

# **Head of Finance and Resources**

**Appointment Brief**

May 2021



# Dear Candidate

**Thank you for your interest in becoming Action Foundation's new Head of Finance and Resources.**

Action Foundation is an award winning\* charity started by City Church Newcastle that provides opportunities for migrants to overcome their exclusion, isolation and poverty. This is currently expressed by providing accommodation and support for new refugees at risk of homelessness, people who are destitute and have been refused a claim for asylum in the UK and community English classes for any migrant unable to access mainstream ESOL classes. We have also more recently started a digital inclusion project and weekly drop-in's in Newcastle to support isolated migrants in need of social connection to others as well as to key services to support their integration, orientation and independence.

We are looking for a new Head of Finance and Resources to lead and manage the finances, IT systems, health and safety, as well as office resources for Action Foundation. This exciting role will include strategic and operational planning, monitoring, and reporting to enhance the governance and decision-making process for Action Foundation. You'll also be working with colleagues and our Health and Safety consultant to ensure that the charity complies with all statutory and external requirements and regulations.

This is a unique opportunity for a leader with the ambition, skills and desire to inspire colleagues at all levels. You'll be self-motivated and able to work on your own initiative, with the ability to build a small but high performing team with a commitment to coaching and mentoring to empower others.

I hope you find the following information helpful and I look forward to hearing from you.

Best wishes,  
**Julian Prior**  
Chief Executive



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***Action Foundation has established itself as one of our most trusted organisations, and this is in no small part because you do what's right, run projects efficiently and keep us informed of developments.***

Mark Pierce, Director, Community Foundation Tyne & Wear and Northumberland

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\*The Queen's Award for Voluntary Service 2020, North East Charity of the Year 2019, North East Charity Leader of the Year 2019, Guardian Award 2015, Centre for Social Justice Award 2014

# Who We Are

**Action Foundation was started by Julian Prior in response to research he conducted to identify social needs in the city of Newcastle, motivated by his faith and the following words from the Bible;**

“

***Speak up for those who cannot speak for themselves, for the rights of all who are destitute. Speak up and judge fairly; defend the rights of the poor and needy.*** ”

- Proverbs 31:8-9

From this simple beginning grew a compelling vision to empower people seeking asylum, refugees and other migrants in overcoming their exclusion and poverty. We do this by providing support for them to integrate successfully into the community, to improve their employability, to lead more independent and resilient lives and make informed choices about their future.

We are a charity built on inclusive Christian principles. We work with people of all faiths and none, and are supported by City Church Newcastle, with whom we currently share our main premises, along with many other churches, trusts, organisations, and individuals. Central to our approach is building very diverse and collaborative partnerships.

The charity delivers its services from premises in Newcastle and Sunderland, with housing across Tyne and Wear. In addition, we have also delivered contracts and supported other organisations providing similar services throughout the North East region. Having been established for over 15 years the charity has grown to support nearly 2,000 people a year with over 200 volunteers, 30 staff and a turnover in excess of £1.6m.

Our vision is to continue to develop our work with a diverse range of partners to ensure that every migrant in the North East has access to affordable and appropriate accommodation and the support required to successfully integrate into the community and/or make informed choices about their future. We believe this will be accomplished through a combination of increased provision of services and advocating for changes to Local and National Government policy in partnership with a range of other organisations from the faith, charity, private and statutory sectors.

We are benefitting greatly from becoming an increasingly diverse organisation, but recognise we have more to do. We have recently revised our recruitment practices and actively encourage the widest possible range of candidates. We are currently reviewing our equality and diversity policy and training. We welcome applicants, regardless of race, sexual orientation, disability, faith, age and gender.







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*I have a regular house to live in that I can be proud of, I'm learning English and I've been able to see a doctor and a dentist for the first time in 10 years!*

Action Access client

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# What We Do

Action Foundation provides support for people seeking asylum, refugees and other migrants to integrate successfully into the community and lead more independent and resilient lives through the projects described below. The figures quoted are for the financial year ending March 2020, except for the Covid 19 Crisis Response that are between March and July 2020. In May 2020 we also started a Digital Inclusion project supporting beneficiaries with IT hardware and training.



