



Impetus



Head of Finance – Information Pack

Information Pack

Dear Applicant,

Thank you for requesting the application pack and for your interest in working for Impetus.

This pack contains all the relevant information you will need to apply for this role:

- Information about the organisation and our values
- Information about the team and the role
- The job description – key responsibilities and person specification
- Our commitment to equality, diversity and inclusion
- Terms and conditions and benefits of working for Impetus
- Details on the application and recruitment process

The closing date for receipt of completed applications is 9am Thursday 04 January 2024.

If you would like to find out more about this role or have any questions regarding the recruitment process please contact recruitment@impetus.org.uk.



About Impetus

Impetus is a registered charity and our charity number is 1152262.

Impetus transforms the lives of young people from disadvantaged backgrounds by ensuring they get the right support to succeed in school, in work and in life.

We find, fund and build the most promising charities working with these young people, providing core funding and working shoulder-to-shoulder with their leaders over the long term to help them become stronger organisations.

At Impetus we focus on the critical factors that influence the education and employment outcomes for disadvantaged young people in the UK, working with charities that have the potential for impact at scale, helping their leaders to deliver lifechanging, benchmark beating, sustained outcomes.

We provide these charities with the funding and the tools to grow and deliver on their promises to the young people they serve. We also seek to influence government and the wider sector to back effective support for young people and invest with other like-minded organisations to tackle the most difficult and under-supported challenges.

We are resolutely focused on outcomes and impact, driven by quality evidence.

You would be joining a team that is passionate, rigorous, determined, creative and warm. We care deeply for our colleagues, our charity partners and the young people we serve.



Our Values

In 2022 the Impetus staff agreed the following set of Values to act as our guiding principles as an organisation, and help us to remain focused on achieving our mission to support young people from disadvantaged backgrounds.

Evidence led and results driven for young people

We pursue excellence for the young people we work with, are wholly committed to better outcomes, unapologetically results driven, and accountable for our actions.

High trust, high challenge

We invest the time, kindness, integrity and honesty needed to build and sustain long-term relationships. We focus on developing high trust, to allow for high challenge, helping our colleagues, partners and supporters to be our very best selves in pursuit of our mission.

Diversity enables us to thrive

We seek to embed diversity of thought, background and experience in every aspect of our work. We are open, thoughtful and proactive in better understanding and challenging our assumptions to better deliver the change we seek.

Brave and open

We are brave and open; exploring new solutions to long-term problems, asking difficult questions well; learning from mistakes and challenging the status quo when needed.

Collaboration always

We will not succeed alone. We seek meaningful, productive partnership with others to achieve our mission and drive systems change for young people.



About the team

This is an important role based in a busy Operations team which covers office management, information technology, finance and human resources. The team play a key role in supporting the organisation to achieve its mission of supporting young people from disadvantaged backgrounds to succeed.

The Operations team comprises the Director of Finance and Operations, HR and Learning Manager, Head of Finance, the Finance and Operations Assistant and a part time Administrator. Payroll and IT support are outsourced.

Our most recent accounts are found here: [Impetus accounts](#)

About this role

This is an exciting opportunity for a finance professional with an interest in the charity sector to play a key role in managing and developing Impetus' finance function.

The Head of Finance will work closely with the Director of Finance and Operations to ensure effective financial planning, control and management which will ultimately contribute to helping Impetus achieve its mission of improving the lives of children from disadvantaged backgrounds.

As well as being responsible for the smooth running and management of day-to-day financial operations, with support from the Finance and Operations Assistant, the post holder will also have the opportunity to work on strategic projects such as developing our new finance system, reviewing and updating Impetus' finance policies and procedures and working with senior colleagues on business planning.

The post holder will also be responsible for managing the relationship with Impetus's outsourced IT provider. This will involve having oversight of IT projects and performance and supporting Impetus staff with queries.

The successful candidate will be full or qualified by experience and will have experience of charity accounting. In addition to the relevant technical skills, we are looking for someone who is committed to our mission, takes a proactive approach and has excellent people skills to build and maintain effective relationships with colleagues.



Job description

Title:	Head of Finance
Team:	Operations
Reports to:	Director of Finance and Operations
Direct reports:	Finance and Operations Assistant
Salary:	£56,000 per annum plus benefits
Contract:	Permanent contract
Working hours:	Full time (37.5 hours per week) or part time (we are happy to consider requests for part time hours)
Location:	Hybrid working - at least two days per week in Impetus office (currently based in Charing Cross, Central London)
Starting date:	Immediate

Key relationships:

Senior Management Team (SMT), Resources and Audit Committee and Operations Team.
Liaison with the Investment and Philanthropy teams and outsourced IT support organisation.
Maintaining effective relationships with auditors, bankers, suppliers and HMRC.

