

Head of Finance and Operations

DATE:

October 2021



About

Spark Inside is an award-winning charity that has transformed the lives of over 1,000 people living and working in our prisons. We have pioneered coaching in prisons, showing the value of coaching to change lives and systems. In the next decade, we set out to make coaching available to anyone who wants it in the justice system and aim to reach 10,000 young people with our coaching programmes.

OUR VISION

The futures of people affected by the criminal justice system are determined by their potential, not their past.

OUR MISSION

We use coaching to unlock the potential of individuals and drive culture change in the criminal justice system so that rehabilitation is possible.

We are one of the first organisations to take life coaching to people living and working in prison and to use systems coaching to bring together staff and prisoners in UK prisons. Our expert coaches are qualified and trained professionals. In addition to developing and delivering innovative coaching programmes, we are also committed to working with parliamentarians and government officials to influence criminal justice policy, and shift the perception of people in prison, platforming their voices and highlighting their unlocked potential.

In addition to our coaching programmes for people in prison, we have also begun coaching prison staff and young people in the community.

You can find out more about what we offer, and the impact of our coaching programmes at www.sparkinside.org and on [Twitter](https://twitter.com/sparkinside).

"I see a different approach in how they 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.'"

Ollie, 24, 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."

Michael, 20, Hero's Journey™ participant*

About the position

Thank you for your interest in the role of Head of Finance and Operations at Spark Inside

Responsible to: Chief Executive

Length of contract: Permanent

Hours: Part time (21 hours)

Location: Blend of remote work and office based (63 St Mary Axe)*

Salary: £51,000 (full time equivalent)

Annual leave entitlement: 28 days per year pro rata, with an additional 3 days between Christmas and New Year pro rata

The role

The Head of Finance & Operations reports to the Chief Executive. They manage the finance and operations team, currently comprised of a full-time Operations Manager and external consultants providing payroll, legal and IT services.

This is an important role for a vibrant, growing charity that undertakes ground-breaking work. The post holder will lead on financial management, financial processes, office systems (including IT), and central administration.

In addition, the Head of Finance and Operations will be a key member of the Senior Management Team, working closely with the Chief Executive and colleagues in the development of the charity. The role works closely with Spark Inside Treasurer and administers the Finance Committee of the Board.

We are looking for a qualified accountant with a proven track record in senior management in the charity sector. Spark Inside is primarily grant-funded with smaller, yet growing, contract and donor income streams. Crucially, this role requires a people-person who can confidently lead on cross-organisational work. 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 highly organised, collaborative leader who can both think strategically and 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, achieving excellent results.

This role provides a great opportunity to be part of a growing organisation with ambitious plans. You will play a large part in development and success of the whole organisation.

*We are trialling a hybrid model of home working and office working for all employees, with a dedicated office in a shared working space and access to co-working space across multiple sites. Currently, all staff attend the office at least one day per week and SMT attend at least two days per week

FINANCIAL PLANNING AND MANAGEMENT

- Oversee the production and implementation of organisational budgets and 3-year forecasts
- Oversee 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
- Provide timely, accessible and useful financial reports for internal audiences (CEO, SMT, Board), and proactively develop the quality of financial reporting and communications
- Maintain and develop effective financial policies and procedures
- Work with external accountants /auditors to manage the preparation and audit of end-of-year accounts
- Oversee the payroll system including pensions
- Work closely with the Treasurer to support effective functioning of the Finance Committee (e.g. produce reports, contribute to development of frameworks, administer meetings)

INCOME

- Assist the Chief Executive with planning and monitoring income generation
- Lead the development of costing our programmes and models for sales and commissioning
- Provide financial information for funding bids, tenders and pitches
- Work with colleagues to ensure that income generation processes are effectively integrated with finance systems (e.g. Gift Aid declarations)
- Ensure systems in place for assigning and tracking spend against specific funded projects (managing this process across SMT) and produce reports for funders as needed
- Manage investment of surplus cash

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, oversee purchasing of equipment, security and disaster recovery arrangements
- Oversee the Operations Manager to ensure effective use and development of Salesforce across Spark Inside
- Ensuring there are effective office facilities in place and make plans for improvement
- Oversee day to day office systems for security, maintenance, housekeeping
- Act as budget-holder for office and administration budget lines, ensuring value for money
- Support the CEO on HR by overseeing all HR administration, including ensuring 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)
- Oversee administration of HR software

Main responsibilities

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
- Act as Data Protection lead for Spark Inside
- Ensure timely submission of accounts and reports to HMRC, Companies House and Charity Commission

ORGANISATIONAL DEVELOPMENT

- Contribute as member of SMT to organisational strategy and business plans
- Deliver on the Business Plan objectives for Finance and Operations
- Prepare and present written reports and information as requested;
- Attend Board, Board sub-committee and organisational meetings.

Person specification

QUALIFICATIONS

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

KNOWLEDGE AND EXPERIENCE

- Project management
- Excellent interpersonal skills
- Excellent computer skills

SKILLS AND ABILITIES

- A high standard of professionalism
- Excellent verbal and written communication skills, including the ability to communicate complex information in an accessible way
- Ability to think strategically and commercially
- Ability to lead on a range of back office functions for an organisation

QUALITIES

- Commitment to the vision, mission and values of Spark Inside
- Enjoy working in a small organisation

How to apply

To apply for the role, we require a CV that demonstrates your relevant knowledge, skills and experience (max 2 pages). Please send this along with a short covering letter (max 2 pages) outlining your relevant skills and experience for this role. Note: applications will be anonymised before being assessed by the recruitment panel.

Your application should be returned by email to Vicki Cardwell at team@sparkinside.org no later than **Wednesday 27 October**.

When applying, please also complete our optional Equal Opportunities Monitoring form [here](#).

Applications received after the closing date will not be considered. Shortlisted applicants will be notified by email by Friday 5 November. Due to our limited resources, we are unable to provide feedback on unsuccessful applications.

Interviews will be held **w/c 8 November** and there may be a second round of interviews after that. Shortlisted applicants will be contacted by email to arrange interview times. Details of the interview will be confirmed by email. If another stage is required, we will hold the second stage interviews the week after.



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 strongly encourage applications from people with lived experience and especially welcome applications from people from Black and minoritised communities.



Who am I...

Funny
Looks neat
Fresh trainers
A good man
Loyal
Smart
Good example

Future

Family man
Kids
Mentoring
Businesses

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.

www.sparkinside.org | team@sparkinside.org | 020 3468 0706 | [@spark_inside](https://twitter.com/spark_inside)
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