



ACTION 4 YOUTH

INSPIRING YOUNG PEOPLE

Finance and Operations Director

Appointment Brief

Action4Youth is a respected and dynamic charity based in Buckinghamshire and Milton Keynes but reaching young people across the wider south east region. The organisation is currently in a period of ambitious growth as it increases its influence and reach. The role of Finance and Operations Director will add energy, purpose and substance to the senior team as it pushes forward at an exciting time. This is an opportunity for someone with a can do attitude and a strong desire to make things happen. You will join a supportive, driven, committed team whose desire to achieve is matched by an intention to enjoy work on a day to day basis. You will be based in an open plan office in Aylesbury and should expect to enjoy being part of a collaborative, loud and energetic organisation.

Our Mission and Values

To support all young people's growth towards fulfilling and responsible adult lives, A4Y develops physical, mental, spiritual, moral and cultural abilities which act as:

A Springboard towards realising dreams

A Safety Net for those at risk

A Voice of influence- from the young and for the young

In order to benefit as many young people as possible while maintaining A4Y's financial stability, we partner with those (government, schools, youth clubs, businesses, trusts and foundations and others) who share our mission.

Values

Be exceptional – Use imagination, determination and resilience to achieve exceptional outcomes everyday

Care – Always seek to understand and look after each other

Trail blaze – Be adventurous in exploring how we could serve more and better

Make responsible choices – Use resources wisely so that we can sustain our investment in young people

Do what is right – Hold ourselves and others to the highest standard of behaviour

What we do

Action4Youth is a leading delivery partner for the National Citizen Service (NCS) and consistently over delivers in terms of both quality and quantity.

Our outdoor centre, The Caldecotte Xperience in Milton Keynes, creates opportunities for young people to have amazing, challenging, fun and sometimes transformational experiences. They learn what they can do rather than what they can't, building their confidence and self-belief.

Action4Youth offers the Open Awards Group for the Duke of Edinburgh Award Scheme and is an Approved Activity Provider delivering expeditions for schools.

Action4Youth delivers its own programmes, notably The Inspiration Programme, The Mentoring Programme and The Breakout Programme through schools.

The Junction in High Wycombe is Action4Youth's youth centre, open 7 days each week from 4.00pm – 9.00pm and free to its users who are aged 12 -18.

Action4Youth is the operating authority for Buckinghamshire and Milton Keynes for Open Awards Groups for the Duke of Edinburgh Award Scheme.

JOB DESCRIPTION

JOB TITLE:	Finance and Operations Director
HOURS:	37 hours per week, worked flexibly to include evening and weekend work where necessary
LEAVE:	28 days holiday per annum plus bank/public holidays
CONTRACT:	Permanent
SALARY:	Salary commensurate with this senior role and negotiable subject to experience
PENSION:	Up to 5% matched contributions
TRAVEL:	Based in Aylesbury with travel around Buckinghamshire and Milton Keynes and beyond.
SALARY:	£65-75k per annum

Position in the Organisation

- Reports To: CEO
- Responsible For: Finance and Admin Teams
- Working With: The Senior Management Team and Board

Main Purpose and Scope of the Role

This senior post is key to Action4Youth's continued growth and will work closely with the CEO and other Directors to develop and influence the strategic direction of the organisation to ensure its long-term sustainability. It will have primary responsibility for the safe, effective and financially sound operation of Action4Youth core functions.

The Finance and Operations Director embeds a culture of strong financial management, effective controls and efficient processes within the organisation. You will be expected to provide critical financial information, analysis and insights, and advice and support on financial and strategic management issues, and emerging opportunities and risks, to the CEO, management team and the Board of Trustees.

Duties and Key Responsibilities

- Financial duties will include but are not limited to, preparing budgets, monthly management accounts, completing the cash flow projections, maintaining the fixed asset register, managing complex VAT payments and claims which include business, non-business and exempt activities, managing the team, developing

policies and controls, managing the debtors, preparing statutory accounts, producing reports for the Board, attending board meetings and filing statutory accounts.

