



Head of Business and Finance

January 2022

Colab Exeter

Join an [award winning](#) team and multi-agency hub focusing on our 4 themes of **Recovery, Wellbeing, Justice and Belonging** to support some of the most vulnerable people in our city.

No two days will be the same at CoLab, our thriving city centre hub hosts over 30 organisations and projects from voluntary, community, and statutory sectors. If you are looking to become part of an organisation that is focused on making a difference and to empower people to live lives they have reason to value, then we are the right fit for you.

Our shared vision is of a compassionate and inclusive city and hub where people actively participate and communities thrive. We are looking to work with people who share our core values of **Compassion, Welcome, Collaboration, Ambition and Social Justice**, and who will bring passion, resilience, skills, and life experience to the role.

Background to the Role

The growth and development of any organisation brings opportunities and challenges and the role of Head of Business and Finance will play a key role in supporting CoLab in navigating change and growth and building towards a sustainable future.

In January 2022 we launched the CoLab Exeter 2022-2025 Community Life Strategy. It has been designed to guide CoLab Community efforts in rising to the challenges of local and national initiatives to address widening inequalities and complex needs. The aim is to provide support and opportunity to people who need it most; to improve outcomes and create better conditions for people to lead lives they have reason to value.

The role's core objectives will align with the strategy to ensure that:

1. CoLab contributes to a fairer, more equal and inclusive system and city
2. CoLab is safe, financially secure and sustainable
3. The Community response maximises expertise, resources and relationships

This is an excellent opportunity to use your professional expertise to provide robust financial management, alongside developing organisational systems and sustainability. The role will be key to enabling us to demonstrate the impact of our work through financial narratives that support a shared understanding and vision to bring about sustainable growth.

This role would suit a qualified accountant with experience or knowledge of charity finance, and an ambition to drive forward financial management, projects, and business sustainability within an innovative and growing charity.

The post holder will manage the Finance and SLT Administrator and reports to the CEO. Candidates will need to demonstrate a motivation to work in a dynamic fast pace environment with a growing and motivated team, and show innovation for developing financial management in a diverse and socially impactful sector.

Job Description

Job Reference: HOF 01/22

Role: Head of Business and Finance

Responsible to: CEO

Salary: £37,244 FTE (pro rata)

Hours: 21 hours per week (Though the role is part time initially, there is scope to develop it as new funding and contracts are secured)

Purpose of Role

A key organisational goal in the next phase is to build on success and ensure the long term sustainability of CoLab Exeter, so that our important community resource remains available for people with complex lives who need it the most; and for people who benefit from working collaboratively in one dynamic supportive space.

The Head of Business and Finance is a new role. Its core purpose will be to ensure that CoLab remains financially secure and resilient, and that it is able to sustainably provide a consistent quality of service and influence in delivering positive change around important areas of community concern.

The post-holder will bring energy, expertise and fresh thinking to the leadership team; providing insight and guidance around all aspects of charity finance, contract management, and business development and sustainability. They will also support the Senior Leadership Team and Board to review the current return on investment, and identify opportunities for improvement and development in this area.

Duties and Responsibilities

Leadership and Financial Management

As a member of the leadership team you will provide strategic and practical financial expertise, budget and contract management, and expert input around financial direction and progress on goals and projects.

Key duties and responsibilities will include:

- Lead on financial management in line with CoLab's financial and business objectives and organisational strategy.
- Work closely with the Senior Management Team to ensure financial systems and processes are agile and responsive enough to provide information and guidance to colleagues and to inform business decisions.
- Produce and deliver financial reports and other relevant information to inform and influence organisational decision making and direction.
- Ensure appropriate financial strategies, processes and controls are in place to achieve long term sustainability and accountability of CoLab.

