



# Could you be our Finance Lead (Management Accountant?)



# Together

With and without learning disability



L'ARCHE  
In the UK

## WELCOME

Do you want to work in a committed, flexible and caring team, at the heart of an inspiring national charity?

Are you motivated by our vision of people with and without learning disabilities sharing life, friendship, homes and spirituality?

Could your professional and people skills help people live fuller lives, and build a more human society?

L'Arche has 11 Community clusters around the UK. We stand for inclusion and full lives for people with learning disabilities. We combine brilliant care with rich community. We aim to show what life with learning disability can be, what life-giving social care can be, and what community, meaning and togetherness can be in our society.

You will find L'Arche a rewarding place - to work, to make society kinder, and to find fun and friendship in the process. If you are anything like me, you may also find yourself changed too, by the L'Arche way of seeing and being in the world.

If you like the sound of that, please get in touch and explore this with us.



A handwritten signature in black ink that reads "John Casson".

John Casson CMG  
National Leader/CEO, L'Arche in the UK

# Who We Are

## Do you believe in a world where we all belong?

### INTRODUCTION

L'Arche is a worldwide federation of people with and without learning disabilities, working together for a world where all belong. We believe in the transforming impact of genuinely mutual relationships between people with and without disabilities.

In the UK, L'Arche is a registered charity with 11 Communities across England, Scotland and Wales. We celebrate people with learning disabilities, and build communities with them rather than for them. We go beyond supporting people's basic needs. We attend to their emotional and inner lives, by building spaces of vibrant friendship, opportunity, spirituality and community life.



### OUR DIVERSITY PLEDGE

We will welcome and support applications from people of all backgrounds. We encourage candidates who are disabled, who identify as LGBTQ+, or who are from a minority ethnic background, since these perspectives are currently under-represented.

Our application process is designed to reduce the impact of unconscious biases, and to support people from backgrounds that haven't always been well-represented to contribute to L'Arche.

If there are a few areas in the job description where you feel less experienced, don't let that put you off. We are happy to support people to learn, and to make adjustments to make this job the right fit for the right person.

L'Arche is committed to inclusive working practices, so during the application process we commit to:

- Pay for childcare while you are at any inperson interviews.
- Pay your travel costs to and from interviews.
- Make any reasonable adjustments for the interview process.
- Offer a guaranteed first stage interview for disabled candidates who meet the minimum requirements for the role.

### WANT TO GET TO KNOW US BETTER?

[Our unique approach](https://www.larche.org.uk/Listing/Category/our-unique-approach)

[www.larche.org.uk/Listing/Category/our-unique-approach](https://www.larche.org.uk/Listing/Category/our-unique-approach)



[Why work for L'Arche?](https://www.larche.org.uk/why-work-for-larche)

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# Role Description

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<b>Job title:</b>	Finance Lead (Management Accountant)
<b>Hours:</b>	37.5 hours per week
<b>Salary:</b>	£41,350 per annum (including London Weighting)
<b>Location:</b>	Flexible, 3 days per week in our London office, occasional travel to the finance office in Silsden, occasional travel to communities
<b>Reports to:</b>	Head of Finance
<b>Contract type:</b>	Full time, Permanent

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## ABOUT THIS ROLE

Be one of four Finance Leads sharing responsibility to produce Community Management Accounts. Other duties include line managing one or two Bookkeepers, ensuring that Management Accounts results are discussed with Community Leaders, leading on the Budget process for assigned Communities and leading on the Housing Benefit/ Rent Increase process for assigned Communities.



# Key Responsibilities

The Finance Lead is one of four Finance Leads who share responsibility to produce Community Management Accounts. Other duties include line managing one or two Bookkeepers, ensuring that Management Accounts results are discussed with Community Leaders, leading on the Budget process for assigned Communities and leading on the Housing Benefit/ Rent Increase process for assigned Communities.

The Finance Lead, working with the Bookkeeper(s), will be responsible for ensuring that all finance processes are documented and those processes relevant to staff outside of Finance are communicated and updated as and when required. They are also responsible for identifying and recommending potential operational efficiencies and improvements to working practices and procedures; responsible for the financial data processing; and maintaining the quality and accuracy of data held within Business Central.

As a Finance Lead, you will also be responsible for the line management of two or three Bookkeepers. You will ensure that the work of staff you line manage is in line with the finance function's strategic and operational plans and with the relational and person-centred values of L'Arche. Together with the Head of Finance ensure that the staff are adequately line managed, resourced, supervised, mentored, empowered and their personal development and training requirements are met.

Support the Head of Finance to ensure mechanisms are in place to enable the efficient and effective day-to-day running of the finance function. You will also ensure that all relevant policies and procedures are being followed by L'Arche staff.

