

UKSA Recruitment Pack 2024

Director of Finance and Operations




UKSA
Sea.Change
Charity Number 299248



INVESTORS IN PEOPLE
We invest in apprentices Silver

uksa.org


A message from our Chief Executive

Hello and thank you for your interest in joining Team UKSA.

UKSA is a Best Companies maritime youth charity and world-renowned training centre of excellence. We inspire, and support children and young people to broaden their horizons through inspirational water-based adventures, education, and training for careers at sea.

People are important to us, and we wouldn't be who we are and where we are without our amazing team of staff. At UKSA we are a community, and our people are our greatest asset. UKSA belongs to all of us, and we recognise and celebrate performance and welcome new ideas and thoughts.

We believe all young people have a need but there are those that require greater support. We know that many children and young people are missing out on life-changing opportunities because schools, local authorities and parents simply can't afford to pay for them. Our outdoor learning programmes on the water are the antithesis to this.

In conjunction, we know that a career at sea can provide a life of adventure for those who are inspired to follow this path. We support all students with an aspiration for a long-term career in maritime. Our aim is to remove both financial and social barriers to enable students from any background to be able to access UKSA programmes. We want everyone to achieve their best and gain life-changing experiences, qualifications, and careers.

The Director of Finance and Operations will play an integral and leading role in helping UKSA enact its strategic plan and strengthen UKSA's position as a leading youth charity and centre of maritime excellence.

The Director will focus on the financial and capital planning of the next exciting phase of UKSA's development and ensuring UKSA remains focused on risk mitigation and compliance as a high-performing charity. This role will also play a key part in the Leadership Team contributing to the overall UKSA strategy and the on-going commercial success of the organisation.

If we sound like the place you want to be, and you are ready to make a difference, we would love to talk to you.



Ben Willows
UKSA Chief Executive Officer



We are UKSA

Based in Cowes, the hub of UK yacht racing on the sunny Isle of Wight, we are lucky enough to have a beautiful 4.5 acre home right on the water's edge.

We welcome over 11,000 beneficiaries each year, providing adventures for children and young people and training professional career students to work within the growing global maritime sector each year. Our professional education, mentoring and training pathways create exciting long-term maritime career opportunities empowering our students to succeed for themselves, their communities and society.

Our impact

Over 8,000 children and their leaders from 130 schools and groups across the UK come to UKSA each year. Our water-based programmes are designed to increase children's life and leadership skills, build confidence and encourage teamwork with their peers. For many, UKSA is their first experience of the sea and being away from home.

Our world-class professional training and further education courses provide an alternative to university. We provide vocational training and qualifications for careers in the maritime industry. We are the world's largest RYA training centre and widely recognised for both our RYA and MCA training courses.

As a charity, we also provide a wide range of funded programmes to help transform the lives of those who need it most.

**Watch
our strategy
video**



Safer recruitment policy:

UKSA practices safer recruitment. It is the policy of UKSA to safeguard children and young people taking part in UKSA activities and training from physical, sexual or emotional harm. Our approach also applies to vulnerable adults.

Due to the nature of the activities undertaken at UKSA you will also be required to undergo additional vetting and barring checks. All information you provide will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held about you under the current Data Protection legislation.



The role:

Director of Finance and Operations

Terms of employment:

Salary: Circa £90,000 depending on experience. Plus benefits, including funded travel from mainland to Isle of Wight.

Contract type: Permanent

Closing date: 10/05/2024

Reporting to: CEO – Ben Willows

Interviews: W/C 20th May 2024

Working hours: 40 hours over 5 days.
Hybrid working available – 3 days on site.

Job description:

Key Purpose:

This position plays an integral and leading role in helping UKSA enact its strategic plan, ensuring the ongoing sustainability of the organisation and strengthening UKSA's finances through effective long-term business financial planning and operational excellence.

This position will focus on the financial, capital and business services planning of the next exciting phase of UKSA's development and ensuring UKSA remains focused on risk mitigation and compliance as a high-performing charity. The Director of Finance and Operations (DFO) will act as a key member of the charity's senior Executive leadership team and deputise for the CEO, in their absence. The DFO will collaboratively work with the UKSA leadership team to ensure UKSA is an employer of choice and delivers outstanding services to all its customers and stakeholders, delivering its strategy.