- Ensure quarterly and annual financial reports are provided to SMT, Finance Committee and Board. Including working with accountants to produce management accounts, variance reports, cash-flow and other relevant quarterly reporting functions as required.
- Lead on preparation of statutory accounts and audit process and act as the main point of contact for auditors.
- Act as company secretary to the Board completing all annual returns and compliance information to Companies House and Charity Commission on time as required.
- Support the Finance Committee and work with the Treasurer to oversee, develop and implement financial policies and procedures, strategy and finance action plan, and projects.
- Ensuring and improving efficient and effective use of resources, and overseeing the effective procurement of goods and services.
- Oversee organisational bank accounts and transactions, maintain banking relationships and monitor cash-flow to ensure Colab has sufficient funds available to meet payments as they fall due.
- Support and manage all transactional and cyclical finance procedures including sales and purchase ledger, credit control, bookkeeping, petty cash and payroll processing.
- Prepare organisational budgets, forecasts and cash-flow projections and support departmental leads to set and monitor budgets and funding income and expenditure, including providing detailed information for reporting purposes.
- Provide and make available financial information and systems to support funding bids, tenders and pitches.
- Oversee the management of Xero financial management system, ensuring information is kept secure, up to date, and accurate and that it is used to its full potential.
- Work with the Operations Manager to process monthly payroll checks and submit information for processing.
- Develop and maintain adequate systems and administration processes in line with all financial compliance requirements. Ensure information is filed and archived and remains accessible and confidential in line with recommended document retention periods and policies.

Full Cost Recovery

The organisation currently has a balance of short-term to mid-term grants and contracts which have been secured during a period of national instability and emergency funding provision. The goal is to move towards full cost recovery across all areas of the business, and develop adequate emerging income streams and levels of reserves to ensure future organisational sustainability.

Key duties and responsibilities will include:

- Review, monitor and report on core funding position, risks and opportunities

- Work with the Finance Committee and SLT to review current organisational performance and develop a full cost recovery model across all areas of the business that ensures core costs are covered and projects remain sustainable.
- Review departmental structure and reporting to ensure appropriate levels of performance monitoring is available.
- Review and report on core running costs and performance as part of ongoing review of full cost recovery model

Business Development and Sustainability

CoLab has grown this year, with the core team doubling in size and new areas of business emerging. The hub has also become a go to point for people in the city, and there is a responsibility to sustain and develop it to meet emerging needs. There are a range of opportunities to respond to which require astute financial expertise, and a need to focus on long term sustainability.

This will include updating and improving financial reporting and management structures, and developing financial project work with the SLT, Board and Finance Committee as required.

Key duties and responsibilities will include:

- Influencing, implementing and leading on the organisations financial strategic objectives, optimising value for CoLab beneficiaries and stakeholders
- Create innovative financial models to assist the organisation in managing financial sustainability as it evolves. Review and improve finance planning, models & resilience including potential investment options
- Monitor performance and ensure financial KPI and other contractual obligations are met or exceeded
- Devise and implement strategies in collaboration with SLT to increase sustainable income, and develop and achieve fundraising goals to sustain the organisation in the short and long term
- Contribute to research into potential funding, investment or donations as part of the role, including reviewing existing Alternative Giving and Community Fundraising income streams
- Work with the Finance Committee and Accountants to monitor and review VAT activity and status and implement relevant procedures to support this. Ensure compliance with all taxation matters including VAT, GiftAid, and PAYE.
- Support and research options for social enterprise, consultancy, partnership and alliance working arrangements. Supporting SLT and Board with any compliance and contractual arrangements and implications as required.
- Work with the Finance Committee and SLT to review and implement a strategy for developing organisational reserves position.

Impact and Compliance

As CoLab grows as an organisation there is increasing need to understand what aspects of the offer are providing effective and efficient return on investment and to ensure that as we

handle more data and work with more people we are working within safe and legal guidelines.

Key duties and responsibilities will include:

- Lead on legal, regulatory and compliance issues for the organisation, sourcing expert advice as needed and oversee insurance requirements across the organisation
- Lead on GDPR compliance, policy and procedures and provide information and guidance to colleagues as required
- Ensure Colab has robust anti-fraud and anti-bribery and corruption measures in place.
- Support the Board of Trustees, Finance Committee and SLT to develop and review organisational risks annually
- Support the Finance Committee and Board to ensure compliance with Charity Commission and Companies House requirements, good practice and regulations
- Support the Finance Committee and SLT to report on and monitor the balance and allocation of restricted and unrestricted income and expenditure.
- Support SLT and colleagues to provide financial narrative and information that contributes towards social impact measurement and impact reporting as part of annual reviews, funding reports and monitoring, and Board and Committee reporting.

