

Welcome from the chief executive

Dear candidate,

We are seeking an outstanding individual to take on the finance lead role for our thriving and ambitious organisation.

Caring Together is a leading charity and provider of services and support for carers across Cambridgeshire, Peterborough and Norfolk.

Like many other organisations we have successfully navigated our way through the Coronavirus pandemic whilst continuing with our plans to reach more carers, growing our core activities, and aiming to be the best we can at all we do.

Our immediate priorities include growing fundraised income and our private homecare service. We have just completed the implementation of the business central finance system and moved to modern, new offices in Parson's Green, St Ives.

We continue to be successful at winning contracts and grants across our region for the provision of services to carers and our homecare service which is assessed as 'Good' by the Care Quality Commission (CQC).

We are seeking a delivery-focussed individual who can provide clear leadership and strategic (as well as day to day) direction to their team and continue to build an effective finance function to support our service delivery teams and ambitions for the future.

This is a fantastic opportunity to become part of our growing organisation, motivated only by doing all we can to give carers all they need to do the amazing work that they do.

Miriam Martin

Chief executive

Director of finance job pack

Title	Director of finance
Hours	37 hours per week
Salary	Up to £65,000 plus 3% pension contribution, 25 days holiday and flexible working.
Accountable to	Chief executive
Responsible for	Finance manager, finance officer, credit controller and payroll officer
Based	Hybrid working, part home-based

About Caring Together

Carers are the invisible backbone of our health and social care system. They deserve acknowledgement and support. This very much summarises our purpose.

In 2013 we were an organisation with a turnover of around £2 million and providing services to carers across Cambridgeshire. Today we are a £4 million plus organisation, supporting around 30,000 carers each year across Cambridgeshire, Peterborough and Norfolk. We employ 150 staff and have a growing number of volunteers adding huge value to our work.

Over recent years we have brought focus to our core activities of:

- Providing breaks from caring which includes regulated homecare.
- Planning ahead including in the event of an emergency.
- Providing training and equipping carers with skills and knowledge to help in their caring role.
- Information and advice and supporting carers to access their rights and entitlements.
- Someone to talk to.
- Raising awareness in the community with health, social care and education professionals and employers.

We are a network partner of Carers Trust which brings opportunities to access to large corporate grants and ensures that the experience of carers is used to determine national policy. We are also members of Carers UK who are the leading campaigning organisation on carer issues.

We pride ourselves on being an excellent employer. In our 2022 staff survey 84% of staff said they felt proud working at Caring Together. We offer flexible hybrid working as many of our employees are carers and need to be able to fit in their caring commitments alongside their work. We have an expectation that all our

office-based staff spend at least two days per week in the office.

Financial position

Our income, standing at approximately £4 million, is generated from a combination of contracts, grants, the purchase of private homecare and donations. We aim to generate small surpluses from our contracted services to enable onward investment in priority areas. Although 2021/22 was a challenging year, the organisation is financially secure with reserves in the region of £800,000.

In future years we aim to grow our fundraised income to replace the less profitable elements of our contracted services so we can more easily respond to the needs of carers and reduce the levels of uncertainty for carers and staff about the long-term future and security of our services.

Further information is included in the following attachments:

- [20/21 Trustees annual report](#)
- [22/23 Strategy map](#)

About the role

We are seeking a qualified member of an accountancy body or holder of an equivalent qualification with 5 years finance experience at a senior level.

You will be supporting the board and be an active member of the executive team, providing financial information and leadership to maximise our sustainability and growth potential.

You will be leading on all financial aspects of the charity including budgets and controls, internal financial procedures and processes, management and statutory accounting and audit.

Responsibilities of the role

Strategic leadership and management

1. Support the chief executive in developing robust business plans.
2. To contribute to strategic and business planning processes and develop annual and three-to-five-year financial plans to promote revenue growth and sustainability.
3. Operate as a key member of the senior leadership team.
4. Working with the chief executive ensure business risks are identified with appropriate mitigating actions in place.
5. Responsible for the appraisal and development of all staff in roles for which the post has line management responsibility.

