



# Recruitment information pack

## Head of Finance

November 2024

# Welcome

Thank you for your interest in applying to the School for Social Entrepreneurs. We have put together some information below which we hope will help you understand the organisation and the role. For more information please visit [www.the-sse.org](http://www.the-sse.org)

## **About the School for Social Entrepreneurs**

We can't fix issues like poverty, climate change and ill-health alone. That's why the School for Social Entrepreneurs exists. SSE helps 1,000 people a year develop the skills, strengths and networks they need to tackle society's biggest problems. It runs courses that equip people to start, scale and strengthen organisations that make a positive difference. But it is not a traditional school. Learning with SSE is inspiring, action-based and accessible. SSE supports people in other ways too, such as funding and mentoring. Lord Michael Young founded SSE as a charity in 1997, and it's grown to a network of teams working across the UK, we also have a school in India. Together, SSE is changing lives and transforming communities.

Following completion of a UK-wide five-year learning programme in 12 UK locations with the support of Lloyds Banking Group and Big Lottery Fund, and a national learning programme for community businesses in partnership with Power to Change. SSE is ready to move onto its next stage of development and programmatic activity. We hold a broad range of strategic partnerships with corporates such as PwC, Linklaters, RSA Group and others as well as funding partnerships with trusts and foundations including Lloyds Bank Foundation. We also generate earned income through selling places on our short courses and workshops.

SSE is a vibrant organisation; we work entrepreneurially and are committed to providing quality learning opportunities for social entrepreneurs, community businesses and social sector leaders. Working here is engaging, exciting and demanding. If you are someone who enjoys creating solutions and contributing your ideas, you'll enjoy how we work.

### **Firstly, our commitment to inclusion**

Diversity is a fact of life. Inclusion is a choice and a practice - for organisations and individuals. At the School for Social Entrepreneurs, our aim is to drive inclusion into every area and activity of what we do: from access to programmes, to grant investment, to board, staff and partnerships.

However you identify, we would like to hear from you. In our commitment to continue to diversify our teams, freelance staff and programmes, we are particularly keen to hear from those who identify as: being from black, Asian and minority ethnic (BAME) backgrounds; LGBTQ+; and those with disabilities.

If you require any reasonable adjustments during our recruitment processes, including assistance with reading this page or documents linked to below, please contact [recruitment@sse.org.uk](mailto:recruitment@sse.org.uk)

# Benefits of working at SSE



## Key benefits:

- 25 days' annual leave (pro-rata) + UK bank holidays
- 5% employer contribution to your pension



## Learning & development:

- Attend SSE courses & learning sessions for free
- Group learning opportunities (e.g. productivity training, learning about inclusion)
- Annual development plans to set personal and professional goals



## Wellbeing & health:

- All staff have access to My Healthy Advantage, an employee wellbeing app
- Opportunities to train in First Aid and Mental Health First Aid
- Wellbeing initiatives hosted by our Wellbeing Committee
- Free eyecare vouchers



## Inclusion & connection:

- Certified Disability Confident Employer
- Committed to the EW Inclusive Cultures Pledge
- Our Diversity, Equity & Inclusion Plan 2021-24 commits us to creating an inclusive culture
- Regular online socials & weekly catch-ups
- Team away days twice a year



## Flexible working & travel:

- Flexible working is welcomed!
- Teams based around the UK (as well as in India & Canada)
- Cycle to work scheme
- Annual season ticket loan



## Get involved with the issues you care about:

We have a range of staff groups and committees that you might be interested in joining, including:

- Climate Action Working Group
- Diversity, Equity & Inclusion Group
- Wellbeing Committee

# About the role

## Purpose

As a strategic leader, the Head of Finance plays a crucial role in ensuring SSE's long-term financial resilience.

The Finance Team maintains SSE's financial integrity, security and viability, through the efficient processing of financial transactions, the execution of financial controls and the provision of financial planning and analysis. The Finance Team ensures that the organisation's finances are effectively planned, managed and monitored; its assets secured; that SSE meets all statutory requirements; comprehensive financial records are maintained, and financial best practice is applied in all SSE operations.