## interaction

Citywide multi-agency drop-in building meaningful connections in the community.

**851** individuals attended supported by **53** volunteers and **33** agencies



## action LANGUAGE

Providing volunteer led skills for life community English classes.

**912** students enrolled on a class taught by **172** volunteers



## action HOUSING

Supported accommodation to destitute asylum seekers with no recourse to public funds.

**23** destitute asylum seekers have been housed



## action LETTING

Supported accommodation to newly granted refugees at risk of homelessness.

**112** refugees supported in **15** properties



## action HOSTING

Matching volunteers offering a spare room with a destitute asylum seeker.

**1,596** nights of accommodation were provided by hosts

*N.B. July 2020 - Action Hosting has been temporarily put on hold due to Covid*



## action ACCESS

A pilot Alternative to Detention, commissioned by Home Office in partnership with UNHCR.

**18** women supported to resolve their immigration status



## Resident Support Training Programme

Giving people tailored training and support in important life skills.

**53** training sessions delivered to **178** participants



## Covid 19 Crisis Response

Supporting isolated clients by connecting them with the help they needed.

**401** people from **201** households supported by **55** volunteers

# Our Impact 2019/20

The figures quoted below are for the financial year ending March 2020, except for the Covid 19 Crisis Response that are between March and July 2020.



For further information on our Impact see <https://actionfoundation.org.uk/about/publications/>

# Our Strategy

We are half-way through the four year strategy shown below. We have made good progress against these objectives, and so, during the latter part of 2021, we plan to develop a new strategy which will include assessing the opportunities and challenges presented by Covid-19.



## Extend our reach

- Develop new and complementary services
- Cover a wider geographic area
- Equip other organisations to deliver similar services



## Develop our effectiveness

- Increasing support to help residents with no recourse to public funds move on
- Supporting residents to live more independently
- Develop an 'early action' approach to prevent clients experiencing a crisis
- Increased volunteer and staff training
- Increase input from beneficiaries and people with lived experience of the asylum system



## Build our sustainability

- Increasing unrestricted donations
- Winning contracts with central and local Gov
- Developing new and complementary grant fundable projects



## Increase our influence

- Advocate for increased support at the end of the asylum system
- A more co-ordinated and sustainable ESOL strategy
- Consultations and calls for evidence

## Our social objectives

- ✓ Homelessness prevented leading to increased stability and options for move-on
- ✓ Improve English communication skills, enabling clients to live independently
- ✓ Increase social inclusion, broader social networks and integration into communities
- ✓ Confidence and self-esteem will be improved, leading to positive health/well-being changes
- ✓ Literacy and basic skills, improved increasing employability and educational prospects



# Our Finances



For every **£1**  
received we spent...

