

# Head of Finance and Corporate Services

## Information Pack

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# Who are ReachOut?

**ReachOut is a mentoring and education charity supporting young people aged 9-18 from under-resourced areas across the UK to develop their character and confidence, through group activities and one-to-one mentoring from positive volunteer role models.**

**We improve self-confidence and develop numeracy, literacy and communication skills, whilst reinforcing our core values of Fairness, Self-Control, Good Judgement and Staying Power.**

**ReachOut is a fun and collaborative place to work with a dynamic and positive culture.**

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# Our character focused approach

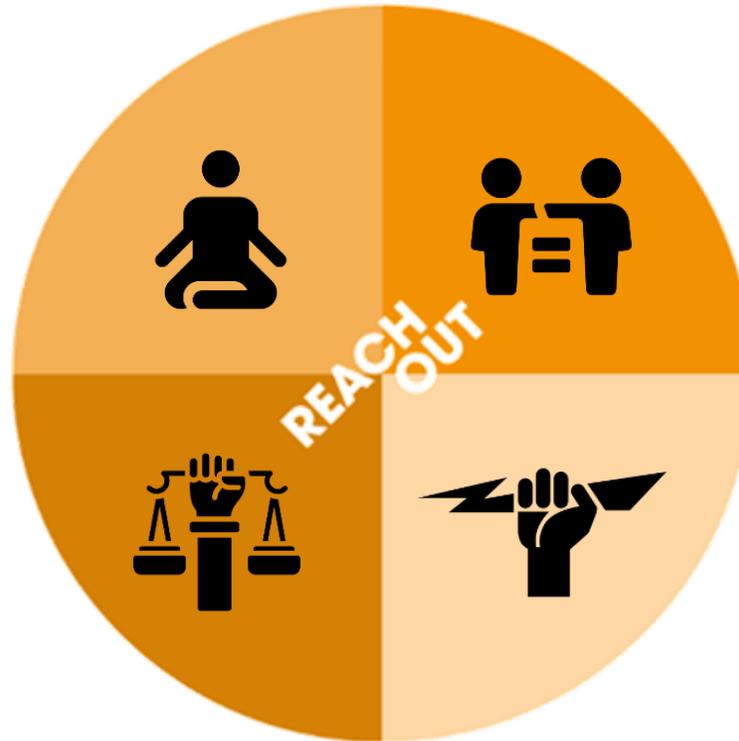
At ReachOut we take a **character focused approach** to mentoring – reinforcing our core values of Fairness, Good Judgement, Self Control and Staying Power.

## Self-Control

The ability to keep emotions in check and choose to act (or not to act) in a certain way despite how we might feel.

## Fairness

To treat others with respect and empathy, honouring rights and responsibilities and being honest.



## Good Judgement

The ability to consider consequences and make decisions that benefit both ourselves AND those affected by our choices.

## Staying Power

Resilience, grit, the ability to stick to something, to honour commitments, to see tasks through to the end.

# Our commitment to Equality, Diversity and Inclusion



**ReachOut is committed to being an inclusive and diverse organisation, and we live by our core Character Strengths of Fairness, Good Judgement, Self-Control and Staying Power.** We therefore welcome applications from people of all ethnicities, ages, religious beliefs, gender identities, sexual orientation and any other protected characteristics, to provide a diverse range of experience, ideas and insights into our work.

**We recognise that having support from staff and volunteers with a similar background and experiences, can further help our young people develop and learn.** More than half of the young people we work with are from Black Caribbean, Black African, Bangladeshi and Turkish backgrounds, yet we tend to get fewer applications from people within these communities.

**ReachOut wants to increase the representation of our young people amongst our staff, so if you are from these ethnic groups, we would particularly appreciate receiving your applications.**

# Head of Finance and Corporate Services Role Overview

Reporting to the CEO, the Head of Finance and Corporate Services is a key role within our organisation, forming part of the Senior Management Team (with the CEO, Head of Delivery, and Head of Marketing and Partnerships) and acting as Company Secretary and Data Officer (GDPR).

