



**Finance  
Manager  
recruitment  
pack  
2024**



GB Ministries is the operating name of The Girls' Brigade England & Wales - a company limited by guarantee (No 206877) and a registered charity (No 206655)

# Introduction

## About the job:

We seek to appoint a proactive finance professional to oversee and manage the finance function at Girls' Brigade Ministries.

## Who we are:

Girls' Brigade Ministries is the operating name of Girls' Brigade England & Wales. We help girls and women explore and engage with real life and Christian faith in fun, informative and hopeful ways.

We are a registered charity (Charity Number 206655) and a company limited by guarantee (Company Number 00206877) registered in England and Wales at Cliff College, Calver, Hope Valley, S32 3XG.

Girls' Brigade Ministries is led by our Trustee Board who set the strategic direction of the charity, oversee the finances and make decisions about our future initiatives.

Click [here](#) for a message from our Chief Executive Officer.

Click [here](#) to view our staff and wider organisational structure.

Click [here](#) to discover more about Girls' Brigade Ministries.

## Working arrangement:

Whilst the role is a part-time post, we welcome suggestions from applicants for all types of working arrangement, on the understanding that there is a need for at least one day each month to be spent on site at our head office in the Peak District, on the Cliff College campus.

*Enquiries from those with a demonstrable history of self-employment and with the necessary experience and who are able to satisfy the demands of this post on a consultancy basis are welcomed.*

## Faith:

A specific faith is not an essential requirement for this role, but the successful applicant should be comfortable working alongside and in partnership with an organisation rooted in faith and be fully supportive of and engaged with the ethos, values, and aims of Girls Brigade Ministries.

## Next steps:

Informal enquiries may be addressed to our Chief Executive Officer, Judith Davey-Cole. Contact Judith by email in the first instance at [judith.davey-cole@gb-ministries.org](mailto:judith.davey-cole@gb-ministries.org).

*Please note that applications sent directly to this email address will not be accepted.*

To make an application send an up-to-date CV with a detailed covering letter outlining your interest in the post by email to our external HR support partners at [sarah@crawfordhr.com](mailto:sarah@crawfordhr.com).

## Anticipated timeline:

A flexible start date is available and will be discussed at interview stage.

<b>1. Closing date</b>	29 April 2024
<b>2. Interview date</b>	3 May 2024

1. We reserve the right to close the vacancy earlier than this date and without further public notification should a sufficient number of applications be received.
2. Interviews will be held in-person at our offices at Cliff College, Calver, Hope Valley, S32 3XG.

# Job description

<b>Job title:</b>	<b>Finance Manager</b>
<b>Location:</b>	<b>Girls' Brigade Ministries offices (S32 3XG)</b> <i>Flexible and remote/home working options are available</i>
<b>Responsible to:</b>	<b>Chief Executive Officer</b>
<b>Responsible for:</b>	<b>Finance Assistant</b>
<b>Internal relationships:</b>	<b>Chief Executive Officer</b> <b>Staff team</b> <b>Budget holders</b> <b>Trustee Board</b>
<b>Purpose and objectives:</b>	<b>To provide professional leadership of Girls' Brigade Ministries finance, ensuring financial management is optimised for efficiency and robust financial controls and appropriate reporting processes are in place</b>  <b>To contribute financial expertise to Girls' Brigade Ministries, developing trusted professional relationships with the Chief Executive Officer, Trustee Board, budget holders and wider staff team</b>

## **Main responsibilities:**

### **Financial planning, control budgeting and reporting:**

- Lead on the production of monthly management accounts and the forecasting process, providing analysis and insights to budget holders, the CEO and Trustee Board
- Prepare annual financial income and expenditure plans supported by a robust 12-month rolling cash flow forecast, working collaboratively with the CEO and Trustee Board
- Prepare, monitor, and adjust longer term forecasts to support the organisations 5-year planning cycle, working collaboratively with the CEO and Trustee Board
- Support the CEO, Trustee Board and budget holders with professional finance related guidance and advice, allowing appropriate and considered decisions to be made
- Manage the supplier and credit control function for the organisation and associated subsidiaries
- Ensure financial procedures are robust, compliant, and fit for purpose and that they are reviewed and updated as necessary due to changes in internal processes or legislation
- met, and the preparation of the annual financial statements is following latest requirements.
- Work closely with the appointed Auditors to produce statutory annual accounts
- Be lead liaison with regards to outsourced investment management and provide information as necessary to assist the CEO and Trustee Board to make investment or disinvestment decisions

### **Governance:**

- Maintain compliance by acting as the primary point of contact for the organisations financial and reporting obligations, to include responsibility for all relevant submissions, particularly as required by the Charity Commission, Companies House, HMRC (PAYE, NICs, VAT, etc.), the Pension Regulator, our outsourced payroll provider, and Gift Aid returns

### **Line management:**

- Support and enable the professional development of the Finance Assistant through effective and appropriate line management

### Other requirements

- Prepare grant claims for submission on a regular basis
- Develop and maintain a good understanding of the culture and values of Girls' Brigade Ministries always acting in the best interests of the organisation
- Any other requirements that support the existing and developing needs of Girls' Brigade Ministries which are within the level of responsibility of the postholder

