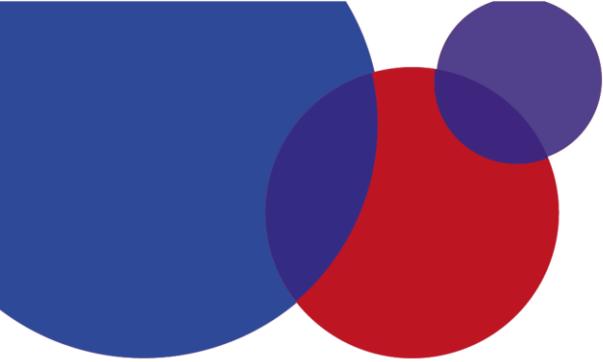


# Candidate Pack:

## Interim Finance Director

August 2018



## Message from the Chief Executive



Thank you for your interest in applying for the role of Interim Finance Director with the Community Foundations for Lancashire and Merseyside.

The Community Foundations is an independent charity which promotes local giving to address local disadvantage. We help individuals, families, companies, charitable trusts and public sectors bodies to connect, support and invest in communities across Lancashire and Merseyside.

The organisation started life in 1999 in Merseyside and 2007 in Lancashire as two separate entities, sharing one back office, before officially merging in 2014. We are a member of UK Community Foundations and therefore a network of 46 community foundations in the UK, along with being part of a movement of 2,500 community foundations worldwide.

Since 1999, we have distributed in excess of £50 million to charities and community groups across Lancashire and Merseyside. Our knowledge of the sector allows us to find and reach charities in our community and our ultimate vision is to drive as much investment into Lancashire and Merseyside's Voluntary and Community sectors to enrich the lives of local people.

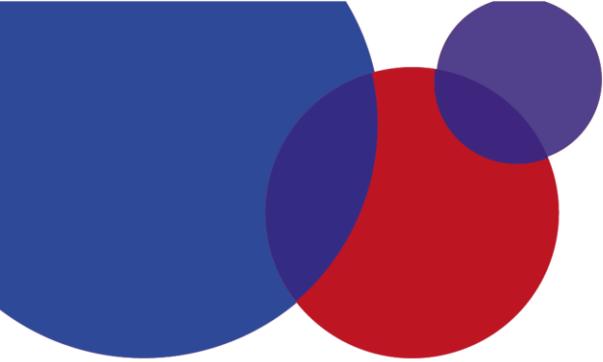
Charitable donations have come from up a variety of key supporters who choose to undertake their charitable giving with us, including major philanthropists, such as former LFC footballer Jamie Carragher and Sir Terry Leahy, national trusts & foundations, such as the Westminster Foundation and W O Street Foundation, and committed corporate citizens, such as Hill Dickinson, Liverpool ONE, and United Utilities.

The Community Foundations now exist in a new era of majority private funding and we are developing a philanthropic client offer and a growing community leadership role. We are now seeking an Interim Finance Director to help us in this new era, in particular strategically leading and developing the finance and accounts of the Community Foundation. If you have a proven track record in a senior position managing, developing and maintaining an organisation finances, accounts and investment, we would like to hear from you.

**Kind Regards**

**Rae Brooke**

***Chief Executive***



## Background Information

### Our Community Funding

We distribute around £1.5 million to £2 million in funding to communities each year with a typical average grant level of £3,500. We support vulnerable individuals, households in need, community groups, residents' associations, charities and social enterprises to improve the lives of local people across 11 social themes.

### Our Philanthropy Advising Offer

We administer 70 funds and foundations mainly on behalf of wealthy individuals, families, trusts & foundations and companies. We also secure contracts to distribute public sector funds, such as with Lancashire County Council and Merseyside Police & Crime Commissioner.

### Our Partners

Our partners are varied and wide, including Liverpool John Moores University, the Liverpool City Region Local Enterprise Partnership and North & West Lancashire Chamber of Commerce. We also work in partnership with a number of legal and financial practices across the region, offering philanthropy advice to their clients.

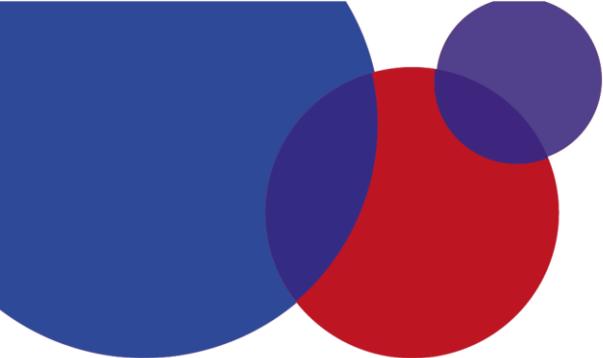
### Our Team

We are a staff team of 12 who cover the function areas of Community Philanthropy, Finance & Operations and Organisational Effectiveness, led by our Chief Executive. Our office is based in Liverpool city centre, courtesy of Liverpool ONE with a satellite office in Preston.

