



**envision**

**Finance & Operations  
Director**

**Application Pack**

**Deadline: Midnight 25<sup>th</sup> September**

# Finance & Operations Director

- **Remote with potential for one half-day per month in person in London, Birmingham or Bristol**
- **Permanent Contract**
- **Start Date: ASAP**
- **Part Time (2 days per week, 14 hours)**
- **£65,000 FTE (£26,000 actual)**

Envision actively encourages applications from those from Black and Minority Ethnic backgrounds and from socio economic disadvantaged backgrounds as they are currently under-represented in our organisation.

We seek to ensure we achieve diversity in our workforce and that all applicants and employees receive equal and fair treatment, regardless of age, race, gender, religion, sexual orientation, disability or nationality.

Please note, we are unable to support visa applications and therefore applicants must have the right to work in the UK.

**Envision graduates will be guaranteed a first-round interview.**



## A bit about us

At Envision we work in partnership with schools in London, Birmingham and Bristol to identify young people from backgrounds which are under-represented in the world of education, employment and training, who will benefit most from the opportunity to develop their confidence and essential skills.

Through weekly in-school sessions, our trained Envision staff empower young people to tackle a real-life social issue by designing, developing and delivering a social action project.

Through facilitation and guidance from Envision staff and mentor teams from our corporate partners, young people learn to aim high - by setting their own goals, generating ideas and problem-solving to overcome obstacles - and stay positive through recognising their own skills and achievements

They complete our programme with the skills and confidence they need to shape their own futures.

**'I am most proud of working on my communication and determination skills as I now feel more confident talking to big crowds of people.'**

Ammaarah,  
Broadway Academy



## We believe a young person's background mustn't determine their future.

Young people from less-advantaged backgrounds too often miss out on opportunities in and outside school to build the confidence and essential skills they need to succeed in later life.

This means young people from less-advantaged backgrounds are underrepresented in the world of work. This is unacceptable. Where you grew up mustn't determine where you're going.

"People with higher levels of essential skills experience improved social mobility, employment, earnings, job satisfaction and life satisfaction...these skills work as a platform for developing other skills, including the basic skills literacy and numeracy as well as technical skills."  
(Skills Builder Partnership 2023)





# Where you come in

The Finance & Operations Director is responsible for the financial stability of the organisation and maintaining appropriate financial management. This role will support a small team, made up a Finance Manager and Business Administration & Finance Officer to deliver the organisations' strategies around finance and operations (IT, HR, premises, etc).

This role is an integral part of the Senior Management Team, and will work closely with them, alongside the Envision's Treasurer to ensure that the delivery of the strategy and business plan is successful and that the organisations' assets are safeguarded.

## Responsibilities

- Work with CEO and Deputy CEO to ensure the organisations financial health is managed and maintained.
- Design & lead annual organisational budget process, supported by the Finance Manager.
- Create Income & Expenditure budgets with CEO and Deputy CEO and maintain a rolling financial forecast to inform decisions.
- Prepare monthly management accounts.
- Prepare core financial information for the Finance & Resource Committee and Board quarterly & attend meetings.
- Work with treasurer to review reserves policy.
- Develop & maintain financial policies and procedures.
- Oversee production of annual report & accounts.
- Review banking arrangements.
- Safeguard organisations assets (e.g. premises, HR, Data, legal status).
- Support Finance Manager and Business Administration & Finance officer.
- Support delivery of strategy and business plan, including assessment of threats and opportunities.



# Person specification

Experience, Knowledge, and Skills	Essential/ Desirable	Demonstrated In Application (A) Or Interview (I)
A member of one of the <b>CCAB accounting bodies</b>	E	A & I
Demonstrable experience as a <b>financial</b> manager	E	A & I
Ability to <b>think strategically</b> about operations and organisational needs.	E	A & I
An understanding of the constraints of having small staff teams and the <b>flexibility to shift focus of activities</b> when necessary	E	A & I
Experience of working in a <b>small to medium sized organisation</b>	D	I
Understanding and familiarisation of <b>financial and regulatory requirements</b> of the charity sector	D	I
An understanding of organisation IT and resource needs and how to use these to support staff in their roles	D	I
Understanding of, and/ or lived experience of, the <b>barriers that young people face</b> , that contribute to the education and employment gap	D	I
Competencies and Values	Essential/ Desirable	Demonstrated In Application (A) Or Interview (I)
Commitment to Envision’s <b>vision, mission and values</b> and ability to work well in, and contribute to, our organisational culture	E	A & I
<b>Communication:</b> Having the ability to listen critically and think about where differences in perspectives come from, and speak adaptively depending on the response of listeners.	E	I
<b>Creativity:</b> Creating solutions for complex problems by evaluating the positive and negative effects of potential options & innovating effectively by seeking out varied experiences and stimuli	E	I
<b>Teamwork:</b> Improving the team by building relationships beyond my immediate team & supporting others through mentorship.	E	I
<b>Determination:</b> Identifying risks and gains in opportunities and creating plans that include clear targets to make progress tangible.	E	I

# Conditions and Benefits

## Terms and Conditions

<b>Remuneration</b>	£65,000 full time equivalent (£26,000 pro rata actual)
<b>Location</b>	Hybrid or remote with potential for one half-day per month in person (SMT meeting or DCEO/CEO check in). Offices in London, Bristol & Birmingham
<b>Contract Type</b>	Permanent Part Time (2 days per week, 14 hours)

## Employee Rights and Benefits

<b>Pension:</b>	All eligible employees will be automatically enrolled into the NEST Pensions scheme. 5% matching contribution.
<b>Annual Leave</b>	25 days plus bank holidays, plus 3 additional days between Christmas and New Year. The 25 day allowance will increase by one day per year up to 30 days
<b>Volunteering Days</b>	2 days per year, can be broken down into half days/ hours subject to agreement from line manager
<b>Flexible Hours</b>	10am to 4pm are core hours. Office hours are 8am to 6pm
<b>Bike to Work Scheme</b>	Up to £1000 limit
<b>Parental Leave</b>	Maternity Leave/ Adoption Leave/ Shared Parental Leave- 12 weeks full pay, 12 weeks half pay, 12 weeks statutory pay Paternity Leave- 4 weeks full pay
<b>Compassionate Leave and Pay</b>	Discretion of line manager (up to 5 days paid)
<b>Sick Pay (OSP)</b>	Occupational sick pay (OSP) - 2 weeks full pay in 1st year, 4 weeks full pay in Year 2 onwards.
<b>Employee Eye Test</b>	Envision will refund the cost of an annual eye test. Simply book and attend your eye test with any recognised optician (e.g. Specsavers, Vision Express etc) and then include the cost of the eye test in your next expenses claim
<b>Charity Workers Discount</b>	Receive savings and cashback on many personal purchases. They also offer a cashback prepaid card for more savings

# Application Process

To apply, please complete the application form [here](#).

Recruitment Timetable	
Schedule	Milestone
<b>Wed 25 September (Midnight)</b>	Closing date for applicants
<b>Week Commencing 30<sup>th</sup> September</b>	First interviews (by Zoom)
<b>Week Commencing 7<sup>th</sup> October</b>	Final interviews (in one of our offices)

Please note:

- We will only be contacting candidates who have been shortlisted for interview. Therefore, if we do not contact you, please assume you have been unsuccessful.
- The safety and well-being of the young people we work with is paramount at Envision. Successful candidates will be subject to a full Enhanced DBS check and reference checks. All new staff must attend Safeguarding Training during their induction period, in line with Envision's Safeguarding and Child Protection Policy. Failure to complete internal Safeguarding Training may result in the role being withdrawn.

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