



Recruitment Pack

Information for Candidates

Thank you for your interest in the position of Finance Manager at Home-Start Cymru.

Reporting directly to SLT, the Finance Manager is a key role within Home-Start Cymru responsible for leading the finance function, ensuring the organisation has the services it needs to evolve successfully.

About Home-Start Cymru

The earliest years of a child's life set the foundations for lifelong health and well-being. Home-Start Cymru believes that children need happy, healthy homes in order to thrive. Being a parent is not easy and we offer unique and life changing support, designed for and with families to make sure those early years count and that every child has a fair start. Our volunteer-led, home-visiting support is compassionate, confidential and tailored to each family's unique context. Our volunteers, drawn from the communities in which they support, understand how difficult parenting can be and make a vital difference not only to those families we support, but to strengthening the community around them. We are there for parents when they need us most, because childhood cannot wait.

Our vision is that every parent in Wales has the support they need to give their children the best start in life. As well as providing direct support to families we play a strong role in bringing the voice of parents and children to bear on national, regional and local decisions that affect them. We advocate for them at all levels to try and influence changes in the longer term that will reduce the need for support like ours.

Home-Start Cymru came into being in 2019 following the merger of a number of smaller Home-Starts but is built on the firm foundations of a long history of Home-Start support as the federation celebrates its 50th year. On the back of multiple crises families have been plunged into the depths of the cost of living crisis and demand for our support has never been higher. As a young and bold charity, with an ambitious appetite to meet that demand delivering a full service to all families in need in communities across Wales. Within the current financial climate this presents further challenges and we require strong, agile and innovative leadership to navigate these turbulent times and realise our ambitions.

We believe there are three strands to achieving our ambitions:

- Strengthening our core: striving for excellence and continuous improvement in all that we do
 - Activating and sustaining our future: in new ways we seek to be ready to unlock new opportunities
 - Being connected: we seek to strengthen our connections, locally, regionally and nationally.
-



OUR VALUES

Home-Start Cymru has an incredible team of kind, compassionate, and dedicated people. Our staff and our volunteers are passionate about the difference we make and their unending commitment to changing lives is unique and precious asset to Home-Start Cymru.

Human connection is at the heart of our support for families, and as a values-led organisation we also place our people at the centre. Underpinning all of our actions lie the following core values:

- **Trust**
- **Support**
- **Empathy**
- **Compassion**
- **Connection**

The Role

This is an exciting opportunity to join a fast-paced and ambitious organisation at a time of growth as a key member of the Team.

You will lead a small Finance team delivering Finance compliance for HomeStart Cymru. You will play an active part in the leadership of the charity, by:

- Promoting and modelling the value of the organisation
- Promoting and enabling a collaborative and open working culture



Key Responsibilities

Finance

- To plan, direct and coordinate the finance and back office activities of Home-Start Cymru to ensure that financial resources and internal operations are managed effectively
- To achieve the highest standards of financial management and to maintain effective financial controls

To be responsible for the continued development and improvement of a range of financial duties including:

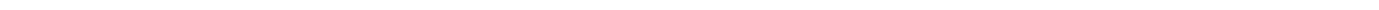
- Managing the finances of Home-Start Cymru's projects and activities, to achieve the charity's goals
 - Developing, implementing and maintaining financial systems and procedures which provide clear accountability in the day-to-day management of finances
 - Maintaining and developing proper accounting and financial records covering all aspects of financial activities having regard to the requirements of regulators and funders
 - Monitoring and carrying out the day-to-day financial operations within the Charity, such as payroll, invoicing, bank reconciliation and other transactions
 - Conducting month-end processes and reporting in a timely and efficient manner, including the preparation of prepayments and accruals, aged debtors reporting, budgets v actuals, Finance KPIs, and monthly P&L's for projects; analysing information and providing commentary and guidance
 - Working with SLT and CEO to prepare the Annual Budget
 - Managing Home Start Cymru's bank accounts and cashflow requirements including preparation of cashflow forecasts
 - Assisting in the preparation and production of a wide range of financial reports including management accounts, statutory accounts and project reports as required
 - Working with project owners to prepare budgets for funding proposals ensuring full cost recovery
 - Supporting, training and developing those employees who undertake financial functions within the Charity, including financial assistants
-

Other duties

- To undertake such other duties commensurate with the job titled and/or appropriate to
- the level of the post that may reasonably be required.
- Live the values of Home-Start Cymru
- Uphold and work within Home-Start Cymru policies and procedures

The job holder may be required to undertake any other duties that fall within the nature of the role and responsibilities of the role as detailed above.

.



Person Specification

Knowledge/ Experience	Essential	Desirable
AT/CIMA/CCAB qualified (or part qualified with relevant work experience)	✓	
Recent and relevant operational finance management experience	✓	
Other corporate functions including IT, HR, facilities and admin		✓
Proven record of preparing both statutory and management accounts.	✓	
Understanding of charitable regulations and accounting practices	✓	
Experience of reconciliation and analysis of data	✓	
Experience of managing relationships with external agencies, including banks and auditors.	✓	
Experience using IT to improve efficiencies within Finance functions	✓	
Proven experience of managing and developing staff	✓	
HR experience		✓

Person Specification

Skills	Essential	Desirable
Ability to manage own workload, time and diary in order to meet deadlines / achieve outcomes	✓	
Ability to work independently with minimal supervision	✓	
Ability to work co-operatively and effectively as part of multi-disciplinary teams	✓	
Strong IT skills including advanced use of spreadsheets and financial software (Xero desirable)	✓	
Ability to deliver excellent customer service	✓	
Ability to communicate effectively, verbally and in written format, across various audiences including at Board level	✓	
Ability to build relationships with internal and external stakeholders	✓	
Ability to identify opportunities for innovation, create efficiencies and solve problems	✓	
Ability to communicate in Welsh		✓
Demonstrable understanding of and commitment to equality and diversity and safeguarding	✓	

Key Details

- **Reports to:** CEO
 - **Responsible for:** Financial Assistants
 - **Hours of work:** 28 - 37 Hours a Week (Flexible depending on the candidate)
 - **Contract:** Permanent
 - **Salary:** Grade 3 -£30,000 - £40,000
 - **Location:** Hybrid working/ Home working available. Essential work equipment will be provided.
 - **Pension:** Auto enrolled at 3% employee & 5% employer contributions. Employees can opt to increase contributions at any point (no maximum contribution amount).
 - **Annual leave:** 29 days plus statutory bank holidays
 - **Additional benefits:** a range of additional benefits are available, including: access to an employee assistance programme; flexible working arrangements; access to training courses and other learning and development opportunities.
-

How To Apply

Please forward an application in writing comprising your latest CV, a supporting statement of (no more than three A4 pages), and an equalities form.

Your responses will be kept confidential, and the information you provide on the equal form will be separated from your application and will not form part of any assessment by the panel.

Deadline for applications: 9am on Monday 6th November 2023

Applications should be submitted via email to recruitment@homestartcymru.org.uk.

The information provided by unsuccessful applicants will be securely retained for a period of one year and then confidentially destroyed.

Please note that we may extend the recruitment period if we do not receive an adequate number of qualified candidates for the position.

Get in touch

If you have any questions or would like an informal conversation about the role with our CEO Jayne Drummond please contact us via:

✉ **recruitment:@homestartcymru.org.uk**

🖱 **www.homestartcymru.org.uk**