The finance function has moved from transactional to strategic and now needs to embed this approach. We are looking for someone able to provide leadership to SSE's finance function and to ensure the Senior Management Team and Board are provided with accurate, timely financial information to inform key decision making.

The purpose of the Head of Finance role is to improve financial literacy across the organisation, to provide a leading role to the organisation in matters of financial strategy, financial forecasting and business planning, and to provide detailed financial management for the organisation. This includes advising the Senior Management Team and Finance, Audit and Risk Committee on all matters of financial strategy, planning and control, ensuring the financial requirements for SSE's strategic plans are determined, and leading on the preparation of the annual organisational budget for adoption by the Board and the annual audit.

This role is responsible for ensuring that proper internal controls are in place to safeguard SSE's assets and that statutory, legislative and other financial reporting requirements, including donor requirements, are complied with, to preserve SSE's reputation for timely and transparent accountability. SSE is a partner in an LLP and issues small grants and the role will oversee both of these elements.

The Head of Finance services the requirements of a broad range of stakeholders by collaborating with cross-business and functional teams. This is a 'hands on' role and requires autonomy, sound technical ability and excellent interpersonal skills and the postholder should align with our [values](#). The role leads the whole finance function and will have line management responsibilities.

## Job description

### Key responsibilities

Liaising with colleagues across SSE as appropriate, and managing the Finance Team, the Head of Finance is ultimately responsible for:

## **Strategy**

- To support developing, implementing and reviewing corporate financial policies, procedures and strategies which enable SSE to manage its financial affairs efficiently and effectively in order to achieve its strategy.
- To develop and implement systems for financial and business planning, monitoring and control of SSE's financial resources, taking into account the short, medium and long term needs of the organisation;
- To account for SSE's income and expenditure, for assets and liabilities, for different reserves, and to provide appropriate financial reports, statements and analyses in a timely manner to the Senior Management Team, FAR Committee, Trustees, Funders and other stakeholders;
- To help SSE find innovative ways of addressing its needs in financial management, budgeting and reporting;
- To embed a financial business partnering approach across the organisation and improve financial literacy as a whole.
- To lead the finance team, mentor team members, plan the team's resources, and set team of priorities.

## **Lead and manage the Finance Team in the following areas:**

### **Controls and procedures**

- To design, implement and maintain a system of financial controls to ensure that assets are safeguarded, financial transactions are correctly recorded, cash and reserves positions are monitored, and financial risks are minimised;
- To ensure the finance system software and related processes to ensure the controls environment is maintained
- To ensure segregation of duties where possible, and to perform regular and one-off checks as part of control system, and to ensure that control system is working;
- To assist in identifying and evaluating financial risks to the organisation and proposing appropriate action

### **Statutory, Legislative and Other Financial Reporting Requirements**

- To ensure that SSE complies with all financial and regulatory obligations as a company and a charity and follows best practice in the charity sector;
- To produce full annual statutory accounts for audit in line with the Charity SORP, company law, and relevant UK GAAP and to lead the annual audit;
- To ensure the filing of appropriate charity and corporate returns with the relevant authorities
- To ensure the company is appropriately insured;
- To ensure that any tax obligations are understood and promptly met, including VAT, and that tax opportunities such as Gift Aid are taken advantage of
- To ensure that satisfactory audit arrangements exist internally and externally, that these are cost-effective and timetables agreed with the auditors are met.

### **Management Reporting**

- To produce timely and accurate management accounts and reports
- To lead the annual budgeting cycle;
- To develop reporting to meet the needs of Board, Senior Management Team and budget-holders;
- To provide ad hoc financial reports, statements and analyses as
- To attend financial SMT and FAR Committee meetings to assist in interpretation of accounts and reports.