### Ongoing development and training

- To fulfil the requirements of the role there will from time to time be the necessity to undertake some internal and external training
- Where possible any such training will be undertaken during contracted hours however if this is not practical it will be recorded as time off in lieu (TOIL)

### Ongoing development and training

<b>Contract type</b>	Permanent, part-time
<b>Working hours</b>	(Upto) 25 per week
<b>Rate of pay</b>	£16.83 per hour (£21,879 actual salary / £35000 FTE)
<b>Working pattern</b>	All working patterns can be considered
<b>Location</b>	Flexible and remote/home working options available with at least one day a month required at the Girls' Brigade Ministries offices. (S32 3XG)
<b>Required working</b>	Occasional attendance at trustee meetings will be required, which often take place on a Saturday. Reasonable notice will be provided.
<b>Annual leave</b>	<ul style="list-style-type: none"><li>• Years 1-4; 33 days, inclusive of public holidays</li><li>• Years 5+; 36 days, inclusive of public holidays</li></ul> In addition to annual leave employees are encouraged, in line with our Volunteering and Social Action Policy, to take up to 5 volunteering/social action days per annum. All are calculated pro-rata for part-time staff
<b>Enhanced sick pay</b>	Following satisfactory completion of the probationary period: <ul style="list-style-type: none"><li>• Years 1-2; one-month full-pay, one-month half-pay</li><li>• Years 3-5; two-months full-pay, two-months half-pay</li><li>• Years 6+; three-months full-pay, three-months half-pay</li></ul>
<b>Family friendly</b>	Enhanced maternity and adoption leave entitlements
<b>Pension</b>	There is a defined contribution pension scheme (NEST) to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme, subject to certain provisions
<b>Probationary period</b>	Appointments for employees are made subject to the satisfactory completion of a probationary period of six months
<b>DBS disclosure</b>	Due to the nature of this post, appointment will be subject to a satisfactory enhanced disclosure from the Disclosure & Barring Service



## Person specification

**Job title:** Finance Manager

**Location:** Girls' Brigade Ministries offices (S32 3XG)  
Flexible and remote/home working options are available

**Responsible to:** Chief Executive Officer

Attributes	Essential	Desirable	
Education and training	A relevant professional qualification: full or part qualified in either CIMA, ACCA, or ACA		CV, Q, I
	Able to evidence ongoing professional development		CV, I
Experience, knowledge and ability	Demonstrable all-round working knowledge of accounting and payroll systems including financial planning and forecasting, data analysis and reporting, and financial systems and internal controls	Financial experience in the charity sector	CV, I
	Good experience of the production of management accounts and their reporting in a variety of contexts	Experience in managing others	CV, I
	Able to work effectively within a team or alone with minimum supervision		CV, I
	Able to work effectively with and/or learn and adapt as necessary to IT applications and finance software		CV, I
	Able to work under pressure and meet deadlines, often with competing priorities, and demonstrate reliability, integrity, and a commitment to confidentiality		CV, I
	Able to react and adapt positively to changing priorities and circumstances, willing to meet the current and future needs of the organisation		CV, I
Special qualities or aptitudes	Be in sympathy with and supportive of the ethos and charisms of Girls' Brigade Ministries	Member of a church or a Christian community	L, I
	Develop an understanding of Girls' Brigade Ministries		
	Demonstrate awareness of and sensitivity to issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of life		L, I
	A willingness to occasionally work irregular hours which may include evenings and weekends		L, I

### Evidence:

**CV - Curriculum vitae; L - Covering letter; I - Interview; E - Exercise; Q - Proof of qualification**

## **Important notes**

### **Disability:**

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application. If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of this recruitment process. If you have any questions about the way that we are recruiting, please do not hesitate to contact us in confidence here.

### **Entitlement to work in the UK:**

Any job offer will be conditional, subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK should any an offer of employment is made.

### **Experience, knowledge, skills, and abilities:**

The person specification lists minimum requirements for this post. When shortlisting, the selection panel will only consider information contained in your application form and assess this against the person specification.

### **References:**

Any job offer will be conditional, subject to the receipt of satisfactory references. One should be from your current or your most recent employer, the second from a previous and relevant work experience. It is important that both referees are able to comment on your suitability to the role.

### **Criminal convictions:**

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Having a criminal record does not necessarily bar you from working for us however this will depend on the job that you have applied for and the nature of the conviction.

### **Data protection:**

The information you provide will be held in the strictest confidence. We process information in line with our Privacy Policy and if you are successful in your application the information will be used to administer your employment with us. By applying we assume you agree to the processing of your data in accordance with our Privacy Policy.

### **Equality, diversity, and inclusion:**

Our aim is to have a workforce that reflects the diversity of talent, abilities, and skills drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly.

Recruitment will be made solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job.

### **Other policies:**

We have a range of policies and processes in place to protect you, to protect us and to safeguard those who use our services. Should a conditional offer of employment be made you commit to work within and actively promote these at all times.

They include, but they are not exhaustive to Health & Safety, Data Protection, the General Data Protection Regulation, Information Governance, Safeguarding, Performance Management, EDI Safeguarding and a range of Personnel and Financial Processes.