



# Senior Finance Officer Recruitment Pack

Foothold, The Institution of Engineering and Technology Benevolent Fund. A Company limited by guarantee. Registered in England. Registration No. 00441284. Registered Charity No. 208925. Registered office: Napier House, 24 High Holborn, London, WC1V6AZ



March 2022

Welcome to Foothold,

## **Our story**

**We may not know much about engineering, but we do know engineers. We've been supporting IET members and their families since 1890.**

We understand people and we understand how life can be at work and at home. It's unpredictable, complex, demanding.

Amidst the busyness of our lives we often forget that being well is just as important as doing well.

More of us are feeling stressed in our jobs. One in four of us will have a mental health problem this year. More of us are living longer. Our health needs are growing yet we have a shortage of carers. Rising costs are forcing living standards down. And we're facing a loneliness epidemic.

We all need to start taking better care of one another, because we all need a little support from time to time. Even engineers.

We wanted to know how we could do more, so we asked our engineering community . Seven out of ten engineers worldwide said they wouldn't ask for help even if they needed it. Yet they also told us there isn't enough support out there for day-to-day problems, let alone a crisis.

We're here so engineers and their families never need to face life's challenges without support. We want engineers across the world to feel supported in all aspects of their lives and to feel that it's OK to ask for that support. We want them to be healthy and able to stand on their own two feet. We want them to feel looked after but also empowered by their professional community.

Funded by engineers, for engineers, Foothold is here for engineers and the people who matter to them most. Whatever the problem, big or small.

Foothold is a starting point, giving them the tools to make their lives better right now.

Foothold is a network of skilled individuals who'll listen to our community's problems in confidence. It's a source of options to help them meet their needs emotionally, physically and financially.

Foothold is a place where they can regain their balance and help others do the same.

So we say to our engineering community "Your Foothold is here".

## **Our challenge**

In 1890 a group of engineers decided that their Institution should do something for fellow engineers in need. In the following 130 years we built on that idea and now provide support to almost 2,000 engineers and family members a year, from across the globe.

And now as Foothold, The Institution of Engineering and Technology benevolent fund, we exist to ensure that no engineer or their family needs to face life's challenges without support and with 150,000 current members of the Institution of Engineering and Technology and many previous members spread across 150 countries this is a challenge.

Our vision is to increase the wellbeing of engineers and their families worldwide and to achieve this during the continuing uncertainty of the global pandemic will require skills, imagination and expertise.

Our targets are stretching and have seen us grow our profile since the launch of our strategy in 2019 with a new brand, new services and new ways of supporting our community and more than trebling the number of people we have supported.

But there is still so much more to do .....

As with many other charities, our resources have been stretched to meet this demand but together, we have risen to the challenge, refocusing our skills and expertise, prioritising support to those most in need and maximising every channel of support for our community.

Our Senior Finance Officer is a key member of the team, responsible for the day-to-day accounting and financial management of Foothold. They will provide information, support and advice to the team, Trustees, community members and suppliers for all financial related enquiries.

We are a small team who need to make a big impact. If you think that you have the skills and experience we need and are excited by the opportunity to join a thriving forward looking team we would love to hear from you.

*Jane*

Jane Petit  
CEO



## Our beliefs

Our core beliefs shape who we are and why we're here. They're our take on the world and on how support should be.

Every call for help must be heard - we have a social duty to care about each other – as human beings. Any need no matter how big or small, is worthy of our support. Nobody should have to face life's challenges alone

Asking for help takes courage - we all need support from time to time - even the most capable among us. It takes **strength to accept our own vulnerability. Nobody should feel ashamed to ask for help**

The best support empowers - support is at its best when it puts people in the driving seat. When a person has the right tools to change their life, they're more resilient to adversity strength to accept our own vulnerability. Nobody should feel ashamed to ask for help.

A problem shared is a problem halved - we can overcome challenges - together. Being part of a community means we're there to support and empower one another

## Our commitments

These are the commitments we make every day to the people we support, to our work and to ourselves. These are the principles we live by:-

We're empathic - we seek to understand your needs as if they were our own. Only through empathy and understanding can we truly support others.

We're joined-up - we're here to support you with all aspects of life, and to help you increase your all-round wellbeing. People's needs are connected, so our support must be too.

We're trusting - we treat you as an equal. Building relationships based on trust allows us to provide better, quicker support.

We're open-minded - we listen without prejudice and act without discrimination to help you in any way we can. No challenge is too big or small.

