

I WANT TO BE ABLE TO HELP PEOPLE.
BEING HERE JUST INSPIRES
ME EVEN MORE TO FULFIL
THAT DREAM.

—Mary, resident



DIRECTOR OF FINANCE

Appointment Brief
October 2026

WELCOME TO
your **PLACE**
AT ANCHOR HOUSE

A place to belong
a place to feel strong

a community that includes

where you feel heard
accepted and understood



WELCOME

Dear candidate,

**Thank you for expressing an interest
in the post of Director of Finance
at Your Place.**



Over the years we've evolved from an east London charity with a specific maritime mission into a growing, forward-thinking organisation with an ambitious, far-reaching purpose: to solve homelessness, one person at a time.

One of our strategic goals as an organisation is around improving our financial sustainability. The years ahead are likely to bring continued pressure on both income and expenditure, particularly in relation to commissioned income, fundraising, building safety and regulatory compliance. In response, we will focus on strengthening our financial resilience and long-term sustainability.

Despite a challenging operating environment, we anticipate sustainable growth of approximately 18% over the next five years, representing an average annual growth of rate of 3.4%.

We are now looking for our next Director of Finance, to work collaboratively with the Chief Executive, as a key member of our strategic management team as our most senior finance leadership role in the organisation. This is an excellent opportunity for an experienced finance professional who is an effective leader and has the ability to influence and support people at all levels of the organisation.

This candidate pack describes the Director of Finance role in more detail as well as the qualities we shall be seeking in making this appointment. The job is exciting, the opportunities considerable.

If you share our passion and have the skills and experience to be part of Your Place and looking to the future, we would be keen to hear from you.

Yours sincerely,
Amanda Dubarry



ABOUT US

Your Place is a charity dedicated to solving homelessness in east London, one person at a time.

We're here to offer hope, a home and a healing place to grow, where people who've lost their homes can get the individual support they need within a safe, caring community.

OUR MISSION

To build hope and enable lasting change to end homelessness for people in east London. We're a growing charity, helping people who've lost their homes to regain their self-belief and rebuild their lives.

We work closely with each person who comes through our doors, guiding them to meet their own needs through one-to-one and peer-led support. With specialist teams and a compassionate community around them, residents make their own journey to independent living — and to a better place.



**SOLVING
HOMELESSNESS
ONE PERSON
AT A TIME**

OUR VALUES

Our values guide our interactions and decision-making processes at all levels within the organisation.

COMPASSION

We care about people, value their views and experiences and put them at the heart of all we do.

INCLUSION

We celebrate diversity, promote inclusivity and respect, and challenge inequality.

GROWTH

We support people to breakthrough barriers and fulfil their hopes and potential.

COLLABORATION

We're stronger and can have bigger impact when we work in partnership and build alliances

OUR STRATEGY

Our strategic plan sets out Your Place's direction for the five years from 2026 through to 2031.

It translates our charitable purpose and values into clear priorities, outcomes and organisational intentions in the context of:

- Persistently high levels of homelessness and rough sleeping in Newham and London
- A constrained and volatile funding environment
- Increasing regulatory, property safety and workforce pressures
- Growing recognition that long-term solutions must combine crisis response with prevention.

Detailed operational plans will underpin each goal and will be communicated across the organisation so everyone clearly understands our mission, values, goals and measures.

The plan identifies where we will focus our resources, what success will look like, and the changes we will make to achieve the greatest possible impact.

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Our approach is rooted in being a long-term, values-led organisation that combines safe, high-quality housing with holistic, trauma-informed support to address the causes and consequences of homelessness. We help people move beyond immediate housing need towards recovery, resilience and lasting stability, recognising that each person's journey is unique, while contributing to prevention and system-wide solutions.

We will:

- Maintain strong and prudent financial management
- Ensure that new services and activities are financially sustainable
- Regularly review organisational structures, procurement arrangements and operating costs to maximise value for money
- Invest in systems and processes that improve efficiency and reduce long-term costs
- Diversify income sources and reduce reliance on any single funding stream

Equity, Diversity and Inclusion Statement

Equity, diversity and inclusion are central to everything we do at Your Place. Not everyone has access to the same resources and opportunities, and too many people and communities are held back on the basis of their characteristics or life experiences.