As a Finance Lead, you may from time to time be asked to take part in cross-departmental projects and collaborate with other L'Arche staff, to deliver work effectively and efficiently, seeking out opportunities to work with others wherever mutually beneficial.

## RESPONSIBILITIES

- Preparation of monthly management accounts for the Community including
  - i. Income and Expenditure,
  - ii. Balance Sheet reconciliation,
  - iii. Aged Debtors,
  - iv. Restricted and Development Fund
  - v. Donations Received – for Community.
- Preparation of an annual "Audit Pack" for consolidation into the statutory accounts.
- Preparation of salary journals and record in Business central.
- Ensuring that Business Central is kept up to date, accurate and its integrity maintained.
- Ensuring that all Balance Sheet accounts are reconciled monthly or at least quarterly.
- Line manage Bookkeepers and Credit Controller.
- Maintenance of detailed understanding of invoicing requirements of our funders, and work with the Credit Controller to ensure invoicing and credit control is up to date and invoices are paid within due date; being proactive and "hands on" when issues arise.
- Liaison with the bank and auditors as necessary

## IN LIAISON WITH THE COMMUNITY

- Preparation of the annual Community Budget and quarterly projections
- Maintaining a file of supporting documentation for each resident (purchase orders, contracts, DWP documentation)
- Regular liaison with Community Leaders, including identifying where financial performance is weakening and supporting them to implement remedial action.
- Statistical returns (Office of National Statistics etc)
- Development and monitoring of financial systems
- Ensure monthly meetings are scheduled and make a community visit at least once a year.

# Person Specification

## ESSENTIAL CRITERIA

- Commitment to live out L'Arche values, and including embracing diversity, personal integrity and respect, reliability and consistency, impartiality, and a desire to find a best outcome for all
- Part qualified Accountant
- Relevant experience across a range of financial management and budgeting disciplines
- Effective leadership and people management skills, both in leading an in-house Finance team and building collaboration with Communities and other key contacts.
- High level of competence in IT systems
- Embrace the Mission and values of L'Arche.
- Able to build and maintain strong effective working relationships
- A confident, approachable, and emotionally intelligent colleague and manager, able to nurture and empower people, foster team culture, ensure quality and timely output, and bring people together to achieve a common goal.
- Resilient and self-aware, with an understanding of what you and others need to thrive
- Analytical and creative skills to problem solve at individual and organisational level.
- Able to work flexibly, and travel to Silsden, where part of the Finance Team is based, from time to time.

## DESIRABLE CRITERIA

- Knowledge of Business Central finance software (MS Dynamics)
- Experience of working within specifically the social care sector.



# We Value

## **TREATING PEOPLE WITH DIGNITY AND RESPECT:**

We value every person and celebrate who they are. We do not just tolerate diversity, but actively embrace it in our communities. A key way we demonstrate dignity and respect is by being fully present to each other when we are together and listening deeply to one another.

## **FRIENDLINESS AND WELCOME:**

We are deeply committed to building friendships together, which calls us to live life with a joyful and grateful spirit.

A key way we demonstrate friendliness and welcome is by offering meaningful invitation and welcome to newcomers and also to each other on a daily basis.

## **EMPATHY:**

We are committed to understanding and sharing the feelings of one another. We prioritise the qualities of compassion, caring, and kindness to nurture empathy. A key way we demonstrate empathy is through the quality of the shared life we build together.

## **INTEGRITY:**

We strive to have integrity in everything we do and in every relationship we build, seeking to be authentic and honest, trustworthy and open because to build meaningful relationships we need to reveal who we are. A key way we demonstrate integrity is through our willingness to be both vulnerable and courageous.

## **COMMITMENT TO COMMUNITY BUILDING:**

We choose to share life together rather than merely work together. Sharing life means we create mutual relationships with one another and also share responsibility for the life and wellbeing of the community as a whole, practicing forgiveness and celebration and creating a place of belonging that is open to all who share our mission and values.

A key way we demonstrate our commitment to community building is through our nurturing of our shared spirituality expressed through the community traditions and practices that shape our daily life together.

## **OPENNESS TO REFLECTION, LEARNING AND GROWTH:**

We are personally committed to growth and development in the dimensions of L'Arche identity and mission and also support the growth of the whole community by nurturing the gifts of each person, creating a learning culture together and being attentive to our personal and communal spiritual life. A key way we demonstrate our commitment to learning is the frequency and quality of our personal and group reflective practices and processes.

## **COMMITMENT TO THE VISION AND MISSION OF L'ARCHE:**

We actively engage in all dimensions of L'Arche mission and practice both personally and communally. A key way we demonstrate our commitment is our visibility as people with and without learning disabilities together engaged in our local neighbourhoods and the wider world in order to shape a more human society.

