



**Head of Finance**



# Introducing TLG...

Transforming Lives for Good (TLG) is a national charity that helps churches to bring hope and a future for struggling children. That means getting alongside struggling children, providing practical support in and out of school and connecting with home to bring hope and a future.

All over the UK, children are struggling in school for all kinds of reasons and many families are suffering without hope. Nationally, the latest statistics show that:

- Children living in poverty are 4 times more likely to get a permanent exclusion from school
- More than two thirds of the current prison population were excluded from school
- One in six 16-24 year old 'NEETs' (those not in Education, Employment or Training) die within ten years of falling out of the system
- 1.5 million children are entitled to free school meals in the UK

But there is hope.

It comes through the local church making a real difference in their community. TLG is passionate about bringing a practical approach that goes way beyond education and works to build strong connections between local churches, families and schools. At TLG, we have a big vision to make the difference in as many children and families lives as possible. We are transforming lives for good!

# Culture and Values

At TLG, our work is our vocation, giving us a rich sense of purpose. We also believe work can be a great experience and enable people to grow into their full potential. In fact, we are recognised nationally as an exceptional place to work. In 2019, we were named the best charity to work for in the UK by the prestigious Sunday Times Best Organisations to Work for.

This special award highlights all the positives about working at TLG! We love to look after our team and here are some of the great benefits we offer:

- Fun team times away
- Retreat days for staff
- Generous holidays and flexible working arrangements
- Above and beyond recognition for high-performing staff
- Support for staff with counselling and coaching
- Contributions towards training and professional qualifications

## Our Values

Holding to these values is vital to the way we accomplish our work:

- **Greater Transformation**  
Relentlessly focussed on the main thing (TLG's mission and vision), energised by the challenge, and deliberately missional.
- **Relational Leadership**  
Bringing out the 'gold' in others, 'leaning in' when it's relationally tough, and humble yet courageous
- **Local Church**  
Celebrating the Church, grace and patience in partnership, and rooted in the local church community
- **Excellence Every Day**  
Joyfully exceeding expectations, learning from failure, and knowing uncertainty doesn't throw us
- **Vibrant Faith**  
Nurturing our own walk with God, following Jesus together even when it's tough, and realising work is mission – so much more than a job





# Job Description

- Location:** National Support Centre, West Yorkshire (with flexibility throughout the working week meeting TLG's minimum requirement of 40% of working hours in the office)
- Salary:** £50,000 to £55,000 plus 10% employer's pension contribution, life assurance and health cash plan
- Hours:** Full Time (37.5 hrs per week), with the option of part time for the right candidate
- Reporting to:** Chief Executive initially
- Working with:** Core Leadership Team, Trustee Board, Wider Leadership Team,

## Organisation and Role Context

The Head of Finance will be a highly capable accountant bringing strategic financial leadership to all aspects of TLG. As a strong team leader, the Head of Finance will develop a finance team who are equipped and empowered to bring financial leadership to the organisation at every level. Clear systematic thinking and resolute leadership will be essential to embed the system changes needed to support financial management in an increasingly complex organisation.

Supporting TLG's commercial subsidiary Hope Park Workspaces, the Head of Finance will play a direct part in the organisation's wider business and income development. As a key member of the Wider Leadership Team, the Head of Finance will bring financial leadership across the whole organisation. The Head of Finance will support the senior leadership team attending Core Leadership Team meetings to support financial planning and reviews, engaging directly with the trustee board as a key member of the Finance & Audit Committee.

# Role Tasks

## Financial Leadership

- Overall control and responsibility for all financial aspects of TLG.
- Interpret long term financial plans to inform strategy development.
- Financial analysis, advice and implementation.
- Develop and implement meaningful Key Performance Indicators.
- Ensure that all of the organisation's financial practices are in line with statutory regulations.
- Seek out methods and practices to advise on and minimise financial risk.
- Analyse the financial climate and market trends to assist senior leaders in creating strategic plans for the future.
- Interpret complex financial information and lead the team to provide updates and information as needed to help shape decisions and achieve value for money.
- Recommend audit services, ensuring the organisation benefits from cost effective external input.
- Create and maintain key relationships with financial service providers, including banking institutions and accountants.
- Regularly review the funding mix to optimise the balance of borrowing, deposits and cash.
- Ensure financial security and appropriate internal controls.
- Support TLG's commercial subsidiary Hope Park Workspace, shaping business development in a way that integrates well with the wider organisation.

## Team Leadership

- Develop and equip the finance team to meet the changing needs of the organisation, with a particular focus on business partnering.
- Supervise the Finance Team to;
  - Facilitate day-to-day operations including tracking financial data, invoicing, payroll, etc.
  - Create, review, and monitor adherence to budgets for each business department.
  - Monitor cash flow, accounts, and other financial transactions.
  - Prepare reports on a monthly and annual basis.
  - Long range financial planning to support organisational decision making.
  - Bring effective leadership to financial systems development, delivering the greater efficiency and effectiveness integral to a high performing and cost-effective finance function.

## Risk Management

- Work closely with the Chief Executive, senior leaders and trustees to ensure risks are understood and that the collective attitude towards risk is appropriate for the context of the charity's scale and ethos.
- Maintain an accurate register of organisation wide risk, and work with key leaders to mitigate these risks.
- Fulfil Company Secretary responsibilities for TLG.