Key responsibilities

Financial Control

- Ensure financial controls and the integrity of the financial records are maintained
- Complete month end processes and prepare monthly management accounts, KPIs and commentaries on a timely basis
- Supervise the finance component of the Finance and Operations Officer's work
- Lead the audit process and preparation of statutory accounts from preparation to successful completion.

Financial Planning

- Work with the SMT to prepare annual budgets and regular forecasts
- Monitor performance against budget throughout the financial year
- Develop projections and business models to support strategic and business planning.
- Prepare the financial scoresheet to understand future reserve levels based on current projections
- Support the Philanthropy and Investment teams with ad hoc analysis and reporting.

Governance

- Preparation of papers for, and attendance at, the Resources and Audit Committee and Endowment Investment Committees
- Support the preparation of the Resources and Audit Committee's component of Board papers and content for other committees as required
- Manage PEF 1, US-sister charity (501(c)3), including board meetings and working with Company Secretary to complete necessary filings.

Supporting the wider organisation

- Business planning including tracking multi-year grant commitments and understanding the balance of reserves after future year income and grant commitments
- Support the Philanthropy team with donor reporting requirements, reconciliation of income received and reviewing of income against budget and forecast
- Manage the quarterly grant payment process, liaising with our Investment team to check whether milestones have been met
- Contribute to strategic projects and funding bids.

Audit and Taxation

- Lead the relationship with the auditors, ensuring that the audit is delivered on schedule and all statutory filings are made on time
- Responsible for the preparation of statutory accounts and supporting schedules
- Liaise with tax advisors to ensure compliance
- Complete quarterly VAT returns and Gift Aid returns.

Treasury

- Lead in the management of bank accounts and deposits
- Monitor and review cashflow forecasts.

Information technology

- Contribute to oversight of the performance of IT support organisation and provide oversight on specific IT projects
- Be a point of contact for staff for queries and support
- Liaise with outsourced IT support company on site visits and ensure the technology in the office is well-maintained.

Management

- Responsible for line management and development of the Finance and Operations Assistant.

Person specification

Essential

- Qualified Accountant/qualified by experience – CIMA, ACCA, ACA or equivalent, or be currently a Part-Qualified Accountant with intent to qualify
- Experience of charity accounting and preparing statutory accounts
- Experience of preparing and managing an audit process.
- Strong attention to detail with a clear and diligent working approach
- Excellent IT skills, including experience of using Microsoft Office; in particular Excel
- Ability to work independently and use initiative to manage a busy and varied workload
- A proactive and solutions focused approach
- Excellent team player, willing to work flexibly and collaboratively to respond to changing organisational needs/priorities
- Excellent written and oral communications skills with the ability to communicate effectively in a range of formats to a range of audiences (e.g. reports, presentations)
- Ability to explain finance procedures to non-finance people
- A commitment to Impetus' mission
- A commitment to equality, diversity and inclusion.

Desirable

- Experience of Xero or similar software
- Experience of using CRM systems, such as Salesforce
- Experience of people/line management.

Our commitment to equality, diversity and inclusion

We believe that a diverse workforce leads to an organisation that is more open, creative and gets better results.

We want our team at Impetus to represent the diversity of the people and communities we serve. We also want our team to be one where different experiences, expertise and perspectives are valued, and where everyone is encouraged to grow and develop.

We want to reach a diverse pool of candidates. We are happy to consider any reasonable adjustments that potential employees may need to in order to be successful.

We recognise the importance of a good work/life balance. We do everything we can to accommodate flexible working, including working from home, working part-time job shares and other arrangements.

Please just let us know in your application or at any stage throughout the process (and beyond) if these are options you'd like to explore.

Impetus is an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, race, age, disability, religion, belief, sexual orientation, or marital status. We value diversity and welcome applications from people of all backgrounds.



Terms and conditions and benefits of working for Impetus

We are committed to supporting staff in a range of way. The tables below detail some of the support provided:

Financial support

Benefit	Detail	Eligibility
Pay	Target is to pay within plus or minus five per cent of the upper quartile for the role in the charity sector	All staff eligible
Pension	In line with auto enrolment legislation all eligible employees will be automatically enrolled into The Pensions Trust pension scheme. 5% employer contribution. 3% employee contribution	All staff eligible
Death in service	Four times salary	All staff eligible
Season ticket loan	Interest free - repayable over 10 months	On completion of six-month probation period
Eye test vouchers	Four half days leave per year subject to agreement from line manager and HR	All staff eligible



