



St Basils

HEAD OF FINANCE - BIRMINGHAM

Applicant Information Pack





Our Mission

St Basils *works* with young people to:

- Enable them to find and keep a home
- Develop their confidence, skills and opportunities
- Prevent youth homelessness

Our Vision

Our vision for all young people is that:

- Homelessness is not part of their experience of growing up
- There are integrated education, employment and housing pathways
- They are able to access the support and development opportunities they need to secure their futures and realise their potential

Our vision for St Basils is that:

By 2027 we will continue to be the leading provider of accommodation, support and psychologically informed services for young people across the West Midlands.

- Our service developments will include:
 - Increasing our bed spaces outside Birmingham and growing our services in new areas
 - a nationally renowned centre of excellence for young people with complex needs
 - extending our service offer to Care Leavers
 - additional Live and Work schemes for young people engaged in education, training and work
- We are the national lead for:
 - Psychologically informed consultancy, training and reflective practice services
 - Youth Voice engagement and support

ABOUT US

St Basils works with young people aged 16-25 who are homeless or at risk of homelessness, the largest organisation working exclusively in the West Midlands helping some 4000+ young people each year across the region with specific services in Birmingham, Sandwell, Solihull, Walsall, Warwickshire, Worcestershire, the Wyre Forest and Coventry.

Every year some 1800 young people are housed in our 40 supported accommodation schemes, which for some young people includes their young children as well. We have a range of prevention, accommodation and support services to help young people regain the stability they need to rebuild their lives, gain skills, training and employment and move on. The aim is to help them successfully break the 'cycle of homelessness' so that they can go on to experience a bright, fulfilling future and never return to a state where they are at risk of homelessness again.

St Basils also works with young people and partners on a national basis (funded separately). We facilitate the National Youth Voice and National Youth Homeless Parliament, we are part of the national End Youth Homelessness Alliance and we are working to roll out our 'Positive Pathway' Framework nationwide.

During April 2023 - March 2024:

3,718 young people received advice and support

1,611 young people were supported by us during the year

1,034 young people lived in our 40+ accommodation schemes

Upto 590 young people stayed with us at any one time

87% of young people moved on from St Basils in a planned, positive way

"You often hear the phrase that Birmingham is Britain's second city but in my view, we should be proud of the fact you are Britain's first city when it comes to caring for vulnerable homeless young people."

"No-one else is doing it as well as St Basils."

HRH The Duke of Cambridge

WELCOME – from the Chair and Chief Executive

Thank you for showing an interest in our work. St Basils does really important work, which is focussed on ensuring that homelessness is not part of growing up for young people. We want young people to feel cared about, to have trusted support and somewhere safe, suitable and affordable to live that enables them to learn and work.

Our environment is often challenging and our margins are tiny. We are a registered provider, a company limited by guarantee and a charity. Unlike many registered providers, we do rely on charitable income to achieve our outcomes. Partnerships and relationships are critical to us at all levels, locally, regionally and nationally. We are a Psychologically Informed Environment and invest in developing the strengths and skills of our team and young people. Our model combines good quality accommodation and progression support including assistance with employability. Underpinning all of our work is the engagement and perspective of young people at every level, including full Board Membership.

Our Board is critical to provide the oversight and governance to keep us mission focussed and financially viable. We believe it is important to reflect the communities we serve at all levels within St Basils, including our Board. In addition to the specific knowledge base, we need Board members who believe in our work, who are courageous, committed, and understand good governance.

Feizal Hajat OBE
Chair



Jean Templeton
Chief Executive



OUR GOVERNANCE

The Senior Leadership Team led by Jean Templeton, Chief Executive is responsible for providing strategic leadership to the organisation.

Senior management are mandated to lead with clarity of purpose about the business we are in, and prioritise the delivery of services that meet our 7 strategic priorities. Our approach is one of 'Strategic Doing'.

St Basils is governed by a Voluntary Board of Non-Executive Directors and supported by two committees:

- Business Support and Audit
- Service Delivery and Development

In addition, we have a Fundraising Network of supporters

As a registered provider of social housing, St Basils is required (in accordance with the Regulator of Social Housing's Regulatory Framework) to adopt and comply with an appropriate Code of Governance. St Basils has adopted the sector specific NHF Code of Governance 2015. An annual statement of compliance in respect of the Governance Code is published in the Annual Report and Financial Statements.

