



# Director of Finance & Business Services

## Candidate Information Pack

November 2017



## A message from the Chief Executive

Thank you for showing an interest in this position.

UKSA delivers fantastic outcomes across two key areas of work – Sea.Change and Sea.Careers.

This year we are celebrating our 30<sup>th</sup> anniversary, having provided our services to over 150,000 people. Our training revenues from Sea.Careers enable us to provide our transformational Sea.Change activities, whilst investing for the future.

UKSA offers pathways into careers in yachting and watersports for young people, no matter what their background. We offer the very best professional maritime training courses alongside funded youth development programmes to help young people transform their lives for the better.

As CEO I am focussed on UKSA's future. A new organisational strategy has been developed that includes our capital development plans and in the next five years alone we will train 50,000 more people. To support them we will launch new programmes that allow young people to take advantage of career opportunities in the growing yachting and marine industry. We will upgrade our facility in Cowes, building a world-renowned Centre for Maritime Training, fit to train the next generation of students.

UKSA has recognised that in order for the charity to continue to develop and maintain its market position, investment is needed at its headquarters in Cowes. The way that UKSA's site is currently configured means there is a ceiling on the number of young people who can benefit from our programmes. Over the coming three years our large dormitory blocks will be replaced by modern, modular accommodation. This multimillion pound project will give us the flexibility to host more groups simultaneously, improving life-skills and offering career pathways to thousands more young people.

Fundraising has started, with the aim of raising £5m for the full refurbishment of the site. We intend to start building the new accommodation facility in the Autumn of 2018.

We have an exciting time ahead and we are looking for an individual who can be pro-active within a fast changing and unique environment; who will excel at being part of the team, thrive at solving problems and have a desire to be part of UKSA's future and in turn support young people who most need our help.

I look forward to your application.

**Ben Willows**  
Chief Executive



## About UKSA

We are a youth charity that uses the power of the sea to transform the lives of thousands of young people each year, from all around the UK. The charity was formed in 1987 by Noel and Sylvia Lister who wanted to educate and enrich the lives of young people, using their experience of the sea, including the many challenges and gifts it offers, and the power it holds to make change. Nearly thirty years on, this remarkable ethos remains at the heart of UKSA. Our activities fall into two areas:

### Sea.Change

We provide life-changing opportunities to schools and groups, disadvantaged and disaffected young people who are not in education, employment or training (NEETs) and young offenders. A common theme for many of these individuals is the low expectation they have of themselves and we challenge them to transform and to create opportunities for themselves.

### Sea.Careers

We are the world's largest provider of marine training, ranging from watersports instructor, through to training officers working on vessels up to 3,000 gross tonnes. This work cross-subsidises our 'Sea Change' activities.

We are proud of the large number of students who leave us to start their first jobs in the maritime industry, and go onto a lifetime of opportunity.

### Application process

To find out more, please review our 2016/17 Impact Report available via [www.uksa.org/work-for-us](http://www.uksa.org/work-for-us) and if you have the relevant skills and experience we would love to hear from you. Please complete the application form and Equality and Diversity Form and email these to [recruitment@uksa.org](mailto:recruitment@uksa.org)

**Closing date:** Sunday 3<sup>rd</sup> December 2017

**Shortlisting calls via Skype / telephone:** Friday 8<sup>th</sup> December 2017

**Date for interview/selection:** Thursday 14<sup>th</sup> December 2017

Shortlisted applicants will be invited to:

- have a tour of UKSA's premises in Cowes
- make a presentation, and
- attend a panel interview as part of the process.