Work life balance

Benefit	Detail	Eligibility
Annual leave	28 days plus bank holidays (this includes three days between Christmas and New Year) pro-rata for part time staff	All staff eligible
	Ability to carry over a maximum of five days with any additional days to be at discretion of relevant member of SMT and Director of Finance and Operations and allowed only on an exceptional basis	
Sick pay (OSP)	Occupational sick pay (OSP) - Six weeks full pay and six weeks half pay in rolling 12 month. Staff eligible from day one of employment	All staff eligible
Compassionate leave and pay	Discretion of line manager (up to three days paid)	All staff eligible

Work life balance

Benefit	Detail	Eligibility
Dependency leave and pay	Usually unpaid but paid time off may be granted at discretion of line manager	All staff eligible subject to criteria
Maternity leave	Statutory Maternity Leave (SML) - 52 weeks	All staff eligible subject to statutory requirements
Maternity pay	Statutory Maternity Pay (SMP) - six weeks at 90% salary followed by 33 weeks at SMP rate	Continuously employed for at least 26 weeks up to any day in the "qualifying week" (15th week before the child is expected)
	Occupational Maternity Pay (OMP) -13 weeks at full pay followed by 33 weeks at Statutory Maternity Pay (SMP) rate	Continuously employed for at least 52 weeks up to any day in the "qualifying week" (15th week before the child is expected)
Paternity leave	Statutory Paternity Leave (SPL) - two weeks	All staff eligible subject to statutory requirements
Paternity pay	Statutory Paternity Pay (SPP) - two weeks at SPP rate	Continuously employed for at least 26 weeks up to any day in the "qualifying week" (15th week before the child is expected)
	Occupational Paternity Pay (OPP) - two weeks at full pay	Continuously employed for at least 52 weeks up to any day in the "qualifying week" (15th week before the child is expected)

Work life balance

Benefit	Detail	Eligibility
Adoption leave	Statutory Adoption Leave (SAL) maximum 52 weeks	All staff eligible subject to statutory requirements
Adoption pay	Statutory Adoption Pay (SAP) six weeks at 90% followed by 33 weeks at SMP rate	Continuously employed for at least 26 weeks up to any day in the week they were matched with the child
	Occupational Adoption Pay (OAP) - 13 weeks at full pay followed by 33 weeks at Statutory Adoption Pay (SAP)	Continuously employed for at least 52 weeks up to any day in the "qualifying week" (15th week before the child is expected)
Shared parental leave	Statutory - maximum 50 weeks	All staff eligible subject to statutory requirements
Shared parental pay	Statutory Shared Parental Pay (ShPP) - maximum 37 weeks at ShPP rate	Continuously employed for at least 26 weeks up to any day in the "qualifying week" (15th week before the child is expected)
	Occupational Shared Parental Pay (OShPP) - 11 weeks at full pay	Continuously employed for at least 52 weeks up to any day in the week they were matched with the child
Parental leave	Statutory - 18 weeks of unpaid leave	All staff eligible subject to statutory requirements
Flexible hours	10am to 4pm are core hours. Office hours are 8am to 6pm	All staff eligible
Work from home	Occasional home working available. Regular working at home available upon request	All staff eligible

Work life balance

Benefit	Detail	Eligibility
Charitable duties or volunteering	Four half days leave per year subject to agreement from line manager and HR	All staff eligible
Employee assistance programme	Free confidential phone line	All staff eligible

Work life balance

Benefit	Detail	Eligibility
Learning and development	A range of organisational and individual training and development opportunities Budget - £750 is allocated to each individual annually, plus a central budget agreed annually	All staff eligible
Professional subscription	Paid for, subject to agreement from HR and line manager	Relevant to role
Professional qualification	May be able to help - discuss with line manager and HR	All staff eligible

How to apply

Please click here [PEOPLEHR ATS](#) to apply.

You will need to:

- **Complete the online form (including the equal opportunities monitoring form)**
- **Upload a comprehensive CV and supporting statement.**

The supporting statement should be no more than two sides of A4 and should address the criteria in the person specification.

You should also include the contact details of two referees, one of whom must be your current or most recent employer. Referees will only be approached with your express permission.

As part of our commitment to flexible working we will consider a range of options for the successful applicant. All options can be discussed at interview stage.

The deadline for applications is 9am Thursday 04 January 2024

Interviews

First round interviews will take place: 10 January 2024

Second round interviews will take place: 16 January 2024

You will also be required to provide proof of your eligibility to work in the UK.

Personal Data

Your personal data will be shared for the purposes of the recruitment exercise. This includes our HR team, interviewers (who may include other partners in the project and independent advisors), relevant team managers and our IT service provider if access to the data is necessary for performance of their roles. We do not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you. We do not transfer your data outside the European Economic Area.

