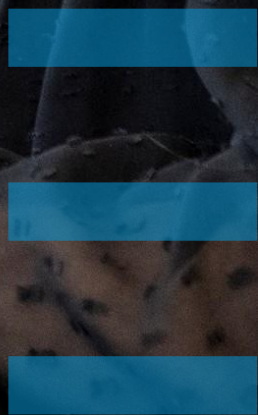




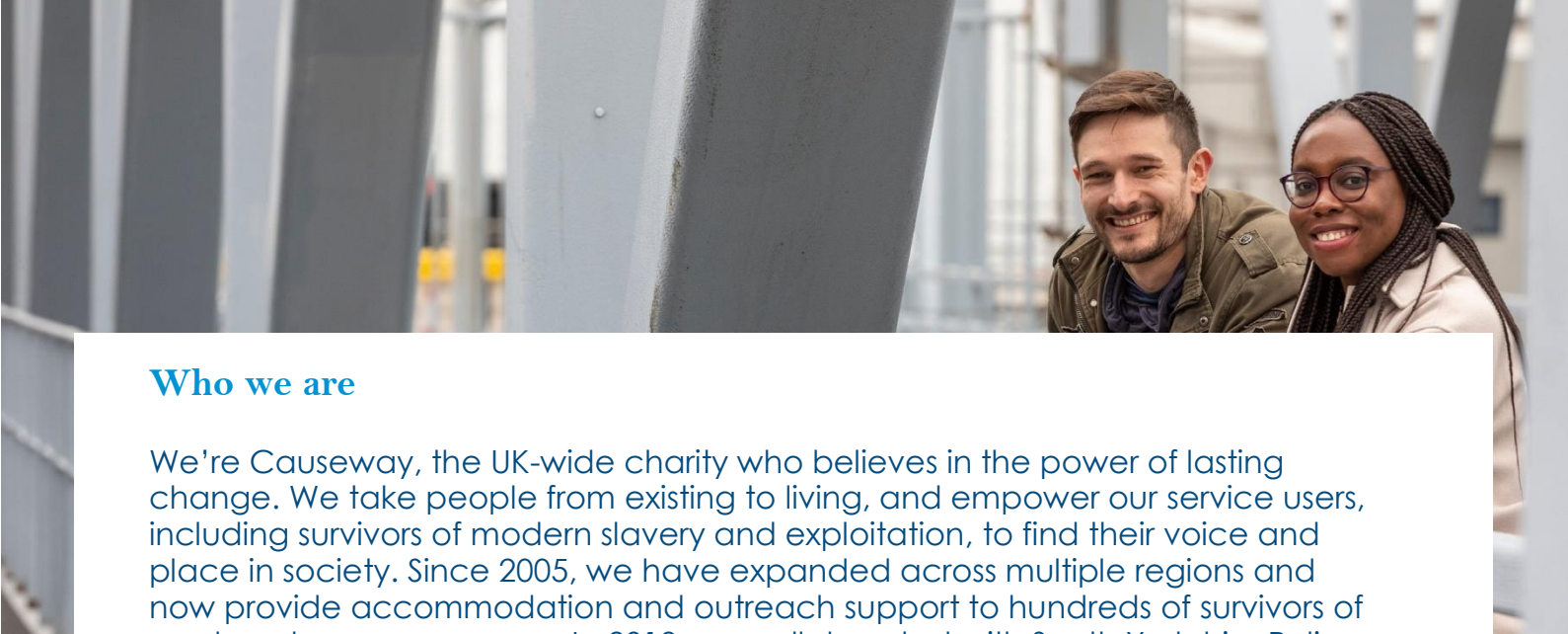
# Head of Finance

Candidate information pack

CAUSEWAY







## Who we are

We're Causeway, the UK-wide charity who believes in the power of lasting change. We take people from existing to living, and empower our service users, including survivors of modern slavery and exploitation, to find their voice and place in society. Since 2005, we have expanded across multiple regions and now provide accommodation and outreach support to hundreds of survivors of modern slavery every year. In 2018, we collaborated with South Yorkshire Police in an initiative called Plan B. This helped to launch the LifeNavigate department. Using a trauma-informed approach, we are fully committed to breaking the cycle of crime, alongside other organisations such as South Yorkshire Police and Merseyside Police. Our vision is to ensure a thriving future for marginalised and vulnerable people, and it would not be possible without our dedicated team of staff and volunteers.

