the team have appropriate resources and they feel valued and able to carry out their duties with ease.

The duties and responsibilities of this role were, until recently, part of the Director’s remit. However, since the organisation has grown and developed it became necessary to restructure the senior team and to build a new role around the financial and operational management. This role has temporarily been filled by a consultant. However, we now need to recruit a permanent member of the team to undertake this important role, which will be key to our on-going development and success.

**The role**

Working closely with our small and ambitious team, this role will work at a senior level to ensure the National CLT Network has appropriate and sustainable resources to meet our strategic aims and thrive as an organisation.

The challenges and opportunities are manifold, including:

* Ensuring we are financially robust, setting appropriate budgets and managing spending;
* Ensuring that the culture, systems and processes enable the organisation to thrive;
* Overseeing a governance review, working closely with trustees to ensure we make the most of their diverse skills;
* Supporting the Director in cementing partnership working arrangements;
* Overseeing an office move to another part of the building with the support of the Administrator;
* Reviewing our accountancy needs and the need for an external audit;
* Should a major funding bid be successful, driving the recruitment of 5 new members of staff.

**The person**

In order to achieve the National CLT Network’s vision and goals, the Network needs to recruit a team player who will bring finance and organisational skills and champion change projects across the organisation. This is an exciting and career-enhancing role. It could be the right opportunity for a range of potential candidates. Your motivations might be many and varied – from wanting to develop your career in finance but in a charity setting, to having a passion for HR and organisational development, or perhaps because you are an office manager and want more responsibility and leadership, amongst other possible reasons. Whatever your motivations, the National CLT Network would like to hear from you — particularly if you enjoy a variety of tasks and challenges, have good attention to detail, like to drive change, and enjoy working with a team enable their goals. You will also feel strongly about the importance of social justice and the difference that CLTs can make.

**JOB DESCRIPTION**

**Job Title:** Finance and Operations Manager

**Salary:** £37,000 to £42,000 (pro rata, 2.5 days[[2]](#footnote-2)), plus 30 days holiday and generous pension and benefits

**Location:** Borough/London Bridge, SE1

**Contract:** Permanent

**Responsible to:** Director

**Responsible for:** The Administrator

**Works closely with:** All National CLT Network team members

Trustees

Accountants

**Purpose of the Role:**

* To ensure the organisation runs smoothly, that it demonstrates excellence in financial management and that operations are appropriate, effective and financially sustainable.
* Reporting into the Director, ensuring that legal and contractual obligations are fulfilled.
* Ensuring staff feel supported and facilitated to complete their roles through effective HR.
* Assisting the Director in fulfilling the obligations to the board of trustees.

**Duties**

***The following is a list of all duties required, many of which will be occasional or cyclical tasks.***

**Financial Strategy and Planning**

* Working with the Director and budget holders, develop annual budgets and financial forecasts, setting appropriate models for day rates and contribution to overheads and core work;
* Set up a process for monitoring and maintaining good cash flow within the organisation;
* Work with trustees, the Director and colleagues to assess and manage financial risk and maximise the impact of the organisation’s financial resources.

**Financial management and administration**

* Working with the Director and colleagues, have responsibility for the day-to-day financial management including producing management accounts, and tracking spend against budgets and managing costs, including all overhead costs.
* Prepare sound and accessible financial information for a range of needs including:
  + The Annual Statement of Financial Activities (using Charity SORP), working with the Accountant;
  + Quarterly financial report to the board, including management accounts;
  + Other financial information and reports to trustees to enable effective financial decision making;
* Working closely with budget holders to ensure finances are understood and well managed;
* Working with Head of Programmes and Development, review financial viability of projects spotting trends and factors for improvement;
* Managing and liaising with the accountants and payroll support to ensure annual accounts are delivered to a good standard;
* Working with the Administrator, ensure timely payments of tax, suppliers and salaries;
* Overseeing the financial record-keeping of the Administrator.

