



Baca

Safe to heal, free to thrive

About us

Our Vision

A world where all child refugees are welcomed, safe and inspired with hope to rebuild their lives for a better future.

Our mission

It is our mission to serve young people who have been forced to flee their home country – offering safe homes, education, therapeutic care and support in every area of their lives.

We believe each young person, many of whom are victims of human trafficking, has a dignity worth celebrating, talents worth discovering and a life to live to its fullest potential, no matter their past experiences nor present circumstances. We are committed to providing an inspiring environment that raises hope and strengthens resilience.

Our Values

Respect

Treating everyone with dignity in all circumstances.

Integrity

Unexaggerated truth, expressed with humility, purity of motive and sincerity of intention, in both our words and deeds.

Passion

Embracing risk for the sake of the mission, with courage to take bold risks and to innovate despite adversity.

Grace

Costly additional opportunity for everyone, to enable us to be our best by being perpetual learners.

Compassion

Serving sacrificially, rooted in an unwavering zeal to seek the best for those we serve and not self.

Wisdom

Finding a way through a challenge by listening, learning, perceiving what is at stake, applying insight and considering diverse options.



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Our Impact, Outcomes and Goals

We are passionate about seeing the young people we serve become positive and empowered individuals, building on their resilience and strengths to contribute to the world around them.

Outcomes

We deliver this impact through our therapeutic support for all areas of life, specifically aimed at achieving the following outcomes - *Increased Personal Safety, Increased engagement with Education, Employment and Training, Improved Emotional Wellbeing, Improved Physical Wellbeing and Increased Social engagement.*

Strategic Goals

Strengthen Baca's holistic service for young forced migrants.

Enhance Baca's service to maximise the potential of each young person.

Engage locally, regionally and nationally to see a world where child refugees are welcomed, safe and have hope to rebuild their lives for a better future.

Thank you very much for your interest in this role at Baca. We support young people who have been forced to flee their home country, because of war, persecution, or trafficking. We provide the support they need which includes a safe home, education and therapeutic care. The young people we serve have lost the only life they know and have overcome all the odds to reach safety. Their courage inspires us but without support they are at extreme risk of harm and exploitation.

We are committed to providing an inspiring environment that raises hope and strengthens resilience – enabling them to fulfil their potential and become thriving members of the community. We consider it an absolute privilege to be able to walk with them on a daily basis. We take heart from the several positive stories of young people's transition into adulthood, establishing their lives and being a positive contribution to the world around them. However, we recognise the huge pressures they continue to face and therefore, we believe there is still a long way to go as we continue to learn from them. We believe there are greater depths of development for each young person to achieve so that they do not fall back into exploitation or any other dangerous environment.

If successful, you will be joining a passionate and committed team, with strong expertise. You will find that the team are committed to our values, which has built a culture that seeks to allow everyone to be their best in order to give their best for the sake of the young people we serve. I hope you will find all the information you need in this pack or on www.bacacharity.org.uk to help you complete your application.

We wish you all the best,
Jimmy Zachariah, CEO

Job Description

Job Title:	Finance Director
Reporting To:	Chief Executive
Contract Type:	Permanent
Location:	Baca office, Loughborough, England with regular travel to Cambridge and locations where Baca's services are delivered.
Salary:	£40,607 - £48,097 per annum Full Time Equivalent
Working Hours:	37.5 hours per week

USE SUBTITLE FOR HEADINGS

OVERALL PURPOSE

Provide strategic financial leadership for Baca and be accountable for the provision of financial and performance information to enable the Leadership Team and the Board to ensure Baca is financially sustainable for the purpose of achieving its vision and mission.

Core skill will be as a qualified accountant, but you will demonstrate a range of experience leading teams and delivering a range of projects across the organisation using a joint working approach. As a member of the Leadership Team, you will work alongside other senior leaders to shape the strategic direction of the charity and ensure that its aims and objectives.

KEY RESPONSIBILITIES

Resource Planning, Budgeting and Reporting

- To direct Baca annual budget setting and longer term strategic financial planning, with robust analysis of income, expenditure, forecasts and cashflow.
- To deliver high quality financial reporting, providing advice and support, in writing and verbally, as required for the Leadership Team, the Finance and Fundraising sub-group and the Board of Trustees.
- To ensure budget holders receive up to date timely and accurate management accounts and information in order to maintain day to day control of the expenditure budget.
- Encouraging innovation and seeking best practice from inside and outside the sector.
- Identifying and responding to long-term strategic risks, challenges and opportunities to enable Baca achieving its Strategic Goals.

- Continually enhance the processes and procedures in place for resource allocation and monitoring at all levels of the charity
- Provide proactive assessment of opportunities to deliver efficiencies in collaboration with departments where necessary.

Leadership and Organisational Responsibilities

- As a member of the Leadership Team (LT), be a role model in practicing Baca's values in order to achieve our Vision and Mission, prioritising the outcomes of the young people in all activities of the role.
- Together with the CEO, ensure all members of work with the Finance and Fundraising sub-group are regularly informed of all key strategic activity by leading the executive input and support to the Finance and Fundraising sub-group.
- Support the CEO to undertake negotiations with other organisations where necessary on matters of securing of resources.
- Ensure regulatory compliance with internal policy and procedures alongside external requirements of Charity Commission and Companies House.
- Undertake and deliver in the role as Company Secretary
- Steward Baca's resources to effectively, economically and efficiently to achieve our Vision and Mission in line with our Values.
- Communicate effectively, internally and externally, ensuring accurate and efficient flow of information across the organisation ensuring finance plans are understood and supported by all involved with the organisation.
- Lead on financial aspects of subsidiary businesses if relevant.
- Work at all times within the policies and procedures of Baca
- Respect at all times the confidentiality of information covering young people, staff and volunteers.
- Play an active part in the development and maintenance of good relationships with all who have business with Baca.
- Be proactive and willing to undertake other duties to help maintain our high standard of support and responsibility towards the young people we serve.