This role is critical to ensuring the smooth running of the organisation. The role will lead on finance and oversee HR and the IT infrastructure and processes that underpin all our work. It manages and serves as the main point of contact for external providers. The role holder is ReachOut's Data Officer (GDPR) and its Company Secretary: providing support to the Board and its committees and ensuring that the organisation is charity compliant in all its work.

**Job Title:** Head of Finance and Corporate Services

**Reports to:** CEO

**Contract:** Permanent with a 6-month probation period

**Working Hours:** 22.5 – 37.5 hours depending on the postholder's preference with flexible hours

**Location:** Hybrid working, at least two days a week in our London or Manchester office.

**Salary:** £54,000 - £62,000 per annum depending on experience and location to include London weighting

**Start date:** As soon as possible

# Background information

## Overview

ReachOut runs mentoring projects for young **people in partnership with schools** and our young people are referred for a variety of reasons, for example, if they would **benefit from an additional role model or support with academic confidence, social confidence, behaviour or self-esteem**

The weekly sessions run in the afternoon and evening throughout the academic year and involve one-to-one academic & non-academic activities with volunteer mentors, fun whole group activities and extracurricular activities such as multi-sports, drama and arts and crafts.

In 2022/23, ReachOut aims to expand our delivery and engage **over 1000 young people** through our in person and online mentoring programmes. Our long-term aim is to double our reach and be working with 2000 young people! **We are looking for innovative and passionate people that want to contribute to this growth** whilst ensuring maximum impact on each young person.

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# Job Description

## Main areas of responsibility

- ✔ Maintain a suitable business planning model covering long term cash flow forecasts
- ✔ Ensure annual Statutory Accounts are completed in adherence with UK accounting standards
- ✔ Develop and maintain adequate financial control systems and procedures
- ✔ Develop an effective IT strategy and ensure service levels are set and maintained with external IT suppliers
- ✔ Ensure that the organisation complies to relevant regulations for data protection and data security
- ✔ Oversee premises and contracts/relationships with office suppliers

## Specific duties

### Financial Management

- ✔ Day-to-day running of the finance function
- ✔ Produce monthly management accounts and prepare the finance part of the annual report
- ✔ Main contact for the audit and lead on preparing required documents
- ✔ Ensure processes are in place for payroll, petty cash, expenses, fixed assets, issuing of invoices, purchases
- ✔ Work with the SMT to produce detailed annual budgets and oversee financial planning for the organisation

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# Job Description

## Human Resources

- ✔️ Oversee the work of the People Manager, which includes:
  - Oversee recruitment processes including advertising, interviewing, issuing contracts etc. for staff and volunteers
  - Ensure all staff receive an appropriate induction and ongoing training, supervision and appraisals
  - Serve as the main point of contact with any external HR providers
  - Ensure policies and procedures are compliant, meeting all legal and statutory requirements, and are regularly reviewed and implemented across the organisation
  - Ensure training needs across the organisation are recorded, fulfilled and regularly monitored

## IT and digital infrastructure

- ✔️ Lead on the development and implementation of technology solutions across ReachOut
- ✔️ Ensure ReachOut's IT and digital infrastructure is well maintained, cyber compliant and fit for purpose
- ✔️ Design and oversee the implementation of IT and Digital training
- ✔️ Ensure ReachOut has in place appropriate IT and digital contracts to meet the ongoing needs of the organisation

## Strategic Development

- ✔️ Working as part of SMT to set strategic targets and develop an annual business plan

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## Governance and risk

- ✔ Fulfil the duties of Company Secretary. Ensure ReachOut's compliance with the requirements of both the Charity Commission and Companies House
- ✔ Ensure ReachOut complies with all relevant legislation and regulations, pursuing best practices across all areas of Operations, including GDPR
- ✔ Oversee organisational Risk including policies and procedures
- ✔ Lead on organisational Health & Safety

## Management

- ✔ Line manage the Operations Officer
- ✔ Line manage the People Manager
- ✔ Work as a valued team member and support with other duties as required by the CEO
- ✔ Report to the Board of Trustees as required