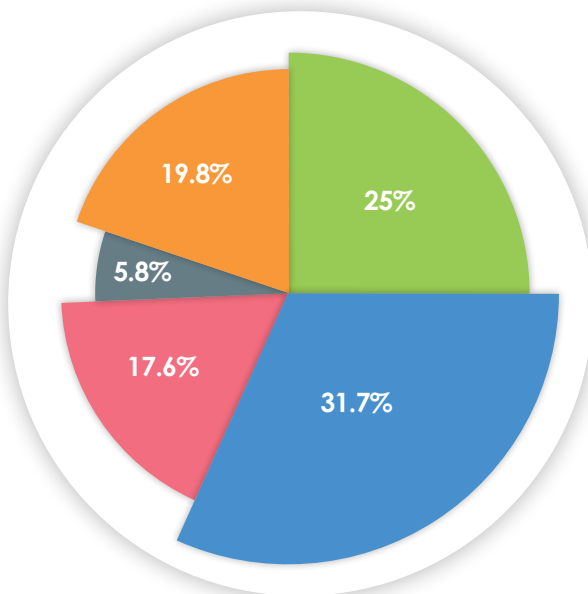
**88p** on helping  
people

**8p** on fundraising to  
secure our future

**4p** on other  
overheads

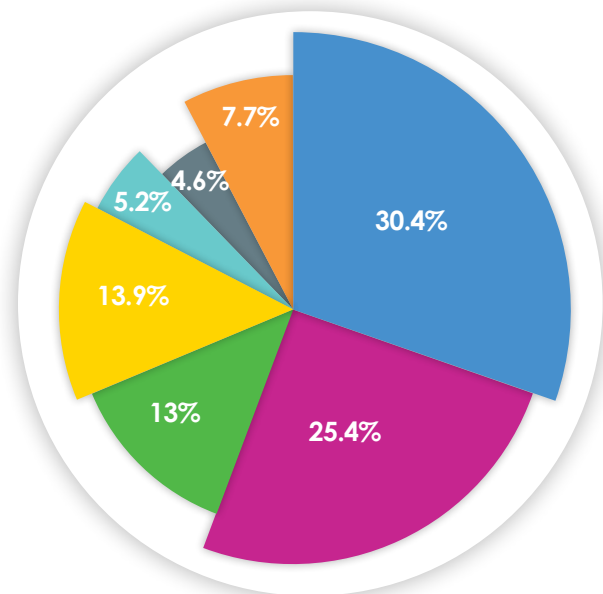
The above is calculated on a 'full cost recovery' basis of accounting.

## Money in



	2019/20	2018/19
Grants	<b>£423,662</b>	£354,195
Rent/Housing Benefit	<b>£536,617</b>	£482,619
In Kind Support*	<b>£297,617</b>	£282,104
Donations Gift Aid	<b>£98,830</b>	£57,764
Contracts	<b>£335,491</b>	£135,865
<b>Total:</b>	<b>£1,692,217</b>	£1,312,547

## Money out



	2019/20	2018/19
Letting	<b>£422,568</b>	£347,823
Language	<b>£353,045</b>	£378,383
Housing/Hosting	<b>£180,782</b>	£155,696
Access	<b>£193,429</b>	£63,875
InterAction	<b>£71,960</b>	£28,077
Overheads/Support	<b>£63,553</b>	£63,596
Fundraising	<b>£106,819</b>	£60,522
<b>Total:</b>	<b>£1,392,156</b>	£1,097,972

For a full copy of our financial statements please see the Charity Commission Website.

*\*Volunteers' time and houses rented below market rate*



# Job Description

A close-up portrait of a woman with dark skin, wearing a black headscarf with a gold and white geometric pattern. She is looking directly at the camera with a slight smile. The background is blurred, showing hints of red and yellow.**Job title:**

Head of Finance and Resources

**Reports to:**

Chief Executive Officer

**Location:**

Newcastle Upon Tyne

**Salary:**

£38,877 - £43,842 per annum

**Benefits:**

28 days annual leave;  
6% pension contribution

# Purpose and Scope of Role

Reporting to the CEO you will have the primary responsibility for leading and managing the finances, IT systems, health and safety and office resources for Action Foundation. You will ensure strategic and operational planning, monitoring, and reporting to enhance the governance and decision-making process for Action Foundation as well as some delivery of these functions. Working with colleagues, our IT and Health and Safety consultant you'll ensure that the charity complies with all statutory and external requirements and regulations. This will include business planning, budgeting, forecasting, negotiations and oversight of our financial, IT and Health and Safety systems. You will line manage the Finance Officer and external support for IT and Health and Safety and assess the need for additional staffing capacity.

You will work alongside the Head of Fundraising and Head of Client Services as part of a Senior Management Team (SMT) to provide strategic oversight and development of the whole charity to support the CEO. This post will actively participate in the Board by providing not only descriptive but predictive data for your areas of responsibility to inform decision making.