<b>Job Description and Person Specification</b>	
<b>Job Title:</b>	Director of Finance and Business Services
<b>Reporting to:</b>	Chief Executive with reporting function to the Board of Trustees
<b>People/Team Management:</b>	Direct reports outlined in B1 Structure (attached)
<b>Band:</b>	B1
<b>Key Purpose:</b>	
<p>The Director of Finance and Business Services (DFBS) is accountable to the Chief Executive (CE) for all duties and responsibilities within the role. The DFBS reports to the CE on day to day matters and also report to the Chair of the Finance Sub-Committee monthly on financial performance and any risk areas.</p> <p>The DFBS reports to the whole board of Trustees on a quarterly basis on financial performance, risk and matters of governance. The DFBS is a member of senior executive team tasked with delivering the functions of Finance, Business Services, including estate management, IT and is the designated Data Protection Officer.</p>	
<b>Financial &amp; commercial</b>	
<ul style="list-style-type: none"> <li>• Providing sound financial advice to the Finance Sub-Committee, Board of Trustees, the Chief Executive, Directors and other senior management</li> <li>• Acting as the leading interface between management, Finance Sub-Committee and Trustees on financial matters</li> <li>• Production of annual accounts for the charity and its trading subsidiary to comply with the requirements of statutory accounting standards</li> <li>• Ensuring that the appropriate business plans and processes are in place to ensure the long term financial viability of the charity, advising the Executive team on the financial consequences of proposed actions</li> <li>• Ensuring timely and accurate financial information is provided to enable effective decision making at senior and operational management levels</li> <li>• Monitoring income and expenditure in relation to the budget, analysing variances and presenting monthly management accounts and trend analysis</li> <li>• Responsible for UKSA Trading Ltd activities and achieving profit</li> <li>• Managing levels of delegated authority and process for procurement</li> <li>• Contributing to the overall strategic direction of the charity and leading the charity's budgeting processes, for resource allocation and performance monitoring at all levels of the charity</li> <li>• Negotiating and establishing partnerships with commercial providers</li> <li>• Providing an external interface with banks, auditors, pension funds, investment managers, consultants and charity finance specialists, including providing and/or coordinating all accounting, legal and taxation services and advice to the charity</li> <li>• Ensuring appropriate risk management techniques and financial controls are embedded throughout the charity and its subsidiary companies at strategic and operational levels</li> </ul>	
<b>Business Services and IT</b>	
<ul style="list-style-type: none"> <li>• Lead the provision of residential and business services to ensure that internal and external customer satisfaction is maintained</li> <li>• Ensure that support services including the management and coordination of resources, IT, asset, maintenance and facilities, are delivered effectively</li> </ul>	



- Project director for new building/projects, managing competitive tenders and planning permissions
- Develop and manage Service Contracts to achieve high quality, cost effective services.
- Ensure that effective systems operate throughout to manage performance, risk, health and safety, and business continuity.
- Responsibility for the data protection policy and acting as the charity's designated Data Protection Officer

#### **HR and Organisational Development**

- Working in conjunction with Chief Executive, responsible for the strategic direction in relation to people and performance
- Develop and implement an annual plan for delivering the HR Strategy in line with the budget
- Ensure HR plans support the needs of the business but are also flexible enough to cope with changes in the organisation, as and when they occur
- Ensure that appropriate reporting of HR and people information is in place

#### **Company Secretary and Governance**

- Acting as company secretary to the charity and subsidiary companies working closely with the chairman and board of trustees
- Maintain regular liaison with the chair of the Finance Sub-Committee
- Maintaining an organisational contracts register including contractual liabilities and safekeeping of documents in compliance with UKSA quality framework ISO9001
- Ensuring the organisational risk register is kept up to date is fit for purpose and communicated to the board and executive

#### **Health and Safety & Safeguarding**

- Responsible for maintaining and managing UKSA health and safety framework and reporting for the monthly Health and Safety management meeting
- Work in a way that demonstrates a duty to take care of your own health and safety and that of others who may be affected by your actions.
- Co-operate with employers and co-workers to help everyone meet their legal requirements.
- Ensuring operational safeguarding policies and practices are followed by all staff and that safeguarding is actively promoted throughout the organisation at all times

#### **Team Performance**

- Providing management, support and development to all teams, and team members, within their area of responsibility
- Prepare for and take full part in 1-1 reviews with line manager
- Conduct effective and timely 1-1 reviews with all line reports, ensuring that performance and development are challenged and supported
- Effectual line management of all reports covering recruitment, induction, conduct matters, contractual terms and conditions and professional development reviews
- Ensuring adherence to all policies and procedures and promoting the Vision, Purpose and Values of UKSA

#### **General**

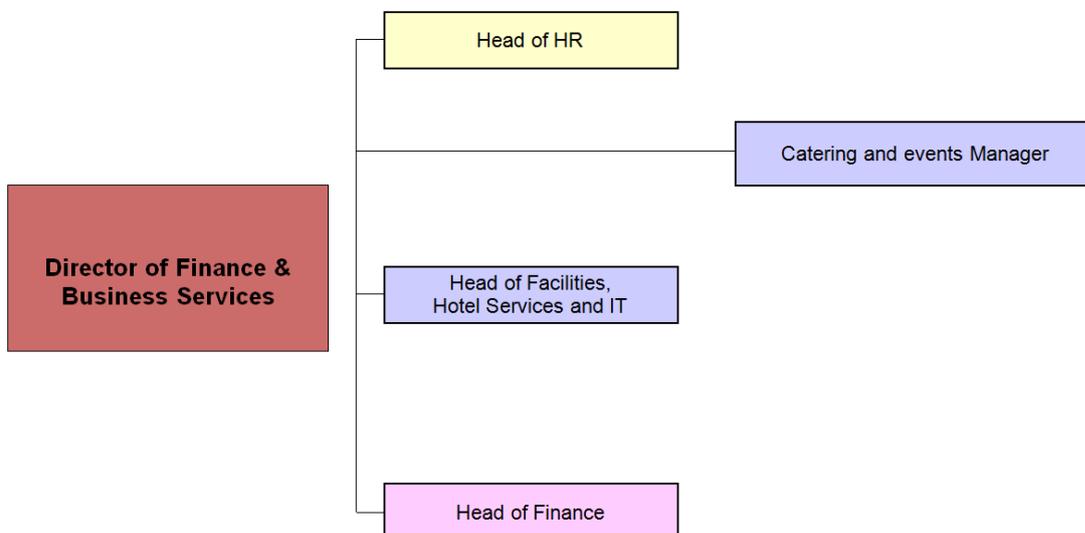
- Comply with and promote UKSA equality and diversity, data protection and health & safety policies and procedures.
- Make a commitment to deliver excellent customer service.

