

Head of Finance and Resources

DATE:

November 2018



About

Spark Inside is a young, vibrant organisation that runs coaching programmes in prisons across London and the South East, to encourage rehabilitation and reduce reoffending. We are proud that our work makes a meaningful difference to the lives of people living and working in prison, and our team of expert coaches and talented staff makes us a dynamic place to work.

Established in 2012, we have worked with over 1,000 prisoners and prison staff, in 11 prisons, young offender institutions and secure training centres. We have won various awards, including a Commendation for the Robin Corbett Award for Prisoner Re-integration 2018, and were shortlisted for the Charity Times Award Best New Charity 2016.

A pioneering and innovative charity, we are one of the first organisations to take life coaching to 15- to 25-year-old boys and men, and to use systems coaching to bring together prison officers and prisoners in UK prisons.

The Conversation is our systems coaching programme that brings together large groups of prison staff and prisoners in a facilitated group coaching process to enhance their relationships, improve empathy, and support sustained, positive cultural change on prison wings. Evaluations of our systems coaching programme show an 81% increase in positive prisoner behaviour.

Hero's Journey is our structured life coaching programme for young people aged 15-25, in prison and through-the-gates, building their motivation to change, decreasing in-prison violence and creating a pro-social identity away from crime. Evaluation of our life coaching programme has shown it reduces reoffending by one third.

It's an exciting time to join Spark Inside, as we increase our reach and impact, scale-up to deliver across the country, and are set to elevate our profile through our media and policy work. You can find out more about the impact of our coaching programmes on our [website](#) and [@Spark_Inside](#).

SPARK INSIDE COACHING IN PRISONS

"I see a different approach in how they are dealing with day-to-day issues. When you hear the officers' sides and see what they're going through, it's a struggle, and you begin to think 'you know what? It's not their fault.'"

Prisoner, The Conversation participant



"The life coaches saw the spark in me that I hadn't seen in myself for a long time, and it gave me hope that it wasn't too late to change. Now I've left prison for the last time and I'm not going back. I know I can make it."

Hero's Journey participant

About the position

Thank you for your interest in HEAD OF FINANCE AND RESOURCES

Responsible to: CEO

Hours: Full-time, permanent (35 hours)

Location: Spark Inside's office in Euston

Salary band: £40,000 - £60,000

Start date: As soon as possible (by April 2019)

Holiday entitlement: 31 days per year

Role description

The Head of Finance and Resources reports to the Chief Executive. S/he manages the finance and resources team, currently comprised of a full-time Office Administrator and external, outsourced consultants providing payroll, HR, legal and IT services.

This is a wide-ranging role for a vibrant, growing charity that undertakes groundbreaking work in prisons. The post-holder will lead on the following areas at Spark Inside:

- Financial management
- HR function
- Office systems and central administration
- Governance support and business planning

In addition, the Head of Finance and Resources will be a key member of the Senior Management Team, working closely with the Chief Executive and colleagues in the development of the charity.

Spark Inside has been in existence for seven years and has had considerable success to date, in terms of impact, reputation and funding streams. Though small (with a team of 10 staff and a turnover of £700k) the charity punches above its weight in terms of impact and influence. The time has come to strengthen the internal infrastructure of the organisation to help ensure Spark Inside continues to thrive and achieve its aims. The Head of Finance and Resources is a new permanent position (the current part-time Head of Finance position will be disestablished once the new postholder is in place and after a handover period).



The Senior Management Team comprises of:

- *Founder and Chief Executive* – leads the organisation with a strong ambassadorial and influencing role, including securing philanthropic support
- *Head of Programme Operations* – leads development and delivery of the charity's coaching programmes in prisons, including responsibility for securing contract income
- *Head of Communications* – leads marketing and communications, including responsibility for securing grant income
- *Head of Finance and Resources* – leads on internal infrastructure and back office functions.

We are looking for a qualified accountant with a proven track record in the charity sector; and also, crucially, a people-person who can confidently lead on HR and other cross-organisational workstreams. You will need a strong understanding of all aspects of running and administering a small to medium sized organisation, and excellent communication skills. We are looking for a leader who can think strategically, with a strong commercial instinct, who is also able to see the details and work in a 'hands-on' problem-solving way. In short, we need you to take full responsibility for the back office functions of Spark Inside, giving clear direction and achieving excellent results.

The HR function is a particular area for development at Spark Inside and you need to be able to lead this area with confidence and credibility. Although there is external expert advice available (you will be managing an external HR consultancy), you need to have sufficient experience and knowledge of HR management to drive this forward. You may have gained this experience in leading the HR function for a small organisation, or contributing to HR management in a larger organisation.

This role provides a great opportunity for someone to take on a role with huge scope to influence and add value. You will not only have the freedom to shape the back office functions of the charity, but also play a large part in the development and success of the whole organisation as part of the Senior Management Team.



