



Head of Finance (Maternity Cover)

Candidate Information Pack

November - December 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 30th 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 this candidate information pack together with our 2016/17 Impact Report available via 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

Closing date: Sunday 26th November 2017

Shortlisting: Monday 27th - Tuesday 28th November 2017

Date for interview: Tuesday 5th December 2017

Shortlisted applicants will be invited to have a tour of UKSA's premises in Cowes and attend a panel interview as part of the process.

Job Description and Person Specification	
Job Title:	Head of Finance
Reporting to:	Director of Finance & Business Services
People/Team Management:	4 team members
Band:	B2
<p>Key Purpose: To ensure the continuing viability through effective management of all financial operations, to assist the Director of Finance & Business Services with strategic financial management, and to deliver efficient and effective support services.</p>	
<p>Financial Management</p> <ul style="list-style-type: none"> • To have full responsibility for the day to day management of the Finance Department, reporting to the Director of Finance & Business Services. • To contribute to the strategic financial direction of UKSA, working with the Director of Finance & Business Services on the preparation of business plans. • To be responsible for and co-ordinate the preparation of the annual Budget. • To attend and contribute, whenever necessary, to meetings of the Board of Trustees, Finance Committee and any other Committee. • To work with Directors and Managers on matters of common concern and on the general running of UKSA. 	
<p>Financial Control</p> <ul style="list-style-type: none"> • Design, develop, maintain and review accounting systems, policies and procedures, including internal control mechanisms, for all financial aspects of work, in accordance with statutory requirements and professional accounting standards. • To ensure that accurate records are maintained of all the financial transactions, in accordance with good financial practice. • To ensure that all control and suspense accounts and reconciliations are prepared and balanced regularly. 	
<p>Financial Reporting</p> <ul style="list-style-type: none"> • To be responsible for the production of monthly and quarterly management accounts and supporting information to Boards, Sub Committees, Directors, Managers and staff for comparison against Budget. • To produce the annual financial statements, year-end files and supporting schedules, ensuring that they are produced to a professional standard and in compliance with Accounting Standards, and with statutory requirements. • To act as the point of contact for detailed liaison with the external auditors. • To ensure that all statutory and other returns are made, including to the H.M. Customs and Excise, HM Revenue and Customs, etc. • To produce any financial information or reports that may be required by the Director of Finance & Business Services, the Finance Sub Committee or Board of Trustees, or any other person with good reason to request information within the finance remit. • Responsible for preparing taxation computations and liaise with the Inland Revenue and taxation advisors. To administrate the taxation affairs in an efficient and timely manner. To submit all returns and other information within agreed timeframes or deadlines. 	

Strategic Financial Management

- To work closely with the Director of Finance & Business Services on the preparation of business plans. This includes detailed cashflow, income and expenditure accounts and balance sheets projected for each year.
- To review and critically analyse the business plans on an ongoing basis as changing circumstances require.
- To monitor cashflow, loans and investments and initiate the necessary action to ensure we has the funding available to meet financial commitments.

Systems

- To ensure that UKSA has effective financial computer systems which safeguard assets. To be responsible for the development of these and implementation of new or upgraded systems in the Finance area.
- To use these and other systems continually to support and enhance efficient, effective and transparent decision making for Directors and Managers.

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
Knowledge:		<ul style="list-style-type: none"> • Management of Capital and Revenue Programmes
Qualifications:	<ul style="list-style-type: none"> • ACA/ACCA or CIMA qualified accountant. 	
Experience:	<ul style="list-style-type: none"> • Progressive Track Record • Professional or commercial background • Work at senior level in the organisation • Departmental Management in a complex organisation • Full responsibility for Management Accounts • Budget preparation and Budgetary control • Experience of corporate and Accounting IT Systems 	<ul style="list-style-type: none"> • Commercial and education sector experience • Risk Management
Skills:	<ul style="list-style-type: none"> • Financial Statements • Preparation/Presentation • Strategic Financial Development • Financial Forecasting/Modelling • Advanced spreadsheet skills • First rate use of English and 'Word' skills • Excellent communication and interpersonal skills • Self-starter, highly organised and able to work at all levels in the organisation • Demonstrates a commitment to deliver customer satisfaction and quality 	



Head of Finance – Key terms and conditions

Salary	Grade B2 - up to £45,000 (dependent on experience) Payable on 28 th of each month
Annual Leave	Pro rata to 25 days plus Bank Holidays The leave year runs from 1 December to 30 November.
Working Hours	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.
Location	This role is primarily based at UKSA, Arctic Road, Cowes.
Pension	National Employment Savings Trust Employer contribution of 1%
Sickness	In the first three months of employment you are entitled to Statutory Sick Pay only and thereafter in accordance with UKSA Policy.
Notice Period	During the probationary period notice will be 1 month and after that 3 months' notice will be required.
Probationary Period	6 months
Disclosure and Barring Service check	Not 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