### **Bank accounts, investments, cash flow**

- To manage SSE cash position and lead ongoing relationships with SSE's bankers, credit providers, investment managers and similar
- To ensure appropriate investment management policies are in place and monitor investment performance;

### **Grants from Funders**

- To assist relevant staff with production of financial budgets, applications and reports for restricted grants within specified donor formats, working with budget holders to ensure accuracy and compliance;
- To advise on key donors' regulations/guidelines and advising budget holders on relevant compliance issues related to financial management of their grants;
- To organise and oversee donor project audits and implement audit recommendations;
- To oversee the issuing of small grants.

### **Payroll**

- To be responsible for all payroll and pension administration, including HMRC obligations and pension auto-enrolment.

## **Key relationships**

The post-holder will report to Director of Operations and line manage some of the Finance Team.

The role will create papers and reports for the Finance SMT and the Finance, Audit and Risk Committee, which they will attend to provide technical advice and guidance to SMT and Trustees. This role will liaise regularly with a broad range of internal staff to ensure that the function is supporting all areas of the organisation.

## **Person specification**

### **Essential**

- Qualified accountant - member of a recognised professional accounting body.

- Minimum of three years' experience in a Head of Finance/ equivalent role in the charity sector
- Experience of restricted project / grants financial management
- Experience in producing financial statements in line with generally accepted accounting principles, and statutory returns
- Proven ability to write clear narratives alongside accounts to aid readers in understanding the financial position and key matters to discuss.
- Managerial experience including providing leadership, direction and motivation to a team
- Experience of finance systems and processes development and change management
- Experience of setting and achieving targets and producing work of high quality to tight deadlines
- Experience of leading the audit process.

### **Desirable**

- High level of involvement with financial software
- Experience of VAT, Gift Aid and other tax issues, as they apply to charitable activities
- Conversant with Salesforce and Business Central
- Experience of project design, implementation and monitoring

### **Personal attributes**

- Collaborative and able to effectively manage change to ensure organisation adoption of finance process and system improvements
- Ability to communicate complex data effectively to all stakeholders so that it can be used for effective decision making
- Candidates should be strongly motivated by, and committed to, SSE's mission and to the social enterprise sector and its development. They must have excellent interpersonal skills, be able to meet deadlines, be committed to accuracy and should be comfortable working in a small team.

### **Values and Mindset**

We want to work with (and continue to develop) individuals who can embody and demonstrate the following values and mindset

<b>Values</b>	<b>Mindset</b>
<b>Collaborative</b> We achieve more when we work as a supportive team and partner with others. We have fun together. We ask others for help so we can find solutions.	<b>Service</b> Friendly, with a positive attitude; with an understanding that we are in service to our social entrepreneurs and fellows and are committed to providing the best possible experience at SSE.
<b>Trusting</b>	<b>Commercial</b>

We believe in each other. We rely on open, authentic relationships. We do what we say we're going to do. We take ownership and responsibility for our actions.	You understand how our income model works and our place in the sector. You will know what our core offer is, why we do what we do, in the way that we do. You understand that everyone is an advocate for new business and can help demonstrate efficiency and commercial awareness.
<b>Inclusive</b> We want people to feel safe in being themselves, to maintain wellbeing and to bring their unique strengths and voices to the table. We over-represent the under-represented. We honour lived experience.	<b>Agile and flexible</b> Agility is the ability to move quickly and easily. Flexibility is the ability to react to new environments or changing requirements.
<b>Entrepreneurial</b> We innovate with purpose to create value and deliver results. We are bold and ambitious in our thinking, creative and resourceful in our action. We are committed to impact.	<b>Can do</b> Solutions focussed, resourceful and adaptable. Will always think 'how might we achieve this.'
<b>Always Learning</b> We listen to understand. We are passionate about learning and seek to constantly improve. We celebrate failure as well as success.	<b>Passionate</b> Someone who is enthusiastic about social entrepreneurship / social enterprise and its contribution to the economy and society.