Experience of working within the charity sector or social care is not essential, but you need to have a working knowledge of charity account regulations and experience of working within an organisation of a similar size. We are looking for a leader with ambition, skills and the desire to inspire colleagues at all levels. You will be self-motivated and able to work on your own initiative, with the ability to develop a small but high performing team with a commitment to empowering others.

## Management of Finances

- Working with our accountant to produce annual statutory report of accounts
- Producing monthly reports for SMT and Project Managers on our management accounts
- Financial reporting quarterly to our treasurer and Board
- Financial planning, cash and credit control management
- Monitoring and reporting of restricted funds to fundraising team
- Review and updating financial policies, and procedures and monitoring compliance
- Budget setting and forecasting, with the SMT and Treasurer
- Line management of the Finance Officer
- Oversee all financial data entry and management of bank accounts, gift aid and payment processes, payroll, pension scheme and other employee related benefits etc

## Management of Resources

### IT Management

- Management of external support to provide first line of support for all staff on IT related queries and the development of our IT systems to provide data for all monitoring and evaluation required by SMT, Project Teams and Central Support Services
- Management of IT equipment and software as required

### Health and Safety

- Working with our Health and Safety consultant to ensure compliance with Health & Safety legislation
- Reviewing and updating organisational Health & Safety policy
- Conducting regular H&S audits across all organisational locations
- Providing reports and communications to staff and stakeholders, regarding Health & Safety matters within the organisation and to the Health and Safety subgroup quarterly
- Working with colleagues and our consultant to develop relevant H&S training materials
- Monitoring of Accident & Incident reports and collating the data for statistical analysis

#### General

- Managing strategic negotiations with office landlords
- Line managing administrative staff who manage office resources on a day to day basis
- To be involved in strategic and operational planning with the CEO and SMT
- Representing the charity and reporting to all stakeholders as appropriate
- Working to maintain and uphold the charity's culture, ethos and values
- Deputising for the CEO as appropriate

# Person Specification

## Experience

- Financial management, planning and reporting.....Essential
- Relevant qualification in accountancy.....Desirable
- Managing IT systems/practices.....Desirable
- Managing a small team of staff .....Essential
- Health and Safety management.....Desirable

## Skills

- Management skills, including the ability to lead and motivate self/others.....Essential
- Excellent interpersonal, teamwork, negotiation and organisational skills.....Essential
- Excellent IT management skills.....Essential
- Initiative and a creative approach to problem solving .....Essential
- Excellent written and verbal communication skills .....Essential
- The ability to plan and deliver against targets .....Essential
- The ability to write and implement policies and processes.....Essential
- The ability to prioritise, multi-task and work well under pressure.....Essential
- To be able to see the big picture and have attention to detail.....Essential
- Excellent analytical skills and the ability to communicate complex issues simply.....Essential

## Personal Qualities

- Absolute integrity with a commitment to transparency and openness .....Essential
- To be committed to supporting vulnerable migrants.....Essential
- To be supportive of the ethos and values of the charity.....Essential



# How to Apply

Please fill in our application form that can be downloaded from our website ([www.actionfoundation.org.uk/get-involved/recruitment/](http://www.actionfoundation.org.uk/get-involved/recruitment/)) and return to [recruitment@actionfoundation.org.uk](mailto:recruitment@actionfoundation.org.uk). Please ensure that you have included mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with the recruitment timetable.

At Action Foundation we believe passionately that a truly inclusive workplace leads to increased social impact. We are committed to build more inclusive teams. To understand how we are performing, we ask that you kindly complete the brief equal opportunities questionnaire when you submit your application.

Please be assured that your responses are kept confidential, separate from your candidate record, and are not part of any application you make.



## Recruitment Timetable

Deadline for applications: .....Monday, 7th June 2021, 9am

Interviews:.....Evenings of week commencing  
21st June 2021

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*Action Foundation gives hope to vulnerable people, guiding them to a better life, it is a life-changing charity offering a real sense of involvement.*

Lord-Lieutenant of  
Tyne and Wear,  
Mrs Susan Winfield

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