



The Youth Endowment Fund

Assistant Director – Finance and Planning

Reports to: Chief Operating Officer

Salary: £75,000 – £79,000

Location: Central London or Hybrid*^(see below)

Contract: (2-year fixed term – potential to extend)

Closing date for applications: 9:00am Monday 3rd February 2025

Interview dates: week commencing 10th February 2025

About the Youth Endowment Fund

We're here to prevent children and young people becoming involved in violence. We do this by finding out what works and building a movement to put this knowledge into practice.

In recent years violent crime has risen significantly. Homicides, assaults, robberies and offences involving weapons have all seen sustained growth. We have also seen large increases in violent crime involving children and young people. This is a tragedy. Every child captured in these numbers is an important member of our community and society has a duty to protect them.

The Youth Endowment Fund (YEF) is a charity with a £200m endowment and a mission that matters. We exist to prevent children and young people becoming involved in violence. We do this by funding great initiatives, finding what works and working for change – scaling up and spreading the practices that make a difference. We work closely with the government, police forces, youth charities and pretty much anyone who is committed to changing things for children.

We have c.£145m committed now to projects that are already underway and aim to commit and spend another c.£80m by 2029. It really matters that this money is spent effectively: every project we complete gives us more information on what works to prevent violence affecting young people. We're looking for a new Assistant Director for Finance and Planning who will be accountable for the financial planning to ensure this money is spent well, and implementing processes to ensure we get full value from the endowment.

This role will be accountable for all of our financial planning – for both our core operating costs and our spend on external projects. Alongside this they will ensure



we have efficient processes in place for commissioning and managing all of our external projects.

Key responsibilities

Your job is to ensure that every pound of our funding is spent effectively. You are accountable for our financial planning and management, and effective commissioning of c.£30m-£40m of external projects annually. Your main responsibilities will be ensuring that:

We manage our finances excellently

To make this happen, you will be:

- Supporting the Chief Operating Officer to produce the annual budget
- Planning and running the annual audit
- Making quarterly reforecasts of project commitments and spending across all teams
- Overseeing the production of quarterly management accounts (undertaken by our outsourced Finance team)
- Overseeing the efficient running of our accounts payable and accounts receivable (undertaken by our outsourced Finance team)

When other organisations do work with us, we procure and contract for it really well.

To make this happen, you will be:

- Reviewing and maintaining effective processes for commissioning external projects across all teams
- Overseeing day-to-day commissioning support for each team, e.g. contract drafting, contract variations, administration of tender processes, due diligence on new suppliers
- Overseeing the effective running of new funding rounds by our Programmes and Evaluations team
- Overseeing the effective running of project review and decision-making processes within our Programmes and Evaluations team

We fulfil our legal responsibilities.

To make this happen, you will be:

- Sourcing appropriate legal advice on all contracts across the organisation, supported by our external legal team. You don't need a legal background.
- Responsible for YEF's data protection processes and data sharing/ data processing agreements, acting as YEF's data protection lead

- Reviewing and maintaining YEF’s safeguarding policies and supporting the COO (YEF’s designated safeguarding officer) on safeguarding issues as appropriate. Prior safeguarding experience is not a requirement

We make decisions based on the right information

To make this happen you will be:

- Conducting ad hoc financial analysis where required by the COO and CEO
- Overseeing the production of quarterly income reforecasts
- Overseeing the production of quarterly management information reporting across the organisation
- Overseeing the effective functioning of our Salesforce database, with work carried out by our external consultants, and ensuring the provision of high-quality training on Salesforce for all staff. You don’t need to be experienced with Salesforce

We lead the organisation excellently

To make this happen you will:

- Lead our finance team (this is a small, outsourced team) and our internal delivery operations team
- As a senior member of the team, you will play a key role in setting the tone of the organisation. You will bring kindness, a bias to action, wise judgement, a positive supportive attitude, a sense of humility, humour and a desire to make the world a better place than you found it.

About you

You’re this sort of person:

- ***You’re confident and competent at overseeing finance:*** You have had responsibility for financial management within a previous organisation and are confident with the range of financial processes required for a medium sized charity. You may have a relevant financial qualification, but this is not a requirement.
- ***You create simple processes and communicate them very well:*** You’re a structured thinker, able to develop proportionate and user-friendly processes across a range of domains (e.g. safeguarding, commissioning, project management). You use a range of strategies to ensure these processes are adopted by colleagues in your team and other teams, and actively seek feedback to make these processes better over time.

- **You are flexible and comfortable with ambiguity:** You always ask ‘what is the right outcome, and what’s the best way to achieve this?’ As a result, you regularly flex your approach as organisational needs change.
- **You have excellent judgement:** You’re experienced at making risk-based judgements whether that is around safeguarding, data protection, or contract risks. You have a good sense of when to seek external advice and when to escalate potential issues.
- **You love data - and love making it seem simple:** You understand the importance of good data and reporting and you love getting into the numbers. You can extract and analyse data and present this in a way that is easily understood.
- **You win people over.** People warm to you and respect you. In previous jobs you’ve built good relationships with people at every level, and with those outside the organisation.
- **You learn fast but remain humble.** You’re quick at getting your head around things. It wouldn’t faze you to have responsibility for organising things that are new to you as long as you have an expert to ask advice from. You like learning and developing. You know how much you don’t know as well as what you do.
- **You don’t want your days to pass without making a difference.** You want to play a significant part in a charity that is making a difference. You like the idea of doing a job that makes young people safer.
- **You are committed to equality, diversity and inclusion.** You believe and act in a way that celebrates and encourages a range of experiences, views and values.

While it’s not a criteria, we’re especially interested to hear from applicants who have lived experience of youth violence.

It’s also important to us that the people we hire do not discriminate. We believe in being inclusive and giving everyone an equal chance to succeed. Applications are welcome from all regardless of age, sex, gender identity, disability, marriage or civil partnership, pregnancy and maternity, religion or belief, race, sexual orientation, transgender status or social economic background.

Hybrid Working

The office is based in Central London. Those living in and around London are expected to be in the office a minimum of 2 days per week. If you live outside of



London and work remotely, you'll be expected to work from the London office 2 days per month.

To apply

Please click on the "Apply for this" button and submit your CV, cover letter and complete the monitoring form **9:00am Monday the 3rd of February 2025**.

As part of our commitment to flexible working we will consider a range of options for the successful applicant. All options can be discussed at the interview stage.

Interview process

First stage Interviews will begin the week of the 10th of February 2025.

There may be a second stage which we'll confirm with candidates selected to interview.

All appointments will be made on merit, following a fair and transparent process. In line with the Equality Act 2010, however, the organisation may employ positive action where candidates from underrepresented groups can demonstrate their ability to perform the role equally well.

Benefits include

- £1,000 professional development budget annually
- 28 days holiday plus Bank Holidays
- Four half days for volunteering activities
- Employee Assistance Programme – 24hr phone line for free confidential support
- Volunteering days – 4 half days per year
- Death in service – 4 times annual salary
- Flexible hours. Core office hours 10am – 4pm
- Financial support including travel and hardship loans

Your data

Your personal data will be shared for the purposes of the recruitment exercise. This includes our HR team, interviewers (who may include other partners in the project and independent advisors), relevant team managers and our IT service provider if access to the data is necessary for performance of their roles. We do not share your data with other third parties, unless your application for



employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you. We do not transfer your data outside the European Economic Area.