You can read more about the commitments we have made by visiting our Inclusion and Belonging page on our website: <https://your-place.org.uk/inclusion-and-belonging/>

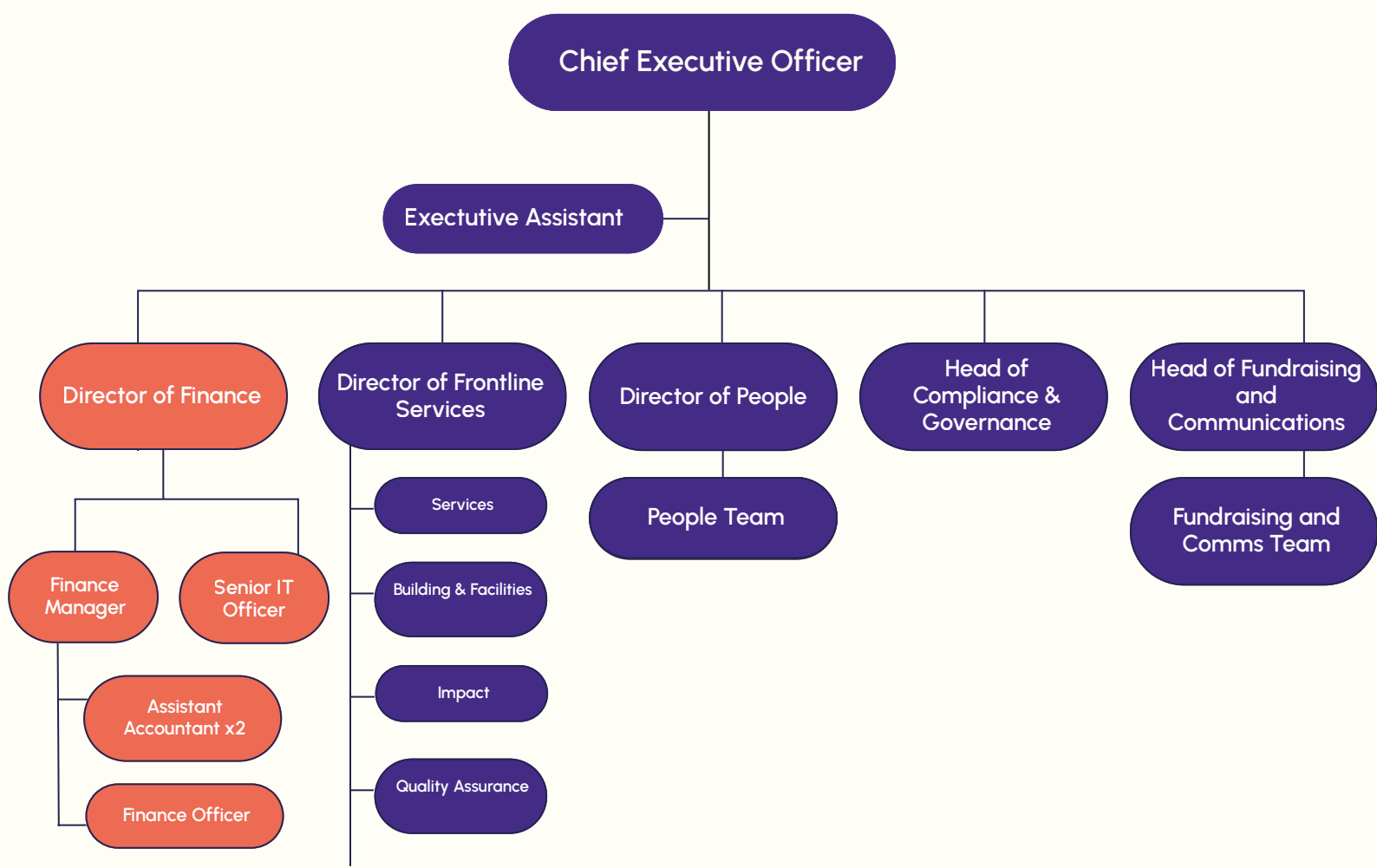
FINANCES



You can read about our finances here: <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/5028848>



ORGANISATION CHART



ROLE DESCRIPTION

Job title:

Director of Finance

Salary:

£70,000 to £75,000 per year
(depending on experience)

Location:

London (hybrid working, 2 days in the office, 3 days remotely per week)

Reporting to:

Chief Executive

Direct reports:

Finance Manager & Senior IT Officer

Purpose

You will have overall responsibility for the development and implementation of our Finance Strategy and achievement of all strategic finance-related objectives and targets as set out in the organisation's strategy. As the most senior Financial Officer and as a member of the Strategic Management Team, you will be responsible with colleagues for the effective operation of the Charity, to be a leading influence in the planning process and the execution of these plans with colleagues. The role will require flexibility and strong team work, working closely with the organisation's Chief Executive.