**Governance**

* Ensuring that the board are aware of the roles and responsibilities through maintaining accurate role descriptions and a trustee handbook;
* Working with the Director, support the recruitment and selection of new Trustees and be responsible for trustee induction;
* Leading on the preparation of the annual report of the trustees;
* Leading on the collation and timely circulation of board papers.

**Legal and compliance**

* Taking responsibility for ensuring that the National CLT Network is compliant with relevant regulations and legislation such as HMRC, Charity Commission, ICO, keeping colleagues informed.
* Ensuring that key risks are identified and managed and that a risk register is maintained;
* Acting as the data protection officer: monitor internal compliance, inform and advise on data protection obligations, provide advice regarding Data Protection Impact Assessments (DPIAs) and act as a contact point for data subjects and the supervisory authority;
* Reviewing contracts, service level agreements and MOUs ensuring negotiating on behalf of the charity;
* Being the first point of contact with the National CLT Network’s lawyers if needed.

**Human Resources**

* Ensuring staff retention and development through increasing employee engagement;
* Leading on encouraging a healthy and positive work–life balance for all staff, and a positive work culture;
* Taking responsibility — with assistance from external advisors — to ensure HR policy and procedures and systems are compliant with legislation, up to date, meeting best practice and ensure that they are followed by staff;
* Creating, maintaining and ensuring staff follow effective performance and line management processes, including appraisals;
* Ensuring staff members understand their duties and expectations, by having up to date job descriptions that are agreed and understood by staff and their line managers;
* Managing recruitment, selection and induction of new staff with the support of the Administrator and external consultants, creating and maintaining appropriate standard templates and processes;
* Ensuring employment contracts are up to date and protect the charity;
* Overseeing changes to the staff handbook with the support of the Administrator;
* Contributing to the annual salary review and development of grading structure;
* Ensuring the National CLT Network has an appropriate pension scheme and lead on the development of other staff benefits.

**Operational effectiveness**

* Leading on encouraging effectiveness at work and productivity initiatives;
* Supporting the development and implementation of improvements to the systems, policies, processes and practices, and ensure the Administrator is keeping the operations manual up to date and relevant;
* Leading on health and safety, keep up to date with policies, equipment, procedures and systems and ensure compliance with legislation;
* Running health and safety risk assessments and oversee the implementation of improvements and actions arising from this.

**Procurement, suppliers and facilities**

* Ensuring that the organisation has an appropriate and affordable office space, including leading on lease negotiation and managing office moves, with support from the Administrator;
* Ensuring effective key support organisations are in place including HR, lawyers, IT support and accountants - review periodically to ensure effectiveness;
* Leading the management of major supplier contracts, including negotiation and contract review, protecting the charity and ensuring value for money.

**Information technology and systems**

* Taking the lead on the IT for the organisation, supporting the Administrator to ensure that the IT infrastructure, systems and support are fit for purpose;
* Supporting the Administrator to research and introduce new IT solutions where needed.

**General**

* Line manage and delegate to the Administrator, taking responsibility for building their role and ensuring that it plays to their strengths;
* Play a proactive and leading role in the development of the National CLT Network;
* Take part in team meetings.

**Other**

* The National CLT Network is a small organisation and the postholder will be required to take on other responsibilities and duties in support of our work, as may reasonably be required.

**Person Specification - Finance and Operations Manager**

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| **Knowledge, skills and experience** | E | D |
| Experienced charity finance professional, with senior experience, a suitable accountancy qualification or equivalent and good working knowledge of the Charities SORP, charity trading and company law |  | ✓ |
| Experience of strategic planning and delivery | ✓ |  |
| Strong leadership and management skills with experience of motivating | ✓ |  |
| Strong project management skills with experience of delivering projects on time and to budget | ✓ |  |
| Experience of HR process and systems from recruitment to departure with a proven track record in enabling productive teams | ✓ |  |
| Experience of scoping and designing ICT infrastructure requirements and implementation | ✓ |  |
| Experience of training and supporting non-financial experts in finance | ✓ |  |
| Genuine value of and commitment to National CLT Network’s aims and the role it plays. | ✓ |  |