Financial

1. To develop and maintain an efficient and effective finance function including credit control, payroll and systems supporting cash flows, future growth, investment activity and diversification of funding.
2. Ensuring the accurate and timely production and presentation of financial reports and budgets, providing advice and analysis to Trustees, the Senior Leadership Team and managers.
3. Responsibility for servicing the finance and audit subcommittee of the board, planning future agendas and meeting in liaison with the chief executive and honorary treasurer.
4. Provide an effective financial management service to the organisation covering strategic and operational financial and related matters. Knowledge of preparing charity accounts and the SORP is highly desirable.
5. Successful completion of the annual audit.
6. Implementation and monitoring of appropriate financial controls throughout Caring Together enhancing where appropriate.
7. Provide strategic advice and input into the preparation of tenders and contracts ensuring the robust evaluation of business risk.
8. Analyse and monitor income streams ensuring effective management of debt.
9. Offer support and advice to managers to manage budgets, interpret financial information and control costs.
10. Manage relationships with banks, regulators, and other professional advisers commensurate with the role.

Governance

1. To act as company secretary ensuring all correct documents are submitted to Companies House and the Charity Commission including the appointment and resignation of directors/trustees.
2. With the chief executive ensure all identity and compliance checks required for trustees are completed.
3. Attend all board meetings unless otherwise requested.

General

1. To be committed to safeguarding and promoting the welfare of vulnerable adults and children.
2. To always work within the philosophy and policies of Caring Together. Including our approach to equality, diversity and inclusion.
3. To comply with the Health and Safety at Work Act 1974 and with Caring Together policy, paying particular attention to the reporting of dangerous situations.
4. To have a commitment to developing quality through the implementation of agreed standards.
5. To respect the personal choice and lifestyles of colleagues, carers, and people with care needs, ensuring that Equal Opportunity principles are always applied.
6. To comply with the Code of Conduct.

7. To undertake any other duties that may be considered commensurate with the level of the post.

Caring Together is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects staff and volunteers to share this commitment.

We are inclusive. We celebrate multiple approaches and points of view. We are an equal opportunities employer and expect staff to respect the personal choice and lifestyles of colleagues, carers, and people with care needs.

Director of finance

Person specification

Requirements	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified member of an accountancy body or holder of an equivalent qualification, for example, ACA, ACCA, CIMA or equivalent. • Minimum of five years senior level finance experience. • Experience in developing and producing financial reports and management accounts from a computerised accounting system. • In depth experience of developing and managing financial systems and procedures. • Experience in leading and managing staff. • Experience of preparing and managing end year accounts and audits. • Experience of preparing and monitoring budgets and accounts with multiple income streams. 	

	<ul style="list-style-type: none"> • Experience of relevant reporting requirements or ability to develop knowledge. 	
Experience and knowledge	<ul style="list-style-type: none"> • Strong strategic and operational and technical accounting skills • Knowledge of the SORP accounting requirements and other specialist accounting requirements of the charity sector and the ability to develop expertise in this area • GDPR compliance 	
Skills and abilities	<ul style="list-style-type: none"> • High level IT skills, including the ability to design and operate complex spreadsheets, understand internal software and databases. • Strong written and verbal communication skills. • The ability to present financial information in a clear and concise manner to non-financial staff and board members. • Good communication and team working skills. • Excellent management skills. • Ability to work to tight deadlines. • Willingness to undertake personal development essential to the role. • Able to work under own initiative. 	

Application and recruitment process

Closing date and interview	Please note this is being run as a rolling recruitment process. We will be assessing applications, shortlisting, and offering interviews as the applications are received. The job will close once a candidate has been appointed.
Start date	The post is available immediately, on a fulltime, permanent basis.
Start date	The post is available immediately, on a full-time permanent basis.
Referees	The successful candidate will be asked to provide contact information for two referees. It is expected that one of these will be your current or most recent employer.
Proof of qualifications	The person specification for this post lists qualifications that are essential and/or desirable. If you are successful, you will be asked to provide original certificates of these educational and professional qualifications. Please do not enclose these with your application.
Terms and conditions	Full details of the terms and conditions of employment will be made available to the successful candidate.
Annual leave	The successful candidate will be entitled to 25 days (pro rata) annual leave plus statutory holidays (eight days) as well as the option to buy and sell annual leave in accordance with our policy.
Pension	Caring Together comply with all current legislation regarding auto-enrolment into a pension scheme for employees.
Entitlement to work	If you are shortlisted for interview, you will be asked to bring to interview original documentary evidence of your entitlement to work in the UK in line with a list of acceptable documents that we will provide to shortlisted candidates. Please do not enclose these with your application.
Working hours	Normal working hours are between 9.00am and 5.00pm, however Caring Together is committed to ensuring a work-life balance for our employees as well as supporting employees with priorities such as caring or other family commitments. We support flexible working patterns and arrangements where these are mutually agreed between the employee and their line manager. The successful candidate may be required to work flexibly at evenings and weekends at times.

Benefits

Full details of the benefits of employment will made available to the successful candidate.