Key Responsibilities

Leadership and Management of the Finance & IT Team

- Leadership, management, supervision, training and development of the IT and Finance staff.

Financial Reporting & Governance

- Responsibility for ensuring adequate systems and controls are implemented and maintained for the efficient and safe running of the Finance function.
- Preparation of annual budget and monthly forecast
- Preparation of monthly cash flow
- Review, correct, and finalise monthly management accounts prepared by the Finance Manager.



- Review, correct and finalise annual accounts, including the statutory accounts for audit. Liaising with the auditors on this and other matters as required
- Development and maintenance of Finance department policies and procedures.
- Responsibility for cash management and oversight of capital projects' expenditure.
- Maintaining records of investments and financial holdings, reporting on these to the Chief Executive and appropriate committees, working with specialist advisers as appropriate.
- Responsible for statutory requirements and reporting of financial information/returns to regulators.
- Administration of all bank accounts.
- Preparation of quarterly management accounts for NatWest Bank and dealing with requests for information.
- Maintenance and development of petty cash procedures, systems and records.
- Responsible for invoicing a range of customers including local authorities, residents etc
- Ensuring provision of tax compliance under relevant legislation.
- Lead compliance officer for Your Place payroll, ensuring reports and contributions are made to HMRC at the appropriate time.
- To act as lead officer for Your Place for pensions matters including maintaining appropriate records for the Pension Scheme and ensuring reports and contributions are made at the appropriate time pensions and personal allowances for residents and potential residents, including maintaining appropriate records
- Take strategic ownership of the charity's reserves policy. Monitor and maintain unrestricted general funds to ensure strong operational resilience against financial volatility.
- Structure and oversee designated reserves explicitly earmarked for major repairs and long-term asset conservation, ensuring the charity's properties and physical infrastructure remain safe and viable.

Corporate Management

- Work with the Chief Executive and other colleagues in creating and updating the Charity's strategy.
- Attendance at and participation in Board meetings. Acting as Executive lead in reporting to the Finance, Audit, Remuneration & Governance sub committee of the Board.
- To liaise with other Directors, attend Senior Management Team meetings and participate in the corporate management of Your Place.
- Responsible for carrying out the Charity's Company Secretary roles, working with our Head of Compliance & Governance.
- In conjunction with the Chief Executive, to devise and maintain Charity's risk register.
- Responsible for the development and updating of the organisation's Procurement Policy and Delegated Authorities.

Information Technology

- Provide strategic leadership and oversight of the organisation's IT and digital systems.
- Ensure appropriate IT governance, cyber security, business continuity and technology investment to support the delivery of organisational objectives.

Strategic Finance & Development

- Drive the charity's growth agenda by leading the financial evaluation of new projects and expansions. This includes designing sophisticated business models, conducting comprehensive capital appraisals, and providing the Strategic Management Team and the Board of Trustees with data-driven recommendations on financing and investment risks.



PERSON SPECIFICATION

Qualifications

- Fully qualified ACA or ACCA or ACMA

Experience

- Experience in a similar senior leadership role
- Experience of leading, managing and developing staff
- Experience of working within the charitable sector
- Experience of contributing to organisational strategy as a member of a senior leadership team.
- Experience of advising Boards, Trustees or governing bodies on financial matters.
- Experience of preparing and overseeing annual budgets, forecasts and long-term financial plans.
- Experience of developing and maintaining effective financial controls and risk management frameworks.
- Experience of ensuring regulatory and statutory compliance.
- Experience of overseeing rent accounting, rental income collection, arrears monitoring and income reconciliation