St Basils is a registered charity, all Board Members are also Trustees. We are also a Company Ltd by guarantee.

Our aim is to improve and strengthen governance by ensuring that our Board has adequate representation in terms of skills balance, diversity and stakeholders including the two Youth Voice members and recruiting in an open and transparent manner.

We adopt a co-regulatory approach to governance by establishing a strong working relationship between Board members and service users and developing our governance arrangements with them. We have an Active Governance Programme where Board members visit services and a Policy to Practice internal assurance programme carried out by Senior Managers.

ROLE PROFILE – HEAD OF FINANCE

ROLE	HEAD OF FINANCE
RESPONSIBLE TO	DIRECTOR OF FINANCE
SALARY	Scale PO4, Points 41 – 44 £40,778 - £43,915
PURPOSE OF THE ROLE	
<p>To support the Director of Finance in overseeing the effective operation of the Finance department, including budgeting, forecasting, reporting, and financial controls, while fostering a culture of financial accountability and continuous process improvement. To work with budget holders and any other members of the management team to support the optimization of financial resources by being a champion for Value for Money, and working to ensure individual contracts are financially viable.</p> <p>To provide financial management support to the business units of the organisation, including but not limited to:</p> <ul style="list-style-type: none"> • Budget setting, including leading on the annual rent setting process • Production of monthly management accounts • Taking a business partnering approach with budget holders • Support contract owners with financial modelling and determining actual spends • Support with financial statements preparation and external audit <p>Line managing the Finance Team</p>	

KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • To develop and maintain effective working relationships with colleagues for financial planning, reporting and monitoring. • To develop and maintain effective working relationships with external partners such as auditors, HMRC and Local Authority commissioners. • To produce monthly and annual information for colleagues in respect of revenue and capital budgets (notably management accounts and financial statements), ensuring: <ul style="list-style-type: none"> ○ Systems are robust enough to provide accurate data ○ Issues are identified and addressed promptly and effectively ○ Organisational and regulatory / statutory deadlines and other expectations are met • To meet with colleagues to review such information and prepare narrative reports on variances and other information for the Director of Finance and operational managers. This will include: <ul style="list-style-type: none"> ○ The development and production of KPIs ○ Liaison with budget holders ○ Improvement of information systems (both their structure and data entry) • To work with the Director of Finance in the preparation of annual budgets and funding bids, including: <ul style="list-style-type: none"> ○ Liaison with other colleagues ○ Identifying financial implications – both budgetary and in cash terms • To support colleagues in ensuring that all financial reporting obligations are met in relation to submissions for funding, grant aid, contracts and any other initiatives. • To prepare rent and service charge calculations for each of St Basils' projects in accordance with relevant regulations. This will include working within the housing management system, looking at: <ul style="list-style-type: none"> ○ Data analysis and preparation ○ Production of proposals to enable dialogue with budget holders, senior
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	<p>managers, directors and Local Authorities</p> <ul style="list-style-type: none"> • To assist the Director of Finance with cash flow projections • To ensure that all staff are aware of their responsibilities and are focused upon achieving their targets and are able to feedback on issues. • To set, achieve, review and report on standards of performance for all key service areas. • To ensure that regular appraisals are undertaken of all staff and appropriate training and development activities are scheduled. • To develop a culture of high performance and ensure that all staff act upon the strategic priorities of the organisation. • To present financial and management information to the Business Support & Audit Committee on an ad-hoc basis. <p>Other Duties</p> <ul style="list-style-type: none"> • To closely monitor balance sheet accounts and review reconciliations prepared by the Finance Team, including but not limited to, petty cash, and company purchasing cards. • To maintain the fixed assets registers for housing properties and for other assets and reconcile these assets to the nominal ledger. • To prepare depreciation calculations for inclusion in the monthly accounts and to prepare and post journals in respect of all monthly entries for the management accounts. <p>Ways of Working</p> <ul style="list-style-type: none"> • To work with colleagues across St Basils, providing support and information to enable them to manage their contracts and business units. • To have a good understanding of the operational systems within the Finance Team • To work with a high degree of autonomy and responsibility • To support the Senior Finance Officer in their management and development of the Finance Team.
GENERAL	<ul style="list-style-type: none"> • To consult with the Chief Executive Officer and/or the Head of Communications when likely to be involved in any campaigning issues or before any involvement with the media on matters relating to St Basils.
MEDIA	<ul style="list-style-type: none"> • To consult with his/her Line Manager and/or the agency's PR/Media Officer when likely to be involved in any campaigning issues or before any involvement with the media on matters relating to St Basils.
ESSENTIAL RECORD KEEPING	<ul style="list-style-type: none"> • Ensure all information relating to services are accurate and up-to-date • Maintain accurate records of progress towards the achievement of agreed goals for service. • Follow & promote all policies and procedures at all times
HEALTH & SAFETY	<ul style="list-style-type: none"> • Follow & promote the health, safety and welfare of yourself and others at work in line with St Basil's policies. • Ensure that Health & Safety regulations are met and that Fire regulations, risk assessment and behavior management procedures are adhered to at all times.
ACTIVELEY CONTRIBUTE TO THE TEAM	<ul style="list-style-type: none"> • Liaise and communicate with other employees and external professionals appropriately to ensure a coordinated approach to programme planning is in place. • Attend and contribute to team meetings • Advise the management team of any concerns, changes or supplementary services needed • Be supportive and respectful to colleagues and management