## Role Summary

As Causeway seeks to strengthen, expand, and implement its new 5-year strategy, financial oversight and financial planning is central to success. As Head of Finance you will work with the Chief Finance Officer and alongside the Head of Operations to lead the charity and ensure Causeway reaches its potential and enhances its impact.

The primary purpose of this role is to provide strategic financial information and analysis to the board and the senior leadership team, enabling delivery of key strategic objectives and securing the financial health of the organisation. You will lead the Finance Managers and assistants to strengthen financial procedures and accounting processes, improve financial strategy while further developing robust mechanisms for internal and external reporting and planning.

## What you can expect from a career at Causeway

As an organisation we are committed to supporting your success and providing you with a wealth of skills, training and opportunities as well as staff benefits to enhance your employment. These will include:

- Regular accredited and in-house training on specialist subjects such as trauma, mental health, safeguarding, working with addictions and much more
- Group Supervision every 6 weeks with qualified therapists
- Commitment to annual salary reviews
- Progression opportunities
- Annual staff survey and focus groups – have your say!
- 30 days holiday per year (plus accrued holiday days for length of service)
- Medicash medical discount scheme
- 3% employer contribution pension scheme
- Support via Staff Networks including an LGBTQ+ staff network

## What our staff say about working with us

We pride ourselves on our employee job satisfaction. 100% of people in our 2021 staff survey feel that Causeway positively impacts the lives of our clients and 97% of our staff would recommend working at Causeway to others like them.

*Working for Causeway is working in an environment where you can share your ideas. It's great when your employer hears and sees you, you feel valued and it encourages you to succeed.*

*By having an employer who gives you the tools to reach your goals, makes you more driven and focused on your work. Also, at Causeway I feel part of a team that provides an environment in which vulnerable adults feel safe and valued it is the most rewarding job you could have."*

*- Advocate*

## Job Description

Job Title	Salary	Reports to
Head of Finance	£45,000 per annum	Chief Finance Officer
Location	Direct Reports	Closing Date
Sheffield or Liverpool – hybrid working available, some travel may be required between sites	2 x Finance Managers	Rolling basis, candidates should apply with CV directly to:  david@jammyrecruitment.com
Contracted Hours	Interview Date	Contract Duration
37.5 hours per week	Interviews will be scheduled as suitable candidates apply	FTC to June 2025, with extension dependent on funding contracts
Probationary Period		

3 months



## Responsibilities

As outlined above, the Head of Finance is responsible for providing strategic financial information and analysis to the Management Board, enabling delivery of key strategic objectives and securing the financial health of the organisation.

The Finance department has been on a transformative journey in terms of systems and processes, and this role is pivotal to its development and progression. Candidates should see this as an exciting and positive time and not be afraid to make changes to ensure the department works as effectively as possible. There is a great team that is committed and supportive to face the challenges shoulder to shoulder, with a work ethic that is second to none.

Most of Causeway's income is through delivering public sector contracts to support marginalised and vulnerable people. While we aim to diversify our income through increased trusts and grants, corporate partnerships, and other innovative commercial arrangements, one primary goal is to deliver more contracts that align with our strategic objectives, while working with a variety of commissioners such as local authorities and police and crime commissioners. This expansion of contract-delivery requires proactive and effective pricing and commercial approaches, in line with our values.

The successful candidate will be part of Causeway's Management Board, playing a critical role in business planning and delivery, helping to drive efficiencies through continuous improvement and collaboration. They will also hold the relationship with external stakeholders such as its bankers, and some regulatory bodies