Skills and knowledge

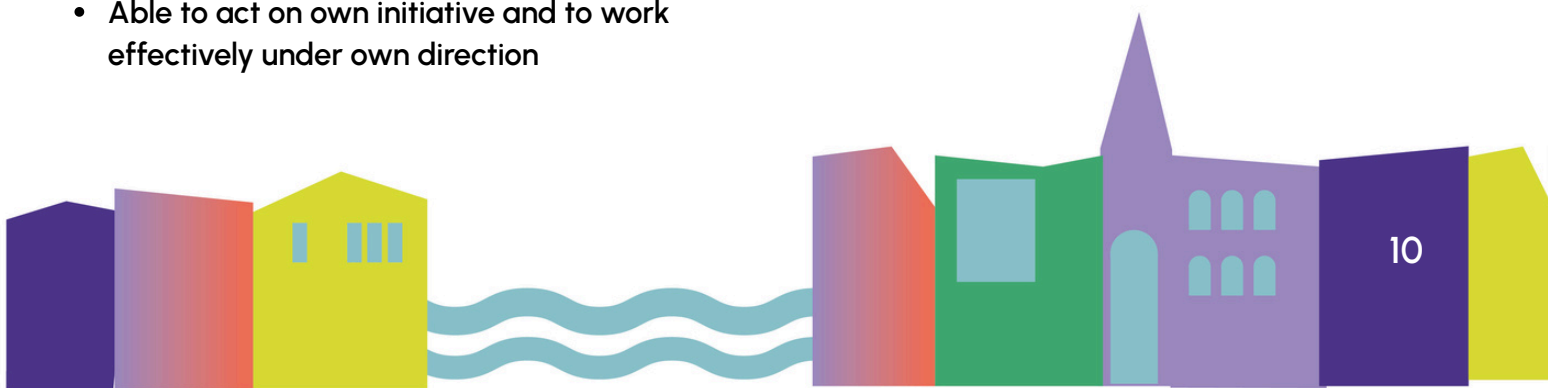
- Excellent communication skills, both verbal and written
- Extensive knowledge of accountancy and financial procedures and practice
- Ability to effectively communicate and work with people from a range of backgrounds
- Ability to work as part of a multi-disciplinary team
- Ability to add value as both an individual contributor and active team member
- Able to act on own initiative and to work effectively under own direction

Personal qualities

- Able to work under pressure and deliver results to tight deadlines
- Collaborative leadership style with the ability to influence and build relationships at all levels.
- Self-disciplined and ability to manage own time, to respond to changing priorities and workload to achieve targets
- Personal commitment to the values and mission of Your Place and culture of continuous service improvement
- Willingness to occasionally work outside of normal office hours

Desirable

- Experience within housing, homelessness, supported housing or wider social welfare services.
- Experience of managing contracts, grant funding and restricted funds.
- Experience of working with charity regulators & funders.
- Experience of SAGE 50 accounting software
- Knowledge of the housing/social welfare sectors
- Experience in a Company Secretarial role
- Management or leadership development qualification.
- Charity finance qualification or equivalent experience.
- Knowledge of charity accounting principles, e.g. SORP requirements
- Experience of leading finance system development and process improvement.
- Experience of overseeing IT, cyber security or digital services at a strategic level.



WELLBEING BENEFITS

We've put together this employee benefits package to make sure we give our best so you can give yours!

Holidays

Time off to do as you please - you'll get 25 days, rising one day annually up to 30 days, plus bank holidays. You'll also get your birthday off!

Wellbeing

We've also got reimbursements for the costs of a gym membership, a 24-hour confidential helpline for practical and emotional support (for your work or personal life), a cycle to work scheme, and activities like group yoga classes too. All team members are also entitled to a weekly Wellbeing Hour to do what makes them feel good, as well as two Wellbeing Days annually.

Pension

Your pension will be with TPT Retirement Solutions and we match what you pay into your pension up to 7.5%. Extra money for your retirement!

Career development

We all know having the opportunity to develop in your career is really important to people, so we've got different options depending on what suits your role best. It could be getting a recognised qualification, doing some internal training, working towards professional accreditation, or having a membership to a professional body.

Flexible working

We want to help you achieve the best work-life balance possible. We have made some promises to our residents about when we are around, so we just need to have the needs of your team in mind as well as the organisation, to get the best out of it.

Employee socials

Fun at work is important too! Some of our teams help organise social events in the summer and winter - get involved!

Office equipment

You'll get the best possible IT equipment and if your role involves working remotely, you can order items like desks, chairs or other equipment to help with your comfort and wellbeing.

Discounts

You'll have access to discounts for holidays, shopping, eating out, and loads more with our Proud to Care scheme.

Family friendly

We have very competitive enhanced Maternity and Paternity Leave pay.

HOW TO APPLY

To apply for the role by completing an application via our Careers Website:
<https://careers.your-place.org.uk/>

Please ensure that you have included a telephone number, as well as any dates when you will not be available or might have difficulty with the recruitment timetable.

If you wish to apply using an alternative format please contact us as
Careers@your-place.org.uk

If you would like an informal chat about the role, please reach out to Amanda Dubarry, Chief Executive Officer on Amanda.Dubarry@your-place.org.uk

Recruitment Timetable

- Deadline for applications: Midnight on Tuesday 10 November 2026
- First stage interviews: Tuesday 24 November 2026
- Second stage interviews: Friday 4 December 2026