- Planning for audit and leading on ensuring effective reporting and stewardship of resources.
- Advise and work with the Board of Trustees' Finance and Risk Committee, reporting as required.
- Supporting the CEO on A4Y's strategic development .
- Lead on managing Action4Youth's Risk Register, understanding and evaluating new risks.
- Lead on all HR matters, ensuring legal compliance and high standards of management.
- Oversee, and when appropriate, initiate new contracts for Action4Youth's IT support.
- Assess and evaluate contract opportunities and risk.
- Lead on updating and managing the organisation's policies.
- Ensure high standards and appropriate compliance across the organisation In Data Management and security and be Data Protection Officer.
- Ensure Action4Youth's continued accreditation with ISO 9001.
- Manage staff teams with a diverse array of talents and responsibilities, providing support where appropriate on behavioural, safeguarding and staff management.
- Oversee systems for the measurement of the organisation's impact, outputs and outcomes.
- Produce accurate and timely reports.
- To be responsible for building strong relationships with partner agencies.
- To monitor and evaluate business delivery success.
- Deputise for the CEO when required.

Action4Youth

- To deliver plans and opportunities for expansion and growth to support the Strategic and Operational Action Plan in order to achieve sustainability and stability and to support the Action4Youth core offer i.e. Infrastructure Support Offer, delivery and outdoor education.
- To be responsible for building strong relationships with partner agencies.
- To monitor and evaluate business delivery success.
- Undertaking responsibility, as part of the team, for all Health and Safety and Compliance related matters.
- Attend events and meetings when required.
- Support the continued development of quality standards as specified by Action4Youth.
- To have regard for the vision of Action4Youth and to display a commitment to equal opportunities.
- Monitor, evaluate and report any behaviour, conversations or comments which are inappropriate within a setting for children and young people.
- Deputise for the CEO as appropriate and as requested

Other Duties

To carry out any other Action4Youth duties as required by the CEO including:

- Attending meetings and functions as requested by the CEO.
- Fulfilling any other reasonable duties requested by the CEO.
- Providing written reports for Action4Youth meetings when required.
- Administering own workload which includes meeting targets and deadlines in line with the Action4Youth Performance Management System.
- Attending relevant CPD training events in line with Performance Management appraisal.
- Working within the guidelines of Action4Youth policies and procedures.

Action4Youth is committed to safeguarding and protecting the young people that we work with. All our posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We have policies and procedures in place that promote safeguarding and safer working practices across the organisation.

Person Specification

Description	Essential	Desirable
Experience/ Knowledge	<p>Experience of operating at a senior level in an SME</p> <p>Experience of achieving high standards in compliance across all areas</p> <p>Managing contract negotiations</p>	Experience/understanding of charity finance management
Technical Job Related Skills	<p>Fully Qualified Accountant CIMA/ ACCA/ ACA/CIPFA</p> <p>Excellent communication, presentation and public speaking skills</p> <p>Good IT skills, ideally including finance systems, ideally Xero</p> <p>Excellent negotiation skills</p> <p>Understanding and experience of managing VAT</p>	<p>Contract negotiation and delivery</p> <p>Ability to support the tender process</p>

Personal Job Related Skills	<p>Strong leader with emotional intelligence</p> <p>Analytical mind set</p> <p>Strong commercial acumen</p> <p>Focused, hardworking and effective</p> <p>A positive, enthusiastic and 'can do' approach to work.</p> <p>Sense of humour, warm personality</p> <p>Communicate well at all levels, internally and externally</p> <p>Ability to share information with other agencies and stakeholders</p> <p>Strong interpersonal skills, tact, sensitivity and diplomacy.</p>	<p>Committed to your own learning and development</p> <p>Prioritise and manage large workloads.</p> <p>Ability to work alone using own initiative.</p> <p>A team player who is outgoing, friendly, approachable, flexible and enthusiastic.</p>
	<p>Understand the ethos, values and culture of Action4Youth.</p> <p>Demonstrate an awareness of equal opportunities</p> <p>Empathy for the values and purposes of the third sector</p>	
Education and Training	<p>A good level of education which may include a degree, though this is not essential.</p>	<p>Be committed to personal development and further training, as appropriate to the development of the role and Action4Youth.</p>

Action4Youth
5 Smeaton Close
Aylesbury
Buckinghamshire
HP19 8UN

Telephone: 0300 003 2334

Applications are invited from experienced Finance and Operations Directors to this stimulating role in a vibrant charity. Please apply with cv, covering letter, notice period and current salary to Sachita.syall@action4youth.org.