CoLab Exeter Team

- Be approachable and work constructively as part of a team with other colleagues in the CoLab team and wider hub to ensure daily activities and duties are covered and supported effectively, this may include covering for colleagues and participating in hub events and activities.
- Support and assist volunteers and student placements at the hub who may or may not be directly involved in your area of work.
- Be resourceful, enthusiastic, and innovative in the way that you work and actively participate in your own personal and professional development.
- Attend and actively contribute to handovers, team meetings, staff away days and supervision/appraisal meetings as required.
- Be ready to respond in the moment, think on your feet, and have a positive attitude to problem solving.
- Follow CoLab Exeter policies and procedures and specific guidelines and requirements of relevant funders and partners as required
- To promote and develop the aims and philosophy of CoLab Exeter and work in a way that reflects our collaborative mission and values
- Undertake any reasonable duties appropriate to the role as requested by the management team.

Person Specification

With an approach that aligns to our values of compassion, welcome, collaboration, ambition and social justice the post holder will be able to demonstrate:

Skills, Knowledge and Experience

- Qualified accountant or finance professional with at least 3 years post qualification experience, including experience in a financial management or leadership role
- Broad based experience of financial management, including planning, financial accounting, treasury and taxation.
- A strong blend of technical, managerial and developmental skills, with experience of supervising and/or managing others.
- Knowledge and understanding of charity SORP requirements, audit preparation & reporting and producing clear and accurate management and financial accounts with supporting narrative.
- Demonstrable experience of working at a strategic level and being responsive to the unique challenges of public sector contracting and commissioning.
- Experience of setting complex, whole organisation, multi-project and departmental budgets and cash-flow forecasting, setting up systems and controls for monitoring and reporting progress against budget and forecasts as required.
- Experience of managing financial operations to a high standard of accounting, risk management and legal compliance.
- Ability to understand and review financial position from an organisational and project perspective identifying existing and forthcoming risks and opportunities as part of cyclical monitoring and performance review.
- Excellent attention to detail with experiencing of financial planning, time management and managing deadlines.
- A track record of developing and maintaining effective financial risk and compliance management systems, policies and procedures.
- Ability to communicate complex information clearly and concisely in a variety of reporting formats, verbally and in person at committee meetings, and to non-finance colleagues.
- Excellent organisational skills with ability to lead, work independently and operate as a dynamic and responsive member of the team.

Personal Qualities and Values

- Ability to work in a varied, dynamic and evolving environment with competing priorities and diverse contracting arrangements.
- Ability to work flexibly with change in a proactive and positive way shifting priorities as required to meet organisational needs.
- Creative and innovative approach to implementing and developing finance strategy and management
- Motivation and enthusiasm for the sector, and achieving our organisational values and aims

- Commitment to working as part of a diverse team and collaborative, supporting colleagues, trustees and other partners by working together to achieve collective aims and objectives.
- Adaptable with the ability to be calm, sensitive and solution focused when dealing with difficult situations.
- A flexible attitude with the ability to respond in the moment, think on your feet, and have a positive attitude to problem solving
- Non-judgemental and inclusive with a demonstrable commitment to and understanding of equality and respecting diversity
- Ability to work effectively as part of a team, motivating colleagues, contributing ideas and solutions and supporting colleagues in the team as required
- Able to recognise your own limits and boundaries and reflect constructively around opportunities and challenges within the role.
- Able to seek support where required and commitment to attend training and team meetings as part of your own personal development. Able to recognise own limits and boundaries

Support and Supervision

- Attend in-house training and induction, and other training as identified as part of your professional and personal development plan
- Attend and constructively participate in regular support and supervision, reviews and appraisals
- Attend and constructively participate in staff meetings, away days and wellbeing activities

How to Apply

CoLab Exeter is committed to promoting a positive approach to equality, diversity and inclusion and values the benefits of employing a diverse range of talented people.

To apply, please submit an up to date CV plus a covering letter that is no longer than 2 sides of A4, summarising why you are interested in the role and how your experience, skills, and values align with the job description and person specification.

Submit applications quoting the job reference with a completed diversity monitoring form to recruitment@colabexeter.org.uk

Application Deadline: 12pm Midday Friday 4th February 2022

Interviews: Friday 11th February 2022