This Job Description and Person Specification is not exhaustive and reasonable flexibility is expected to meet the changing needs of the business; it will be reviewed and may be updated from time to time in conjunction with the post holder.

Person Specification		
	Essential	Desirable
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Sound knowledge of charity law for governance and SORP compliance</li> <li>• Good knowledge of commercial and business law</li> <li>• Sound knowledge of health and safety and general business law</li> </ul>	
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>• Professional Accountancy qualification</li> <li>• Degree-level education (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• HR qualification / certification</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Proven experience in a strategic financial leadership role</li> <li>• Bringing a financial and commercial strength to the charity</li> <li>• Experience of strategic leadership and governance in charitable organisations</li> <li>• Proven project management experience</li> </ul>	<ul style="list-style-type: none"> <li>• Commercial and education sector experience</li> <li>• Procurement experience</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills</li> <li>• Polished presentation skills</li> <li>• Strong leadership skills</li> <li>• Excellent literacy, numeracy and IT skills</li> <li>• Self-starter, highly organised and able to work at all levels in the organisation</li> <li>• Demonstrates a commitment to deliver customer satisfaction and quality</li> </ul>	

**NB** Must be able to prove fitness for office to comply with requirements of the Finance Act 2010, DBS background checks, and regulations for Company Secretaries.

**B1 Structure Direct Reports**  
**Director of Finance & Business Services**



Number of indirect reports: c.50



## Director of Finance & Business Services - Key terms and conditions

<b>Salary</b>	Up to £60,000 (B1) Payable on 28 <sup>th</sup> of each month
<b>Annual Leave</b>	25 days plus Bank Holidays The leave year runs from 1 December to 30 November.
<b>Working Hours</b>	40 hours per week  Flexibility in your hours will be required to include weekends, public holidays and evenings as the needs of the business dictate.
<b>Location</b>	This role is primarily based at UKSA, Arctic Road, Cowes but travel to other locations as part of the role will be required.  A valid Driving Licence with business insurance is therefore required.
<b>Pension</b>	National Employment Savings Trust Employer contribution of 4%
<b>Sickness</b>	In the first three months of employment you are entitled to Statutory Sick Pay only and thereafter in accordance with UKSA Policy.
<b>Private Health Cover</b>	Provided through AXA PPP Healthcare for employee and family.
<b>Notice Period</b>	During the probationary period notice will be 1 month and after that 3 months' notice will be required.
<b>Probationary Period</b>	6 months
<b>Disclosure and Barring Service check</b>	Enhanced DBS disclosure will be applicable



HEALTH & SAFETY, WELLBEING AND THE SAFEGUARDING OF ALL UKSA'S STUDENTS & STAFF ENCOMPASSES EVERYTHING WE DO

**VISION:** To widen access to maritime training, enhancing life skills and employment within the sector

**MISSION:** We will be a thriving and sustainable charity, providing our students with excellent learning and development, delivering measurable outcomes and impact. Having embedded quality, innovation and excellence, we will be attracting and retaining a highly-skilled and motivated workforce. UKSA will be recognised as a great and fun place to learn

### By 2020 we will deliver

**Service Excellence:**

Creating an environment where  
Students can excel

**Recognition for Excellence:**

To be recognised as the UK's  
leading charity providing on water  
training

**Training Excellence:**

Deliver excellent maritime training  
to all our students

**Financial Stability:**

Generating annual surplus to  
enable continuous investment in  
the organisation

**Buildings and Assets:**

Ensure buildings facilities, assets meet  
or exceed student expectations

**People and Performance:**

Staff engaged in UKSA objectives and  
proud of what they do