Financial Systems, Control and Accounting

- Oversee the integrity of all financial systems: Develop, monitor and manage the organisation's financial systems, policies, procedures and internal controls and the development of a consistent approach across Baca.
- To lead the preparation of the organisation's accounts for audit in accordance with current accounting good practice and Charity Commission's Standards of Recommended Practice (SORP), liaising with the auditors and present the final accounts to the Finance and Fundraising sub-group and Board for approval.
- To be responsible for adhering to financial delegated authorities as agreed with the Chief Executive and Board.
- To implement, oversee and review Baca's systems of financial risk management and controls assurance.
- To ensure the purchasing system operates effectively, ensuring sufficient supplies and services by working closely with the Operations Director.



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- To lead the payroll provision and ensure that salary and related payments are made accurately and timely.
- To ensure that an appropriate register of assets is maintained accurately.
- To ensure that Baca has adequate cash holdings and cash is moved to interest bearing accounts as appropriate in line with Baca's ethical asset management policy.

Team and People Management:

- Create, lead, manage, inspire and develop the finance team promoting Baca's values by being visible, participative and encouraging cross team working.
- Effectively manage the performance of the team, ensuring they are working to agreed objectives, delivering outcomes and that they receive appropriate training and support.
- Support team in day to day troubleshooting and administration where necessary.
- Develop and deliver integrated annual strategic objectives for all direct reports and their teams.
- To keep abreast of legislation affecting financial accounting, that may be relevant to Baca, and to keep the Chief Executive fully aware of any relevant changes in the law.
- To maintain awareness of the fundraising, income generation and marketing environment
- To maintain and increase personal professional skills.

Person Specification

Competency Requirements	Essential / Desirable
Character/Attributes	
Able to provide evidence of balancing commercial drivers and financial priorities with Organisational Mission and Values	Essential
Highly organized and able to work under pressure and prioritize tasks effectively; operationally effective; a completer finisher.	Essential
Passionate; humble; disciplined; wise; determined; pro-active; self-starter; courageous.	Essential
Alignment with Baca's Value to achieve our vision, mission and strategic goals.	Essential
Ability to respond to change at short notice and a flexible attitude notice.	Essential
Ability to be lead with hope, patience, calmness and tenacity in very challenging circumstances.	Essential
Ability to think critically and creatively to innovate solutions and make challenging decisions in line with values.	Essential
Resilience, ability to work under pressure and keep to deadlines.	Essential
Experience	
Proven experience at Finance Director or Senior Manager level in a comparable sized organisation.	Essential
Working constructively as part of a leadership team.	Essential
Experience of working with and advising Boards / Trustees.	Desirable
Business case preparation and presentation.	Essential
Development of financial performance measures	Essential
Development of long-term financial strategy.	Essential
Management of projects involving multiple stakeholders, including user engagement	Essential
Experience of influencing; ability to build effective relationships with people at all levels, both internally and externally	Desirable
Experience of strategically leading teams including staff training, coaching, to achieve objectives	Desirable
Able to provide evidence of balancing commercial drivers and financial priorities with Organisational Mission and Values	Desirable

Experience of working in the charitable sector	Desirable
Knowledge / Qualifications	
Have full qualification from a UK recognised professional accountancy body.	Essential
Further management qualification	Desirable
Familiarity with accounting packages and strong Microsoft Office skills.	Essential
Knowledge of issues, challenges and strengths of unaccompanied asylum seeking young who may also be trafficked.	Desirable
Have a genuine concern for those the organisation serves.	Essential
Knowledge of what motivates team and how to support them to achieve a common end goal is desirable.	Essential
Skills	
Strong financial and accounting skills to ensure resources are stewarded to achieve the mission of the organisation.	Essential
Excellent communication and presentation skills including the ability to build rapport and credibility across multiple stakeholders, internally and externally at all levels.	Desirable
Strong organisational, project and time management skills, commercial acumen.	Essential
Strong leadership skills, able to motivate and make difficult decisions in line with Values and Mission	Essential
Able to understand the big picture and apply this to the details, translating vision into financial plans.	Essential
Ability to manage multiple tasks any one-time, prioritising workload to meet competing deadlines.	Essential
Taking initiative and problem-solving skills by analysing workable solutions is essential.	Essential
Other	
Ability to drive/travel to all locations where Baca's service is delivered.	Essential
Adherence to all policies and procedure of the organisation	Essential

How To Apply

You can apply electronically, by completing an application form on our website. Please complete the online application form or return a downloaded and completed application form, along with a CV to us by email. Please make sure that your application demonstrates how your experience, skills and abilities meet the selection criteria set out in the Job Description and Person Specification.

Please also make sure you complete the equal opportunities monitoring form. Completed applications should be returned to us by *9:00am on 29 April 2024*.

Applications received after that time will not normally be considered for short listing.

Downloaded application forms and CVs must be sent to:
recruitment@bacacharity.org.uk clearly identifying the role you are applying for.

Interview Process

A 30-minute online interview could be conducted as part of shortlisting. If suitably strong candidates are shortlisted before the deadline, in-person interviews will take place immediately after shortlisting.

If you are shortlisted for an in-person interview, we will contact you as soon as possible, to let you know the details of the interview process.