Job description:

Strategic Leadership:

- Anticipating change, identifying future trends, and developing appropriate actions to ensure UKSA is the market leader in its field.
- Work in collaboration with the Leadership Team and senior managers to shape the change agenda and manage change fairly and effectively across the organization.
- Evaluating company performance and recommending strategies to improve results and achieve organizational objectives.
- Facilitate cross-departmental collaboration and strengthen internal communications with staff throughout the organisation.
- Effectively collaborate with the CEO, maintaining a high level of mutual respect, and realizing the strategic goals and objectives of UKSA.
- Working alongside the Leadership Team, help to cultivate clarity, trust, alignment, and accountability across the organization.
- Design & implement scalable solutions (systems, processes, and digital solutions) e) needed to support current operations and expected growth.
- Ensure that everyone is truly following, and adhering to, the company's core processes and operating system with consistency. Including mechanisms for continuous improvement
- Ensure that operational functions have the support and resources needed to accomplish their best work, including advocating on their behalf, and clearing bottlenecks as needed.
- Closely monitor key performance metrics, ensuring service quality, speed, and resource efficiency consistently meet and exceed established targets.
- Oversee monthly operating and financial reporting.
- Work with the CEO and Leadership Team to plan and activate UKSA's growth strategy both on the Isle of Wight and through activity hubs on the mainland.
- Ensuring that the charity is aware of its accountability to its stakeholders and that all relationships are managed, monitored, and considered in the development of the charity.
- Driving commercial behaviour throughout the organisation with a key focus on improving financial resilience and operational service excellence

Risk & Internal Audit:

- Ensuring appropriate risk management techniques are embedded throughout the charity and its subsidiary companies at strategic and operational levels.
- Ensuring the charity's risk register and assurance map are kept up to date are fit for purpose.
- Prepare and report to the CE and the Trustee sub-committees every quarter, highlighting any changes to the charity risk profile and mitigation plans.
- Ensure the charity has an appropriate major incident and business continuity plan in place.
- Ensure the Charity has appropriate insurance in place for all its business activities and services.
- Set the annual internal audit plan and ensure it is fit for purpose and aligns with the charity's major risk register.
- Ensure compliance to UKSA's quality framework ISO9001 and external governing body requirements

Job description:

Financial & Commercial:

- Ensuring that the appropriate business plans and processes are in place to protect the long-term financial viability of the charity, leading the Executive team on the financial consequences of proposed actions.
- Providing sound financial advice, insight, and analysis in writing and verbally to the Chief Executive, Leadership Team, Finance Sub Committee and Board of Trustees to inform strategic decision-making. Be the main interface between management, the Finance Sub-Committee and Trustees on financial matters.
- Leading the charity's budgeting processes, for resource allocation and performance monitoring at all levels of the charity.
- Prepare and deliver the charity annual budget for approval by the CEO and Board of Trustees.
- Lead the finance team in monitoring income and expenditure against budget, analysing variances and presenting monthly management accounts, forecasts, and trend analysis to the Executive Team, FSC and the Board.
- Ensuring timely and accurate financial information is provided to enable effective decision-making at senior and operational management levels.
- Providing an external interface with banks, auditors, solicitors, investment managers, consultants, and charity finance specialists, including providing and/or coordinating all accounting, legal and taxation services, and advice to the charity
- Being the custodian of the charity's system of financial controls and ensuring that controls are fit for purpose and in line with recommendations of the Charities Commission.

Business Services:

- Putting the customer at the heart of everything UKSA does, lead the provision of residential and business services to ensure excellent internal and external customer service.
- Ensure that support services including the management and coordination of resources, IT, assets, maintenance and facilities, are delivered effectively.
- Develop and manage Service Contracts to achieve high-quality, cost-effective services.

IT and Digital:

- Ensure that appropriate and up-to-date IT systems are in place taking into account future needs, (including the digital strategy) and the day-to-day operational effectiveness of the organization.
- Responsible for the Data Protection Policy.

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

Job description:

Contracts:

- Taking oversight and reviewing all major contracts with commercial providers and leading any contract renewals.
- Maintaining organisational contracts register including contractual liabilities and safekeeping of documents in compliance with UKSA quality framework ISO9001.