EQUALITY, DIVERSITY AND INCLUSION	<ul style="list-style-type: none">• St Basils is committed to facilitating an environment that is diverse and inclusive, with equal opportunities for all members of staff. As a member of the organisation, it is integral that Equality, Diversity, and Inclusion standards are met, regardless of position, role, or location. Our EDI strategy is a huge part of pushing the charity forward on our mission, with a clear understanding of marginalised groups and the protected characteristics. This knowledge and continual urge to foster an environment that is not only safe for our staff but also for the young people will all serve our overall purpose.
CONFIDENTIALITY	<ul style="list-style-type: none">• Confidentiality is of the utmost importance and must be maintained at all times

PERSON SPECIFICATION

HEAD OF FINANCE		
APPLICANT SHOULD ENSURE THAT THEY ADDRESS THE REQUIREMENTS OF THE POST WITHIN THEIR APPLICATION		
	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Maths & English GCSE Grade C or Above (or equivalent) • Qualified accountant (CCAB or equivalent) • 2+ years post qualification experience • 	<ul style="list-style-type: none"> • 5 years post qualification experience
ROLE EXPERIENCE	<ul style="list-style-type: none"> • Line management responsibility • Charity SORP • Production of management accounts for a multi-million pound organisation, including variance analysis • Preparation / supported preparation of financial statements for a multi-million pound organisation • 	<ul style="list-style-type: none"> • Leading and developing a team • Housing SORP
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of the social housing sector • Understanding of spreadsheets and bespoke accounting packages • Ability to relate to those in authority • Knowledge of and commitment to EDI/Anti-Discriminatory Practice 	<ul style="list-style-type: none"> • Experience of housing association financials, including rent standards • An understanding of supported housing
SKILLS	<ul style="list-style-type: none"> • Teamworking skills • Excellent numeracy and system skills • Ability to keep accurate records • Ability to use initiative • Ability to work to tight timescales and maintain deadlines • Flexible in approach to work • Ability to absorb technical information and utilise effectively • Good verbal communication skills to deal with employees, managers and a range of other stakeholders 	<ul style="list-style-type: none"> • Ability to relate to young people • Ability to manage conflict
MOTIVATION	<ul style="list-style-type: none"> • Commitment to task • Commitment to ideas of the organisation • Self-Reliance • Stress tolerance • Demonstrates a great positive attitude • Shows consistent integrity, trust and fairness and embraces equality and diversity • Delivers time after time • Makes a difference every day • Used good judgement and initiative to find solutions 	<ul style="list-style-type: none"> • An interest to the housing sector.

	<ul style="list-style-type: none"> Committed to learning and being the best through continual learning and development 	
CONDITIONS OF EMPLOYMENT		
Wherever you are initially based, it must be recognised that the company reserves the right, giving reasonable notice, to re-locate the post holder, dependent on the requirements of the Agency, at any time. All employees MUST abide by the Terms and Conditions as per St Basils Staff Handbook and Equal Opportunities & Diversity Policy document.		
HOURS OF WORK / LUNCH BREAK/HOLIDAYS	<p>37.5 hours per week, which excludes half an hour for lunch. Normal working hours are 9am – 5pm. Evening / weekend work may be required and will be compensated with time off in Lieu in negotiation with Line Manager.</p> <p>28 days per annum, plus 8 Statutory Bank holidays per annum, pro rata</p>	