Our Board is made up of the following members:

-  Arthur Roberts, Chairman
-  Andy Myers, Vice Chairman
-  Chris Bliss, Trustee for Philanthropy Development
-  Amanda Meachin, Trustee for Philanthropy Development
-  Babs Murphy, Trustee for Philanthropy Development
-  David Wareing, Trustee for Legal
-  Colin Wardale, Treasurer
-  Miles Dunnett, Trustee for Philanthropy Development
-  Carmel Hall, Trustee for HR

Further information on our work can be found at [www.lancsfoundation.org.uk](http://www.lancsfoundation.org.uk) and [www.cfmerseyside.org.uk](http://www.cfmerseyside.org.uk).



## Interim Finance Director

**35 Hours a week, £40,000-£50,000**

**15 Month Contract – Maternity Cover**

**Liverpool Based**

### Job Summary

Community Foundations for Lancashire & Merseyside (CFLM) require a committed experienced Interim Finance Director to lead the financial activities of the charity. This role will focus on maintaining the management accounts and forecasts, managing financial operations such as grant payments, cash flow, and investment reporting.

CFLM is one of a network of 46 community foundations across the UK; we manage endowment investments currently valued at £15m (built from an initial pledge of £130,000 in 2007/08) and these funds we use to ensure sustainable community investment in small grassroots charities across Lancashire and Merseyside. In 2017/18 this was achieved through £2.5m of grants with an average award of £3,924. We are a small team of 15 and operating costs amounted to £446k in 17/18.

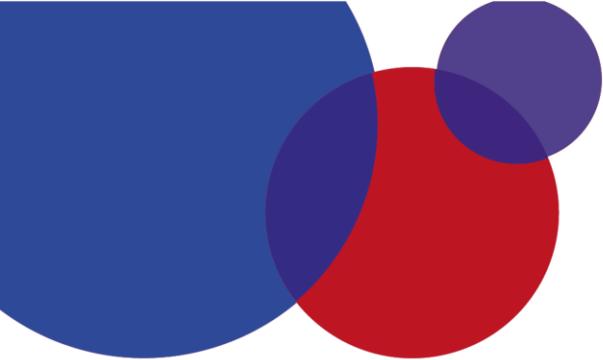
The role will include reporting on Financial Management and Control to Board (held quarterly) and compiling the financial statements for the financial year ending 31 March 2019. It is hoped that there will be a 3-month handover period with the incumbent FD during which time support and guidance can be shared. You will also contribute to the overall management of the organisation as a member of our Senior Management Team (SMT), alongside the Development Director, and working with and reporting to the Chief Executive.

You will focus on the following to fulfil our Mission & Vision against financial and non-financial targets that will be set annually as part of the process of reviewing the Strategy:

- Support the Senior Management Team to achieve organisational sustainability, measured by an annual break-even or surplus budget each year;
- Oversee Investment Managers and their performance quarterly.
- Oversee and support the Finance Manager and Finance Executive.
- Lead Donor bi-annual reporting (donor statement review)
- Contribute to strong board performance and compliance with the Charity Governance Code
- High standards of compliance for the Community Foundations with respect to the Charity Commission, Companies House
- Productive, effective and efficient working relationships with our professional advisers;

You will also be required to work at an operational level in your team, as appropriate, as work-loads fluctuate.

**Responsible to:** You will be directly responsible to the Chief Executive, working as a member of the Senior Management Team, and to the Board, Finance Committee, and other time-bound Advisory Groups.



You will also be required to especially work closely with the Chief Executive and Community Programmes Team as well as with other staff, trustees and supporters across the organisation

**Values and Behaviours:** Like every employee, you will be expected to exhibit the following corporate values and behaviours: Community Leadership, Pride, Transparency and Working Together.