Estate, Assets and Capital Planning:

- Accountable for producing the long-term operational capital and asset expenditure plans, working closely with the Director of Training to agree and monitor all expenditures.
- Responsible for procurement and project management of contractors / third-party providers of capital projects and purchasing of new assets.

Corporate Governance:

- Submission of annual returns to Companies House and the Charities Commission and ensuring that registers are kept up to date.
- Responsible for the Charity's levels of delegated authority and procurement process

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.
- 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 employees 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 always promoted throughout the organisation.
- 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:

- Sound knowledge of charity law for governance and SORP compliance.
- Good knowledge of commercial and business law.
- Sound knowledge of general business law.
- Good knowledge of managing, organisational risk, Business insurance, negotiating and forming contracts.
- Able to analyse complex financial information, identify issues and recommend solutions.
- Substantial financial planning experience.
- Knowledge of long-term capital investment planning

Qualifications:

- Professional Accountancy qualification (ACCA, ACA or CIMA).
- Degree-level education (or equivalent).
- Masters level further education qualification.

Experience:

- Proven business and commercial growth experience
- Operational management of service delivery functions
- Proven experience in a strategic financial & leadership role
- Bringing financial and commercial strength to the charity
- Experience of strategic leadership and governance in charitable organisations
- Proven project management experience
- Proven experience of managing IT services and software provision
- Commercial and education sector experience.
- Procurement experience.
- Estate and facilities planning.
- Quality management

Skills:

- Excellent communication and interpersonal skills.
- Demonstrates gravitas and confidence at Board level.
- Highly commercial mindset and able to prioritise and make business decisions.
- Strong leadership skills.
- A collaborative team player.
- Committed to coaching and development of team members.
- Excellent literacy, numeracy, and IT skills.
- Self-starter, highly organised and able to work at all levels in the organisation.
- Demonstrates a commitment to deliver customer satisfaction and quality.

What we offer

Get a handle on your health and fitness with a brand-new bike through your Cycle to work benefit.



Cycle to work scheme



Christmas club



Group life insurance



My day



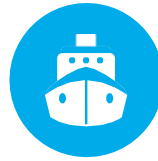
UKSA discount store



Thank you it's Friday



Long service awards



Travel discounts



Protecting your health



Your health & wellbeing



Pension



Celebrating success

Useful information

Where are we?

Our main site is located in Cowes on the Isle of Wight. We're easily accessible from the mainland, with a regular ferry service that takes just 25 minutes to cross the Solent from Southampton. Our campus is based along the River Medina and is a 15-minute walk from the ferry terminal, or a short taxi ride.

Address

**UKSA,
Arctic Road, Cowes,
Isle of Wight,
PO31 7PQ, UK**



Safeguarding

UKSA practices safer recruitment. It is the policy of UKSA to safeguard children and young people taking part in UKSA activities and training from physical, sexual or emotional harm. Our approach also applies to vulnerable adults.

Right to work

UKSA take employment law requirements seriously and will therefore no longer accept passports or national identity cards from EU, EEA and Swiss citizens. Instead, citizens of those countries will need to prove to UKSA that they have been granted status under the EUSS or another immigration category before they can commence work. Checks on physical documents still need to be completed for UK and Irish nationals (who can use their passport as proof of right to work) and for individuals in the UK who do not hold a digital immigration status.

Data privacy

UKSA will adhere to the principles of the UK's implementation of the General Data Protection Regulation (GDPR) 2018. UKSA views privacy from the data subject's (your) perspective. Where we collect information, we are doing so in order to offer you better services, both on the website and in the rest of our operations. We will hold some of the information you give us in our Customer Relationship Management database and associated spreadsheets. We will ensure that these are secure and can only be accessed by authorised people.

Equal opportunities

UKSA is an equal opportunities employer and welcomes diversity amongst its employees. We are committed to a comprehensive policy of equal opportunities in employment, in which individuals are selected and treated on the basis of their relevant merits and abilities, without regard to their race, religion, or belief, colour, sex age, national origin, disability, pregnancy, or maternity status or sexual orientation and are given equal opportunities within the charity.

Apply now.

Shortlisted applicants will be invited to:

Attend a first stage interview W/C 20th May 2024

What next?



Complete the application form

[Download here](#)



Email it to recruitment@uksa.org



We will review your application and be in touch with you soon