Responsibilities

1. STRATEGY AND PLANNING:

- As part of the Senior Management Team, contribute to strategic and operational planning, including new developments
- Take a lead on updating the organisational Business Plan, co-ordinating input from others
- Update Spark Inside's Finance and Resources Strategy as needed
- Oversee frameworks for planning and monitoring organisational performance (e.g. KPIs, budgets)

2. SENIOR MANAGEMENT TEAM:

- As part of the SMT, take responsibility for the overall success of the organisation
- Maintain strong working relationships with other team members, ensuring an effective interface between own function and other parts of the organisation
- Along with other Senior Managers, deputise for the Chief Executive when appropriate
- Assist with implementing charity decisions and communicating key messages throughout the organisation
- Model Spark Inside's values and principles in your leadership role

3. GOVERNANCE:

- Act as Company Secretary, taking a lead on advising the board of their legal responsibilities
- Work closely with the Treasurer to support effective functioning of the Finance committee (e.g. produce reports, contribute to development of frameworks, administer meetings)
- Assist the Chair and Chief Executive in the administration of board meetings and board communications
- Take a lead on updating the organisational Risk Register and submitting for trustee scrutiny

4. FINANCIAL PLANNING AND MANAGEMENT:

- Produce and implement organisational budgets and forecasts
- Develop the system of budgetary control, liaising with budget holders and developing their understanding and skills
- Oversee financial administration and bookkeeping ensuring efficiency and high standards
- Support other staff with purchasing and commissioning of expenditure
- Provide timely, accessible and useful financial reports for internal audiences, and proactively develop the quality and usefulness of financial reporting and communications
- Work with external accountants /auditors to manage the preparation and audit of end-of-year accounts
- Oversee the payroll system including pensions
- Evolve and ensure adherence to finance policies and procedures

5. INCOME:

- Assist the Chief Executive with planning and monitoring income generation
- Contribute to the development of pricing models for sales, commissioning and licensing

- Provide financial information for funding bids and pitches, attending funder meetings as necessary
- Work with colleagues to ensure that income generation processes are effectively integrated with finance systems (e.g. Gift Aid declarations)
- Ensure systems are in place for tracking spend against specific funded projects, and produce reports for funders as needed
- Manage investment of surplus cash

6. HUMAN RESOURCES:

- Act as lead for the HR function at Spark Inside, ensuring the right inputs are in place for effective HR management (sourcing external expert support as needed)
- Oversee development of HR policies and procedures that are values-aligned and effective
- Oversee the recruitment of new staff
- Ensure effective systems are in place for all stages of a staff member's journey at Spark Inside (e.g. induction, line management, appraisals, exit interviews)
- Work with line managers and external advisers to ensure that employee relations issues are handled appropriately
- Oversee effective HR administration
- Drive forward workplace well-being and initiatives
- Lead on overall planning and monitoring of staff training and development

7. OFFICE AND ADMIN MANAGEMENT:

- Manage the central administration function for Spark Inside, ensuring that teams receive the administrative support they need
- Ensure effective IT systems are in place, including management of external support provider, purchasing of equipment, security and disaster recovery arrangements
- Take a lead on premises, ensuring there are effective office facilities in place and making / implementing plans for improvement
- Oversee day-to-day office systems for security, maintenance, housekeeping and visitor welcome
- Act as budget-holder for office and administration budget lines, ensuring value for money

8. COMPLIANCE:

- Take a lead on legal, regulatory and compliance issues for Spark Inside, sourcing expert external advice as needed
- Oversee insurance requirements across the organisation
- Act as health and safety lead for Spark Inside, managing expert advice as needed
- Oversee timely submission of accounts and reports to HMRC, Companies House and Charity Commission

9. TEAM MANAGEMENT:

- Lead and take overall responsibility for the Finance and Resources function (including staff and external consultants) ensuring high levels of performance
- Ensure that all staff members are properly supervised, appraised, supported and trained
- Develop the structure of the team to meet changing organisational needs

Person specification

QUALIFICATIONS:

- Qualified accountant (ACA, ACCA, CIMA, CIPFA) – compulsory

KNOWLEDGE AND EXPERIENCE:

- Strong post-qualification experience at senior level within a charity
- A strong track record in all aspects of financial management for an organisation, including budgeting, reporting, cashflow, treasury and audit
- Considerable experience with computerised accounts software including creating and tailoring reports (Spark Inside uses Xero)
- Previous experience managing an HR function
- Proven experience of contributing to strategy and business plans
- Excellent working knowledge of financial issues for charities (e.g. VAT, SORP reporting requirements and restricted fund accounting)
- Good working knowledge of law and practice relating to HR, Data Protection, and Health and Safety, and other relevant areas
- Experience of working with a board of trustees in the charity sector
- Strong track record in staff management and getting results out of others

SKILLS AND ABILITIES:

- Excellent problem solving skills.
- Excellent numeracy skills, with ability to analyse and interpret complex information
- Excellent verbal and written communication skills, including ability to communicate complex information in an accessible way
- Ability to think strategically and creatively
- Confident and able to work under pressure to prioritise and meet deadlines
- Committed to providing a highly professional service

QUALITIES:

- Energetic, self-motivated and proactive approach
- Confident communicator with credibility and gravitas for working at a senior level
- Collaborative approach
- Strong commercial instinct
- Commitment to professionalism and achieving results
- Enjoy working in a small organisation

How to apply

For more information about the organisation, you are encouraged to visit [our website](#) and to view [our accounts on the Charity Commission website](#). For an informal conversation about the post, please contact Dave Fisher, the current part-time Head of Finance on 07741568829 (before 20 December 2018).

To apply for the role, we require a covering letter (max 2 pages) and a CV (max 2 pages). Your covering letter should: explain why you want this job; how your background and experience make you a suitable candidate; and outline relevant skills and knowledge. No agencies please.

Your CV and covering letter should be returned by email to Charlie Cole at team@sparkinside.org no later than 11:59pm on 1st January 2019. Applications received after the closing date will not be considered.

Shortlisted applicants will be notified by phone by/on **4th January 2019**. Due to our limited resources we are unable to provide feedback on unsuccessful applications.

There is a three stage interview process, which includes panels with the Senior Management Team, Board of Trustees and the team you would be managing. The first stage interviews will be held on the **8th and 9th of January 2019**. Shortlisted applicants will be notified by phone by/on 10th January. The second stage interviews will be held on **15th January**. Applicants will be contacted by phone by the end of the day. Third stage interviews will be held on **16th and 17th January**. Please keep the interview dates clear in your diary and advise us of any timing preferences, as we are unable to accommodate alternative dates.

APPLICANTS WITH A CRIMINAL RECORD:

Spark Inside actively seeks to recruit people from a range of diverse backgrounds, and this includes people with criminal records. However, the Charity Commission has rules on who can be employed in certain senior managerial roles in charities. These rules are known as the 'automatic disqualification' rules, and apply to those with unspent convictions for certain specific offences, or who are on the sex offenders' register. Where the automatic disqualification rules apply they have the effect of 'disqualifying' that individual from working in certain senior managerial roles in charities; though it is possible to apply for clearance from the Charity Commission. For more information [click here](#).

The Head of Finance and Resources position is covered by the 'automatic disqualification' rules. Therefore we ask you to confirm in your application that you are not barred under these regulations, or that you are barred but would seek, with our support, to apply for a waiver from the Charity Commission.

Our values

SPARK

We want to feel a strong sense of passion and 'spark' for everything we do. We commit to people, projects and partnerships that align with our values.

HEART

We maintain an open mind and an open heart, and we always act with kindness and consideration.

STICKABILITY

When the going gets tough, we stick with our participants, our projects and our commitments. We channel our grit and resilience to make it through challenges and we don't give up easily.

IMPACT

Our impact on our participants is at the heart of every decision we make and it is how we judge our success, so we take evaluation seriously.

LEARNING

We are humble, curious and constantly developing. We apply and share our learning to amplify our impact.

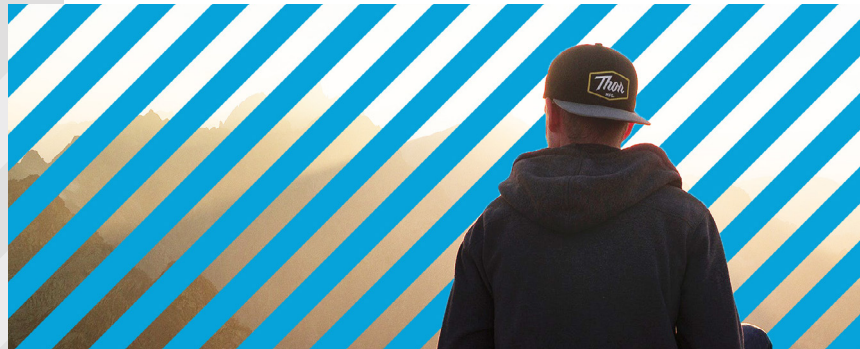
INNOVATION

We celebrate creativity and design new ways of doing things, based on evaluation data and stakeholder feedback. We innovate to remain relevant to our participants' needs.

EQUAL OPPORTUNITIES

Spark Inside is committed to promoting equal opportunities in employment. Job applicants will receive equal treatment regardless of age, disability, gender, gender reassignment, marital or civil partner status, pregnancy or maternity, race, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

We welcome applications from those who hold a criminal record.





Thank you

THANK YOU FOR YOUR INTEREST IN WORKING WITH US

To find out more about Spark Inside and the work we do, please visit our website or contact us below.

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