

# Skills for People



## Finance Manager

Recruitment Pack





# About Us

Skills for People is a values-driven charity based in Newcastle upon Tyne, working across the North East, dedicated to supporting people with learning disabilities, autistic people, and their families. For over 40 years, we have championed the rights and inclusion of disabled people, ensuring they have choice and control over their lives. We work with people, families, and communities to provide advocacy, support, training, and accessible information. We are person-centered, and we believe in co-producing services with the people we support, ensuring their voices are at the heart of everything we do.

We are a collaborative team with a strong track record of delivering impactful services. Our dedicated staff and volunteers work alongside people with lived experience to create meaningful change—whether that’s through peer support, campaigning for rights, or working with services to improve accessibility and understanding. We are rooted in community action, we influence policy and practice at regional and national levels. We want a society where people with learning disabilities and autistic people are valued, included, and treated with dignity and respect.

\$200,000

\$400,000

Donations



# Our Vision and Mission



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As our Finance Manager you will play a key role in supporting our mission by ensuring our financial processes are robust, transparent, and aligned with our Vision, Mission and strategic goals.

This is an exciting opportunity to join a purpose-driven organisation where your expertise will directly contribute to making a difference in people's lives.



## Our Vision

All people are valued and treated fairly

Disabled people and their families have the same chances, choices and rights as everyone else, so they lead good, healthy and meaningful lives

Disabled people play their full role in society because they have talents and strengths that enrich our society.

## Skills for People

## Our Mission

We work to make sure that disabled people and their families are in control of their lives, are strong, confident and included in the communities of their choice.

We promote and protect the rights of disabled people and their families. We challenge barriers and promote equality.

Disabled people and their families are at the heart of all we do.

# Our Values

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**Empowering:** We inspire confidence and enable people to take control of their own lives and to be leaders.

**Resilient:** We're determined and positive. We work together to overcome challenges and achieve our goals.

**Creative:** We think in imaginative ways and find fresh ideas to make a difference.

**Understanding:** We listen carefully, so that everyone feels heard, valued, and understood.

**Fearless:** We're courageous and adaptable. We challenge norms to create positive change.

**Inclusive:** We're fair and open. We ensure everyone feels welcome, valued, and equal. We're partners.

**Compassionate:** We're kind and caring. We're supportive.



# About the Role

This is no ordinary finance job. We're looking for someone who's ready to roll up their sleeves and lead the development of our financial systems, processes, and reporting. You'll be hands-on but also strategic—providing key insights that shape decisions, empower budget holders, and ensure we make the most of every pound we raise and spend. You'll also:

- Prepare and deliver monthly management accounts, including detailed service-line reporting.
- Lead on developing financial policies and managing cash flow and investment strategies.
- Collaborate with colleagues to foster a culture of financial literacy across the organisation.
- Streamline our finance processes to free up time for strategic priorities.
- Support the Chief Executive and board of trustees with clear and actionable financial insights.

## About You

We're looking for a qualified accountant (CIMA, ACCA, or ACA) or someone with equivalent experience who thrives on making finance accessible and impactful. You'll be proactive, collaborative, and excited about working in a values-led charity environment.

Funding summary

\$200,000

Donations

\$400,000





# Job Description

## Finance Manager

**Location:** Office/Hybrid

**Salary:** £38,480 (pro-rata)

**Hours:** 21 hpw (.6 WTE)

**Reports to:** Chief Executive

## Role Purpose

The Finance Manager will lead the financial management of Skills for People, ensuring robust financial processes, reporting, and strategic insight. This role is critical in enhancing the financial literacy and accountability across the organisation while providing timely, accurate, and detailed financial information to support decision-making at all levels in the organisation.

## Key Responsibilities

### Financial Reporting and Analysis

- Prepare monthly management accounts, including service-line breakdowns, ensuring accuracy and relevance.
- Develop and monitor financial key performance indicators (KPIs) to support decision-making.
- Provide insightful variance analysis and forecasts to budget holders and senior leadership.

### Budgeting and Forecasting

- Lead the annual budgeting process, working closely with budget holders to ensure alignment with organisational goals.
- Provide ongoing forecasts and scenario analyses to guide strategic planning.
- Manage the organisation's cash flow and investment strategy, optimising returns while maintaining adequate liquidity to meet operational needs.
- Provide advice on cash investment opportunities, balancing risk and return in accordance with the charity's financial policy framework.

### Systems and Process Development

- Improve and maintain financial systems, (Currently QuickBooks), ensuring efficiency and accuracy.
- Streamline and automate manual processes to reduce administrative burden and enhance data reliability.

# Job Description (continued)

## Governance and Compliance

- Ensure compliance with all financial regulations, including charity-specific requirements (e.g., SORP).
- Manage the relationship with external auditors and support the preparation of year-end accounts.
- Develop and oversee internal controls to safeguard the organisation's assets.

## Stakeholder Engagement and Support

- Build financial literacy and confidence among budget holders through training and regular engagement.
- Act as a financial advisor to the Chief Executive and board of trustees, providing strategic insights and recommendations.

## Day-to-Day Financial Management

- Oversee payroll, accounts payable/receivable, and cash flow management.
- Ensure timely reconciliation of bank accounts and other financial records.
- Provide management supervision and guidance to staff that have finance related responsibilities in the organisation.



# Person Specification

## Qualifications

- (E) Professional accounting qualification (e.g., CIMA, ACCA, ACA) or equivalent experience.
- (E) Proven experience in a similar role, preferably within the charity sector.
- (D) Knowledge of charity accounting standards, including SORP.

## Skills and Experience

### Technical Skills

- (E) Strong financial analysis, reporting, and forecasting skills.
- (E) Advanced proficiency in financial systems and Excel.
- (E) Proficient in other Microsoft applications, particularly Word, PowerPoint, SharePoint and Outlook.
- (E) Demonstrated ability to design and implement financial processes and controls.
- (D) Experience with QuickBooks or similar accounting software.

### Leadership and Communication

- (E) Ability to communicate complex financial information clearly to non-financial audiences.
- (E) Track record of supporting and developing team members or colleagues.
- (D) Experience of working with and influencing senior stakeholders, including trustees.

### Sector Knowledge

- (E) Understanding of the unique financial challenges and opportunities in the charity sector.
- (E) Familiarity with grants, funding streams, and restricted/unrestricted fund management.

### Personal Attributes

- (E) Strong attention to detail and commitment to accuracy.
- (E) Strategic thinker with the ability to balance short-term priorities and long-term goals.
- (E) Collaborative approach, with the ability to build relationships across all levels of the organisation.
- (E) Self-motivated, proactive, and adaptable to a dynamic working environment.
- (E) Can demonstrate a strongly held values base that aligns to Skills for People's values.

### Additional Requirements

- (E) Willingness to occasionally work outside regular office hours to meet deadlines or attend board meetings.

## Skills for People



# JOIN US

## What we offer

- The chance to work in a friendly, supportive, and inclusive team.
- A meaningful role where you'll see the difference your work makes every day.
- Opportunities for professional development and personal growth.
- Flexibility to work in a hybrid way, balancing office and home working.

If you're excited about the opportunity to combine your financial expertise with your passion for making a difference, we'd love to hear from you.

## How to Apply:

Please submit your CV and a covering letter explaining why you're the right fit for this role and how you meet the person specification to [jobs@skillsforpeople.org.uk](mailto:jobs@skillsforpeople.org.uk).

If you would like an informal discussion with our Chief Executive, Scott regarding this role please also get in touch with us at [jobs@skillsforpeople.org.uk](mailto:jobs@skillsforpeople.org.uk).

**Closing Date: 28th February 2025**