We're encouraging -we want you to feel able to stand on your own two feet. To feel that you can make positive choices and changes in your life

We're bold - to offer meaningful support, we must break down stigma, address the big issues and try new ideas without fear of failure.

## Our strategy

### Why our help is important

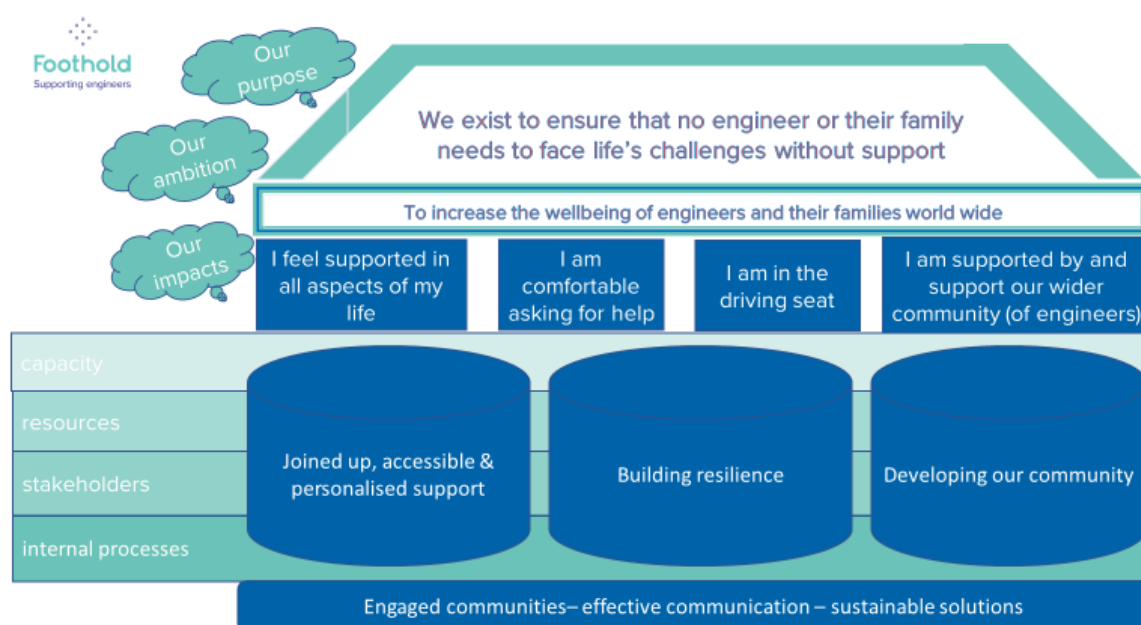
Our recent research showed that our community have three main areas of need:

- Work and employment
- Health and wellbeing
- Financial and legal problems

Our strategy focuses on activities which support an increase in wellbeing, intended to empower our community by providing tools to help them help themselves.

Then, if engineers and their families experience life events and moments of transition such as getting sick, experiencing bereavement, redundancy or relationship breakdown (all common triggers for poverty) not only can we offer practical assistance with finances or legal matters, we have also increased their likelihood of coping.

### Our strategic framework



### Our strategic outcomes

Providing joined-up, accessible and personalised support

- 90% of people reporting feeling fully supported in post service questionnaire in 2022