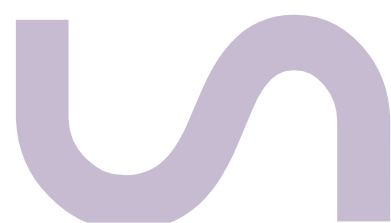
## Finance

- Responsibility for the delivery of all finance functions of the group including statutory reporting in line with Charities SORP, budget setting, internal reporting, management accounting, cash flow, cash and asset management (including register), policy, procedures, financial strategy, audit, investment and compliance matters.
- Ensure that financial systems are current and resilient, to enable the provision of up to date, accurate records and reports to all relevant stakeholders. Develop, implement and monitor finance policies and procedures.
- Provide high quality, timely financial information and analysis to the CFO and Management Board, delivering a strategic and proactive approach to financial planning and management, developing and recommending strategies for reserves, risk, full-cost-recovery and investments, capital and borrowing requirements as appropriate.
- Keep up to date with key developments and changes relating to finance and regulatory activity and ensure compliance, and provide sound, proactive financial advice to the CFO to support the long term financial viability of the charity.
- Monitoring against our financial strategy using KPIs to enable visibility of performance across the key areas of the business, set and monitor budgets reviewing and reforecasting as appropriate, ensuring budget holder accountability for spend levels through business partnering.
- Work proactively with the CFO and Business Development Lead to ensure financial and commercial viability of contracts, proposed projects and programmes. Identify opportunities for improvements and regular reporting against the contracts and assess an appropriate full cost recovery and charge out model.
- Ensure annual accounts and all other regulatory requirements are delivered on time and to a high standard meeting both charity commission and regulated social housing standards
- Oversee other financial and statutory obligations where necessary (i.e. audit, annual leave)

## Management and Leadership

- To be the lead on strategic implementation across your areas of responsibility, in order to ensure that the organisation achieves its desired short and longer-term objectives
- Lead and manage the finance team in accordance with our values and goals, ensuring regular supervision and team meetings, and staff performance effectively managed.
- To work with, line manage and coach the Finance Managers to set goals, develop strategy and create targets and KPIs, ensuring they are met. Supervising the coaching and development of teams through formal training.
- To ensure effective and strategic allocation of resources throughout all departments and areas of function
- To attend regular and collaborative operational meetings across the organisation
- To maintain an effective working relationship with all members of management to ensure alignment and coordination of goals, objectives, strategy and activities across departments
- To demonstrate visionary and inspiring leadership across the organisation
- Remain consistently in touch with the latest industry developments of these areas and the third sector
- To work with and advise the Management Board when required

Any other duties that are commensurate with the role.



## Essential Qualifications, experience and skills

### Education, Qualifications & Training

- Degree or equivalent. One of the following: CCAB recognised/ ACCA/CIMA qualified/ Diploma in Charity accounting/ CIPFA Certificate in Charity Finance and Accounting or substantial equivalent experience.

### Experience

- 5 or more years of experience in Head of Finance/Controller roles
- Strong accounting and financial management experience at a senior level with a proven track record in a similar role
- Strong practical/applied understanding of Charity finance and the management of restricted/unrestricted income and charity reserves.
- Full working knowledge of preparing statutory and management accounts, budget setting and forecasting.
- Excellent working knowledge of cloud based accounting software (e.g. Sage, Xero, QuickBooks etc), supporting others in use of software, excellent IT skills including using Microsoft 365, Teams, SharePoint.
- Experience of managing payroll and pensions.  
Excellent project

management skills.

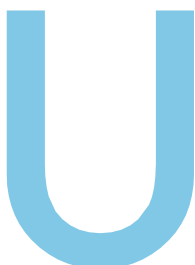
- Excellent strategic thinking and analytical skills, including preparation of reports, ability to review, identify and rectify errors.
- Experience of identifying and providing training and development needs to team.

### Skills

- Pragmatic, proactive and solution focused with the ability to work on own initiative, presenting information in a clear and concise manner to finance and non-finance colleagues.
- Ability to develop and maintain confidential and professional relationships with the CFO, Management Board and team. Proven experience of creating effective high performing teams.
- Proven negotiation skills and the ability to compromise and exercise resilience, manage changing priorities and meeting tight deadlines in a professional manner.

### Other

- Positive attitude with an ability to effectively manage staff, motivate and achieve successful outcomes.
- An empathy with the needs of marginalised people, and willingness to promote Causeway.



## Desirable Requirements

### Education, Qualifications & Training

- Master's degree (or equivalent experience) in accounting, business accounting, or finance

### Experience

- A proven track record in a similar role in the Charity sector
- Experience with working with external auditors
- Experience of leading change management and developing and leading on new initiatives/systems

**Interested candidates should apply by sending their CV directly to:  
david@jammyrecruitment.com**

**If you have any questions regarding this vacancy, or if you would like to request this information in a different format, please email [people@wearecauseway.org.uk](mailto:people@wearecauseway.org.uk) and we will be happy to help.**