## General Duties

- ✔ Carry out other duties as required by ReachOut.
- ✔ Act in a manner that is in keeping with ReachOut's values.
- ✔ Some travel to Manchester or London office (depending on base location)



# Person Specification

In your supporting statement, you should be able to demonstrate the following experience, skills, knowledge and attitudes and behaviours:

## Experience

- Experience of leading a finance function in a charity
- Experience of implementing financial controls, policies and procedures to ensure excellent service delivery
- Experience in financial planning and reporting
- Experience of preparing financial business plans, modelling scenarios and carrying out sensitivity analysis and stress tests
- Track record of delivering on a range of other corporate support services such as IT, HR and Governance in addition to financial responsibilities would be an advantage
- Relevant Professional Qualification e.g. part qualified/fully qualified management account

## Skills:

- Excellent communications and negotiation skills
- Excellent interpersonal, and relationship management skills with evidence of having set clear direction and delivered results, through effective management of people
- Excellent organisational skills and attention to detail
- Excellent leadership skills and ability to seek ways to innovate and improve efficiency
- Ability to work collaboratively and create a positive work environment

# Person Specification

In your supporting statement, you should be able to demonstrate the following experience, skills, knowledge and attitudes and behaviours:

## Knowledge

- Able to demonstrate knowledge and experience of business systems, IT and CRM issues, compliance responsibilities and necessary organisational policies
- Knowledge and understanding of social mobility, equality, diversity and inclusion, employability and other issues facing less-advantaged young people

## Attitude/Behaviours:

- Demonstrable belief in ReachOut's mission and passion for our work
- Proactive, can-do approach and ability to use own initiative and creativity to find solutions to problems
- Takes ownership of learnings and opportunities to develop
- A demonstrable commitment to equality, diversity and inclusion
- Great team player with strong interpersonal skills and the ability to develop excellent working relationships across teams and locations
- Able to work flexible hours when necessary (time off in lieu will be given for evening and very occasional weekend work) and willing to occasionally travel to London or Manchester to attend meetings, projects and events

# Benefits

- ReachOut is committed to supporting the wellbeing and mental health of its employees. This includes, but is not limited to:
  - Managers trained on supporting mental health and wellbeing and trained Mental Health First Aiders
- 29 days annual leave (3 of which are used between Christmas and New Years)
- 3% pension contribution
- Flexible working:
  - Hybrid working (Min. 2 days working in the office required)
  - Hours can be flexed around key activities and attendance at projects, meetings, events etc.
- Employee Assistance Programme
- 2 days (or 17 hours) of volunteering within working hours
- ReachOut is committed to supporting the professional development of its staff. This includes - but is not limited to - training opportunities and personal training budget
- Enhanced maternity, adoption and paternity pay after one year of service
- Monthly Character Legend staff award
- Regular staff socials
- Access to a health plan after one year of service
- One additional week off to celebrate 5 years of service at ReachOut

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# How to apply

## Head of Finance and Corporate Services application process

### Stage 1 – Submit your cover letter and CV

To apply, please send your CV and a supporting statement, addressing the points in the person specification, clearly describing how your skills and experience make you suitable for this role and providing evidence for each point.

Please send both documents to our People Manager, Chady, [chady.sabeti@reachoutuk.org](mailto:chady.sabeti@reachoutuk.org). In the subject line, quote HFCS-2023 and your location (London or Manchester).

**The applications will close on Monday 10<sup>th</sup> April at midday.**

### Stage 2 – Interviews – First Round

We will hold our first round of interviews with the CEO and a member of our Board of Trustees.

### Stage 3 – Interviews – Second round

Successful candidates will then be invited to a second interview with the rest of the Senior Management Team.

## IMPORTANT INFORMATION

Please note, if you are a successful candidate, we will ask you if you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) and to complete a self-disclosure form.

This will not necessarily prevent you from being employed by ReachOut; a decision will be made based on our risk assessment.

All ReachOut staff are required to undergo an enhanced criminal records check with the Disclosure and Barring Service. ReachOut will cover the cost of the check and guide you through the process.

All staff have a responsibility to safeguard and promote the welfare of children and adults.

The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.