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| --- | --- | --- |
| **Personal qualities and abilities** |  |  |
| Dynamic, energetic and forward looking | ✓ |  |
| Creative and good at finding solutions | ✓ |  |
| Strong manager with the ability to work well under pressure and to organise and meet deadlines and other people | ✓ |  |
| Highly developed sense of personal integrity with respect for others | ✓ |  |
| A team player who enjoys working in a small team | ✓ |  |
| Able to travel in the England and Wales | ✓ |  |
| Enthusiastic, highly motivated and genuinely interested in, curious about and supportive of the work of CLTs and the National CLT Network. | ✓ |  |

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| **Abilities and aptitudes** |  |  |
| Ability to communicate clearly and effectively | ✓ |  |
| Ability to think clearly and strategically with strong analytical skills, able to synthesise new information quickly and accurately | ✓ |  |

**National CLT Network** **– Finance & Operations Manager**

**The Recruitment Process**

## Timetable

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| --- | --- |
| Deadline | Monday 9 July |
| Panel interviews | Thursday 12 July |
| Final Interview (if required) | Tuesday 17 July |
| Decision made & successful candidate notified | End of July |

## To Apply

If you would like to apply for this role, please complete this Application Form (on the next pages) and Equal Opportunities Monitoring Form (downloaded from [this link](http://www.allysondavies-consultant.com/job-board/equal-opportunities-monitoring-form/)), plus attach a CV outlining your career to date, with any academic and professional qualifications.

Please send your application, to Allyson Davies at [ncltn@allysondavies-consultant.com](mailto:ncltn@allysondavies-consultant.com)

**Information**

If you require any further information or you would like to discuss anything in more detail, please contact Allyson Davies at the above email, or call 020 7828 3855 or 0796 855 6164.

**National CLT Network**

**Application Form – Finance & Operations Manager**

*Please complete this Application Form* ***[please delete the preceding pages]*** *and the*[*Equal Opportunities Monitoring Form*](http://www.allysondavies-consultant.com/wp-content/uploads/2015/06/Equal_Opportunities_Monitoring_Form.doc) *and attach a CV outlining your career to date,   
plus any academic and professional qualifications. Please send your application,****by 10am on Monday 9 July*** *to NCLTN@allysondavies-consultant.com*

Full name:

Address:

Mobile phone:

Home phone:

Email:

How did you hear of this post?

Are you eligible to work in the UK?

# References

Please give details of two professional referees: your current or most recent, and a previous employer:

Current/most recent employer’s name:

Professional relationship to you:

Tel:

Email:

OK to approach: Yes/No

Previous employer’s name:

Professional relationship to you:

Tel:

Email:

OK to approach: Yes/No

**Please give details of your current income and benefits details:**

Basic Annual Salary: Annual Leave:

Pension: Employer contribution: Employee contribution:

Any other benefits:

Notice required:

##### On no more than two pages, please state:

1) Why you would like to be the Finance and Operations Manager at the National CLT Network?

##### 2) The experience and skills you can bring to this role in relation to the job description and person specification.

**DECLARATION**

I declare that the information that I have provided on this form is true and accurate, and in particular that I have not omitted any fact which may have a bearing on my application. I understand that any subsequent contract of employment with the NCLTN will be made on the basis of the information I have provided. I understand that a false declaration, which results in my appointment to NCLTN, will render me liable to dismissal without notice. I also understand that submitting this form electronically is equivalent to a signed declaration.

**Signature** [type your name] \_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** \_\_\_\_\_\_\_\_\_\_\_

1. There is flexibility for how the hours are spread throughout a week, including the option to spend some time working from home.

   [↑](#footnote-ref-1)
2. There is flexibility for how the hours are spread throughout a week, including the option to spend some time working from home. [↑](#footnote-ref-2)