**Salary:** The salary will be in the range £40,000 to £50,000 per annum.

**Benefits:**

- 31 days' annual leave plus bank holidays
- Medicash healthcare membership
- Generous pension scheme
- Flexible working hours and Time of in lieu
- Be part of a great team and work environment

## The Job Description

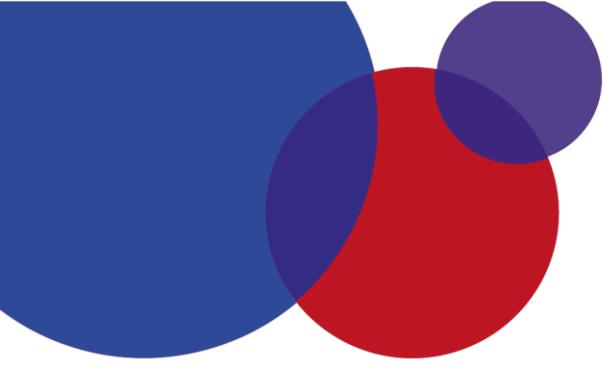
In order to contribute to the overall mission and goals, your job will be to lead the Community Foundations strategically in effective internal operations. This includes:

**Management:**

- Contribute to the overall management and strategic development of the Community Foundations as a member of the SMT, including working to ensure effective inter team collaboration.
- Lead, motivate and manage the Finance function and ensure anyone in the function receives adequate support and training through adherence to our policies.
- Report on operational and financial matters at Staff, SMT, Board, advisory group and subcommittee meetings as required.
- Develop, implement and monitor processes, systems and tools that facilitate information sharing and collaborative work practices among our staff.
- Develop risk management, contingency planning and mitigation, working within a framework, reporting to the Chief Executive and Board.

**Finance and Accounts:**

- Ensure the overall financial integrity of the Community Foundations.
- Ensure the Community Foundations are achieving organisational sustainability, including achievement of full cost recovery and operational capacity building, aiming for an annual break-even or surplus budget each year.
- Ensure preparation of and adherence to annual budgets for the Community Foundations, monitoring and communicating progress against income and expenditure budgets on a monthly or quarterly basis.

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- Ensure that monthly management accounts for the Community Foundations and related linked charities are accurate and provided in a timely manner.
  - Ensure that the annual accounts for the Community Foundations are drafted in line with the relevant Charity SORP and Companies Act provisions and are properly audited.
  - Ensure that quarterly investment reports on performance for the Community Foundations are accurate and provided in a timely manner, working with our investment managers.
  - Manage monthly payroll and pension payments and oversee weekly grant and supplier payments.
  - Ensure productive, effective and efficient working relationships with our professional advisors in the area of finance, including auditors, banks and investment managers, scrutinising and challenging, as appropriate, their performance and reporting to the Chief Executive and Boards regularly.
  - Working with investment managers, maximise our return on endowment funds for our social investment in communities in collaboration with donors and in line with Charity Commission guidelines.
  - Working with banks, maximize our finances for our core income and social investment in communities in collaboration with donors and in line with Charity Commission guidelines.
  - Effectively managing back-office finances for partners relating to programmes or specific legal agreements, such as another Community Foundation's finances.
  - Manage effectively the CFLM Pension Fund including compliance with regulatory changes (including auto enrolment thresholds).
  - Ensure compliance with all relevant legal requirements pertaining to information handling.

#### **Donor & Stakeholder Management:**

- Ensure reliable, informative donor reporting is produced and presented to key donors as part of ongoing donor management
- Develop financial analysis of donor funds and support the Chief Executive on donor engagement.

#### **Corporate Governance:**

- Act as a resource for staff and members on issues relating to compliance with governance documents.
- Ensure compliance with Company & Charity Law for the Community Foundations.
- Ensure productive, effective and efficient working relationships with our professional advisors in the area of corporate governance, including our solicitor, scrutinising and challenging, as appropriate, their performance and reporting to the Chief Executive and Boards regularly.
- Acting as Data Manager ensure continued compliance with Data Protection and Confidentiality Policies and maintain and ensure compliance with CFLM's Privacy Policy.

#### **How to Apply:**

To apply for the role please submit a CV and covering letter of no more than two pages on how you meet the role's requirements, especially in terms of the Knowledge, Skills & Experience, to the Community Foundations by 5pm on Thursday 27<sup>th</sup> September 2018. For further information or alternatively send your application to Ben Roberts at [ben.roberts@cflm.email](mailto:ben.roberts@cflm.email)

## **Contacts:**

**Name:** Sarah Bunting

**Job Title:** Finance Director

**Phone Number:** 0330 440 4900

**Mobile Number:** 07794 648 112

**Email:** Sarah.Bunting@cflm.email



Lancashire President:

Lord-Lieutenant of Lancashire Lord Charles Shuttleworth

Merseyside President:

Lord-Lieutenant of Merseyside Dame Lorna Muirhead

### **Head office:**

Community Foundations

Third Floor

Stanley Buildings

43 Hanover Street

Liverpool ONE estate

Liverpool

L1 3DN

Email: [info@cflm.email](mailto:info@cflm.email)



The Community Foundation's Stanley Building offices at Liverpool ONE have been generously donated by the Grosvenor Liverpool Fund

Thank you to North & Western Lancashire Chamber of Commerce for their support in providing office space for the Community Foundation for Lancashire