## Key details

<b>Salary:</b>	Starting £55,891 to £61,075 (pro-rata) depending on skills and experience) + 5% pension
<b>Hours:</b>	35 per week, typical office hours 9am-5am or 10am-6pm. We would be willing to consider a part-time role for the right candidate(s).
<b>Annual leave:</b>	25 days pro-rata
<b>Contract:</b>	Permanent
<b>Flexibility:</b>	Occasional evening / weekend work and travel within the UK may be needed, especially where support is required by the SSE Network



**Location:** Flexible, UK based

Please note, we are unable to accept applications from candidates who require visa sponsorship. Roles advertised as flexible or remote location require candidates to be UK-based.

## To apply

To apply please complete your application [here](#), using no more than 400 words to answer each of the questions.

**Deadline:** 9:00am on Monday 25<sup>th</sup> November 2024

If you have any questions, or require reasonable adjustments, please email [recruitment@sse.org.uk](mailto:recruitment@sse.org.uk) and title your email 'Head of Finance Application'.

The selection process will comprise of two stages. First-round interviews will be held on 5<sup>th</sup> December and second-round interviews for candidates taken forward will be held on 10<sup>th</sup> December.

Unfortunately, due to our limited capacity we are unable to provide feedback to candidates not shortlisted for interview.

*SSE is committed to eliminating discrimination and actively encouraging diversity amongst our workforce by developing a staff team that mirrors the rich diversity found in our student population.*

*We will not discriminate with reference to age, gender, sexual orientation, race, colour, religion, marital status or disability.*

# Diversity Monitoring

SSE is committed to eliminating discrimination and actively encouraging diversity amongst our workforce and board by developing a team that mirrors the rich diversity found in our student population.

We will not discriminate with reference to age, gender, sexual orientation, race, colour, religion, marital status or disability.

To offer equal opportunities, prevent discrimination and support under-represented groups we encourage applicants to complete our online [Diversity Monitoring Form](#).

The information on this form will be used for monitoring purposes only and will play no part in the recruitment process. All questions are optional. You are not obliged to answer any of these questions but the more information you supply, the more effective our monitoring will be.

In accordance with the provisions of the General Data Protection Regulations (GDPR) 2018, the information you provide will be held confidentially and can only be used if you give us your consent.

*As part of any recruitment process, SSE collects and processes personal data relating to job and volunteer applicants. We are committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Our data protection policy can be found here: <https://www.the-sse.org/your-data/>*

# Job Applicant Privacy Notice

As part of any recruitment process, SSE collects and processes personal data relating to job applicants. We are committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

## What information does SSE collect?

SSE collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK;

SSE collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

SSE will also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

## Why does the organisation process personal data?

SSE needs to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, SSE needs to process data to ensure that it is complying with its legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

SSE has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job

applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment, and decide to whom to offer a job. SSE may also need to process data from job applicants to respond to and defend against legal claims.

For some roles, SSE is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

SSE will not use your data for any purpose other than the recruitment exercise for which you have applied.

## **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team and interviewers involved in the recruitment process.

We will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. SSE will then share your data with former employers to obtain references for you.

SSE will not transfer your data outside the European Economic Area.

## **How does SSE protect data?**

SSE takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

## **For how long does SSE keep data?**

If your application for employment is unsuccessful, SSE will hold your data on file for 12 months after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

## Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require SSE to change incorrect or incomplete data;
- require SSE to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask SSE to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override SSE's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact [office@sse.org.uk](mailto:office@sse.org.uk). If you believe that SSE has not complied with your data protection rights, you can complain to the Information Commissioner.

## What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to SSE during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

**Data controller: School for Social Entrepreneurs, Ground Floor, 13-15 Dock Street, Whitechapel, London E1 8JN**

**Reg. Charity in England & Wales (1085465)**

**HR Data Protection Contact: Helen Moules [helen.moules@sse.org.uk](mailto:helen.moules@sse.org.uk)  
020 7089 9120**