Building resilience

- 3000 people a year accessing support in 2022

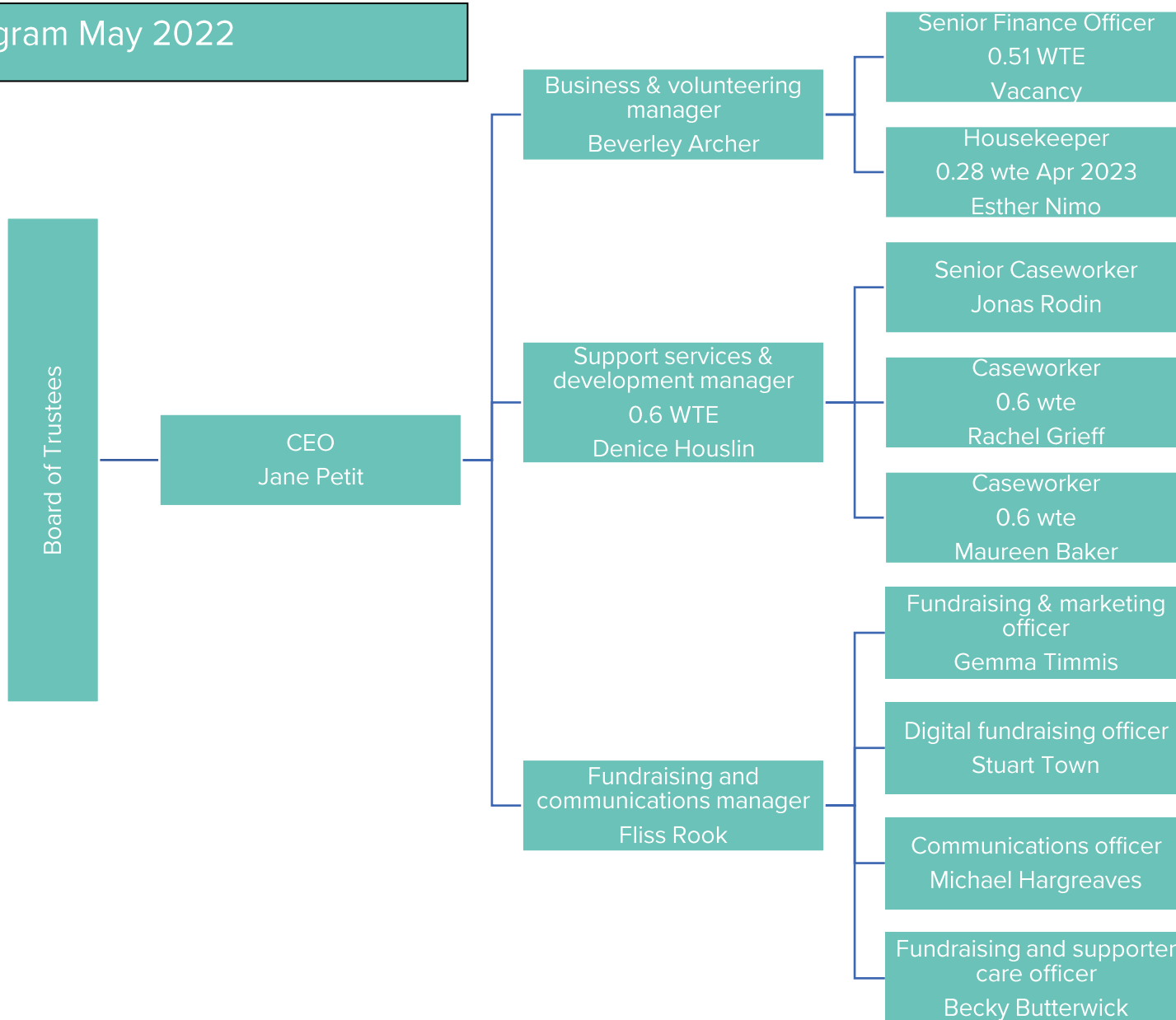
Developing our community

- 200 supporters in 2022



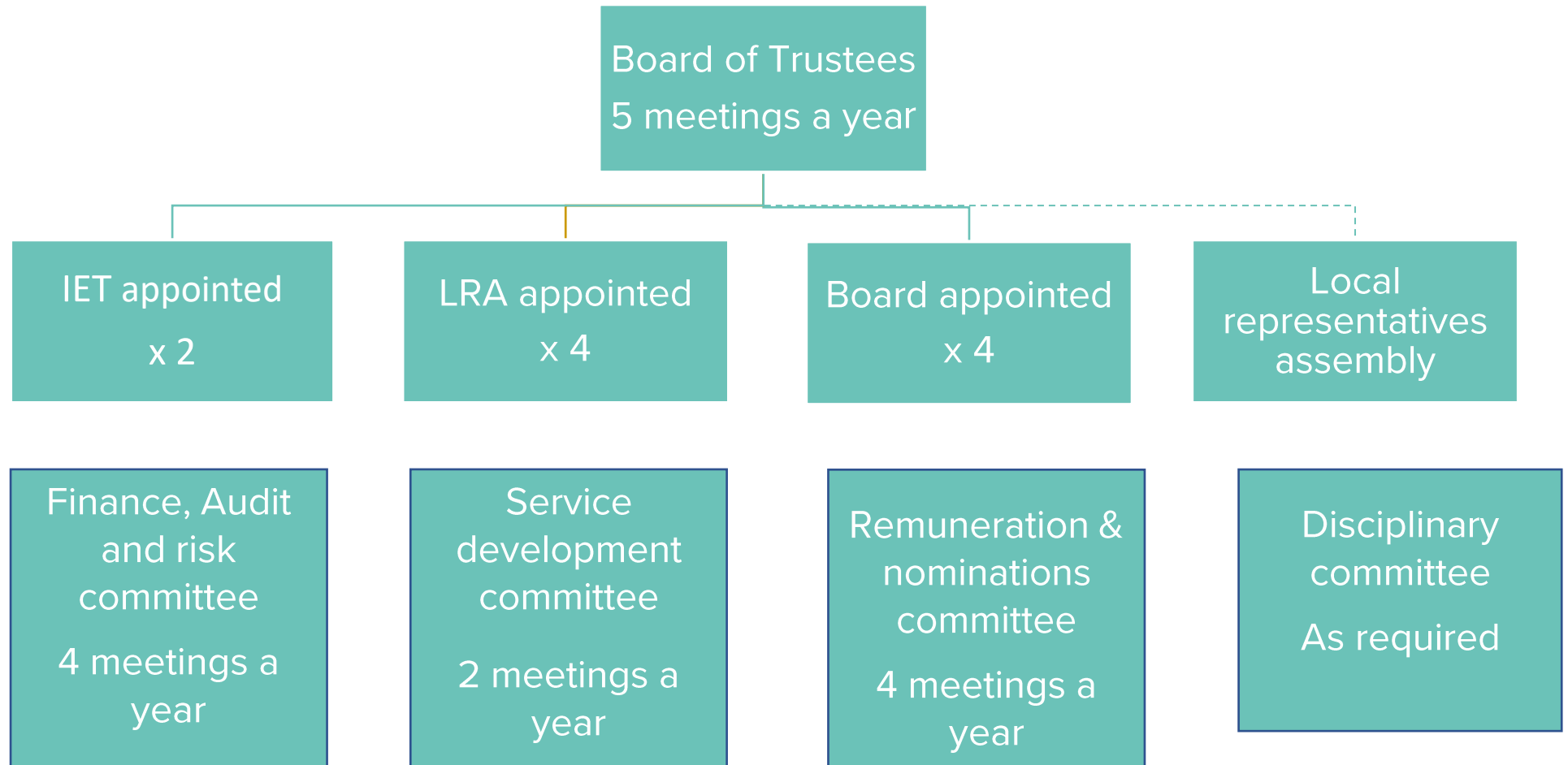


## Organogram May 2022





## Board and Committee structure 2022





## JOB DESCRIPTION

<b>Organisation</b>	Foothold
<b>Job Title</b>	<b>Senior Finance Officer</b>
<b>Location</b>	Home based with attendance at meetings and events as agreed including twice yearly whole day training and team events on a Tuesday in May and November
<b>Hours</b>	<b>18 hours</b> (Core hours Tuesday 10-1pm) Flexible working & Family friendly policies in place
<b>Reports to</b>	Business manager
<b>Direct reports</b>	None
<b>Salary</b>	c£38k (pro rata)

### Primary Purpose:

To provide high quality and effective financial support and assistance to the Business Manager, CEO and wider team as required.

The post holder will be responsible for

- using appropriate accounting software and associated applications (Xero, Sage50 and BeaconCRM) and maintaining financial, accounting and payroll services in accordance with internal procedures, good practice and statutory requirements.
- assisting the CEO in ensuring the charity remains compliant with all statutory financial regulations that apply to it and help co-ordinate the preparation of data to meet key reporting requirements.
- monitoring and reviewing financial systems and procedures and recommend, devise and implement more effective and efficient procedures.
- prepare financial reports in liaison with the Business manager, external auditors and other staff as required
- provide specific business support to non-finance teams, supporting budget holders to interpret management accounts and financial information for effective decision making and empowering budget holders to take ownership of their financial management responsibilities.

### Key Tasks

#### 1. Financial accounting operations, financial controls;

- maintain the purchase and income ledgers, ensuring that all journals postings and corrections are done in a timely manner
- ensure that the team maintains an accurate, timely and controlled process to record and pay invoices, expenses, and other costs, (dealing with VAT entries correctly and ensuring correct coding) in addition to processing credit cards.
- operate the PAYE system within Foothold for a team of circa 12 staff.