## Organisational Leadership

- Play a full part in the Wider Leadership Team of TLG with senior Heads of Department.
- Work closely with the Chief Executive to support the trustee board in the financial leadership of the organisation.
- Support the development of vibrant Christian faith amongst the staff, volunteer and church partner teams.
- Report on organisational financial performance to the Core team and Trustee board.
- Be the key finance partner shaping commercial activity and the financial direction of the organisation

## Additional Responsibilities

- Attend, fully participate in and, on occasions, lead daily Christian devotionals and times of worship for the staff team. Be able to lead and plan content that enhances the Christian mission and values of TLG at staff events.
- Attend TLG's Staff Conference three times a year. This includes active participation in corporate Christian prayer and worship and the opportunity to share faith testimonies of children involved in TLG programmes.
- Be prepared and willing to represent TLG at external events, including Christian exhibitions and festivals, church talks, etc.
- Actively promote TLG's regular giving scheme and recruit a number of individuals to become regular 'Hope Givers'.
- Take on additional responsibilities for tasks as the role develops.

# Person Specification

	Essential	Desirable
Qualific	<ul style="list-style-type: none"> <li>• Qualified Accountant to CIMA, ACCA, or ACA Level</li> </ul>	
Skills and Knowledge	<ul style="list-style-type: none"> <li>• Strategic and commercially minded with the analytical skills to make sound decisions based on information to deliver effective results.</li> <li>• Excellent communication skills with an ability to effectively communicate both orally and in writing, delivering key messages at all levels and in different types of fora.</li> <li>• Good working knowledge of current accounting software systems.</li> <li>• Knowledge of management systems for all accounting functions including purchase ledger, sales ledger, payroll, cash and banking, nominal ledger and stock</li> <li>• Ability to balance competing priorities, consistently balancing the big picture with the detail.</li> <li>• Keen analytical and problem solving skills</li> <li>• Ability to translate financial concepts to all levels in the organisation – including non-finance employees</li> <li>• A well-developed knowledge of charity accounting practice</li> <li>• An understanding of the challenges and opportunities of the charity sector</li> </ul>	<ul style="list-style-type: none"> <li>• A well-developed knowledge of charity accounting practice</li> <li>• An understanding of the challenges and opportunities of the charity sector</li> <li>• Tax relating to charities</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Significant financial leadership experience including evaluating and improving organisational performance, planning, implementing and managing in an organisation or business unit of similar size and complexity ideally in a growth context.</li> <li>• Substantial experience of establishing systems and processes to ensure organisational excellence.</li> <li>• Proven experience of motivating, empowering and developing people.</li> <li>• Experience of financial planning and modelling, including setting, managing and monitoring multiple and complex budgets.</li> <li>• Experience of evaluating a mass of data in order to make systematic and rational high-level judgements.</li> <li>• Demonstrable experience of building partnerships and maintaining effective relationships.</li> <li>• Budget preparation, monitoring and financial forecasting.</li> <li>• Preparing and presenting financial and management accounts, reports and data.</li> <li>• Liaising with statutory agencies. e.g. Charity Commission, Inland Revenue, H M Revenue &amp; Customs</li> </ul>	<ul style="list-style-type: none"> <li>• FD role within an organisation with £5m+ turnover</li> <li>• Board level financial leadership</li> <li>• Organisation wide strategic planning</li> <li>• Governance Compliance</li> </ul>

<p>Christian Lifestyle</p>	<ul style="list-style-type: none"> <li>• Commitment to actively pursue ongoing spiritual development of themselves and colleagues within the life of a local church in order to enhance the contribution to TLG.</li> <li>• Attend and participate fully in devotions, prayer meetings and staff conferences to enhance the spiritual relationships within the team.</li> <li>• Able to work sensitively with those of different cultures and faiths whilst having their own strong and vibrant Christian faith and commitment to Equal Opportunities.</li> <li>• To be an active part of a church family.</li> </ul>	<ul style="list-style-type: none"> <li>• Actively involved in a church congregation.</li> </ul>
<p>Additional</p>	<ul style="list-style-type: none"> <li>• Play an active part in promoting the work of TLG including the recruitment of individual regular donors through TLG Hope Giver scheme.</li> <li>• Complete an enhanced DBS check prior to employment, which reveals no reason for the applicant being unsuitable to work with young people.</li> <li>• Provide 3 referees- at least one referee needs to represent Christian commitment. References will be taken up after short listing.</li> <li>• Provide evidence of qualifications and suitability to work in the UK.</li> <li>• Live within a reasonable travelling distance.</li> </ul>	



# Application Process

All applicants are directed to apply online through our website [www.tlg.org.uk/jobs](http://www.tlg.org.uk/jobs).

Please go to our jobs page, and then download the application pack by entering your details. You will then be able to access an online application form which you can work at online at any point, and your details will be saved every time you log off. Please specify clearly how you meet the person specification (using the headings provided in the person specification), with special emphasis on how your faith relates to all aspects of your working life.

If you have any problems with the online application process, please contact [recruitment@tlg.org.uk](mailto:recruitment@tlg.org.uk) and someone will get back to you as soon as possible.

We would welcome applications from candidates from diverse backgrounds to enable us to better reflect the needs of the communities we serve.

**Please head to [www.tlg.org.uk/jobs](http://www.tlg.org.uk/jobs) for information on the closing date and date of interviews for this role.**

[recruitment@tlg.org.uk](mailto:recruitment@tlg.org.uk)  
[www.tlg.org.uk](http://www.tlg.org.uk)  
01274900380