- perform the interface between the payroll and general ledger, posting monthly payroll journals for Foothold ensuring that monthly reconciliations of all payroll accounts are completed and maintained effectively
- ensure any other statutory returns such as P11d are compiled and filed promptly
- perform credit control duties on aged debt.
- perform month end control checks and reconciliations, including bank reconciliations and ensure that any issues identified are resolved effectively.
- lead on the monthly income reconciliations undertaken in conjunction with the Fundraising and communications team including Gift Aid income and quarterly investment portfolio results
- undertake the supplier payment run process.
- maintain the Fixed Asset Register and perform depreciation calculations.
- ensure all financial administration is carried out in accordance with appropriate HMRC and financial authority regulations and Foothold financial regulations and policies

## **2. Financial Systems and Procedures**

- monitor and review Foothold's financial systems and procedures, implementing improvements in agreement with the Business Manager, to ensure that Foothold has robust financial management and audit systems.
- ensure the maintenance of systems for effective and efficient payroll administration including PAYE, pension administration and expense
- ensure that appropriate documentation exists around critical financial processes and ensure a culture of continuous improvement in all financial processes.
- ensure that payment processes are up to best practice standards and fraud prevention is in place.
- although Foothold is not currently registered for VAT monitor the income streams to ensure that if these bring the organisation within the threshold limits for registration this is communicated to the Business Manager
- support and train Budget Holders and other staff in using financial information, systems and tools, and work with managers to resolve more complex issues and develop appropriate financial systems.

## **3. Financial Information**

- collate, analyse and prepare information required for the production of accurate and timely internal budgets, cashflow, accounts, commentaries and financial statements and reports for the Finance, Audit and Risk Committee, Treasurer and Board as required.
- report to, and participate in the quarterly Finance Audit and Risk Committee
- prepare monthly and quarterly management accounts and financial reports for budget holders including forecasting monthly, quarterly and annual budgets
- collate feedback on the monthly financial information, taking action as appropriate and updating projections
- in conjunction with Foothold's external accountants, ensure the accurate timely production of statutory accounts and reporting of funding as contractual agreements and statutory requirements.
- respond quickly to control recommendations from external audits and other reviews and ensure improvements have been fully assessed and appropriate improvements properly implemented

- deal with financial queries from budget holders, external bodies, suppliers, staff and volunteers
- provide an external interface with banks, auditors, investment managers, consultants, insurers and charity finance specialists
- ensure payment of goods and services
- have responsibility for filing, security and retrieval of financial data

#### **4. Organisational**

- put community members needs at the heart of all services and activities
- ensure compliance with internal quality assurance standards including Data Protection legislation.
- attend monthly supervision, team and staff meetings
- liaise with colleagues as required
- participate in staff and volunteer inductions and training with regards to Footholds financial systems.
- attend training relevant to the role
- make use of our bi-monthly coaching alongside supervision
- be responsible for health and safety within your working environment.
- maintain and develop links with appropriate departments in the IET
- be alert to opportunities to promote and develop the service working with colleagues to actively promote the work of the charity and participate in fundraising
- contribute to the ongoing EDI strategy
- carry out any duties reasonably requested by line manager or CEO
- participate in the future development of Foothold in line with the strategy

**I confirm this is an accurate description of my current duties**

**Name of post holder:**

**Signature:**

**Date:**

## PERSON SPECIFICATION

Education and Experience	Essential	Desirable
Part or qualified accountant CCAB or Part Qualified Accountant	✓	
Experience of working in the voluntary sector/ charity finance experience		✓
Experience of working with SAGE 50	✓	
Excellent working knowledge of Xero and its additional functionalities	✓	
Experience of working in a finance function	✓	
Experience of supporting budget holders in terms of financial information		✓
Experience of payroll administration	✓	
Experience of supporting the preparation of annual accounts and organisational budgets	✓	
Key Financial Skills and Competencies:	Essential	Desirable
Excellent numeracy and financial skills, with the ability to deliver best practice in financial management and produce accurate and timely financial information.	✓	
Practical understanding of VAT		✓
Sound understanding of the differing requirements of management accounts and statutory accounts	✓	
Knowledge of Charity Accounting & Law, regulatory reporting and compliance		✓
Analytical and problem-solving skills with the ability to anticipate problems and proactively suggest solutions	✓	
Other Skills and Competencies	Essential	Desirable
Excellent time management skills with the ability to manage multiple priorities.	✓	
Excellent interpersonal and written and verbal communication skills.	✓	
Excellent communication skills with the ability to coach and support non-financial staff in developing their financial skills		✓
Excellent computer skills including using main Microsoft packages as well as experience of remote working and related systems	✓	
Experience of using digital tools to modernise a finance function		✓



Commitment to professional excellence, learning and continuous improvement.	√	
Ability to support delivery of the purpose and values of Foothold	√	
Creativity, flexibility and ability to adjust to change.	√	
Understanding of and commitment to equal opportunities, non-discrimination and accessibility.	√	
Ability to work remotely	√	
Ability to travel on occasion to different locations	√	

**Period of appointment:**

This is a permanent contract

**Salary**

C £38,000 pa (pro rata)

**Location**

Remote working with attendance at meetings and events as agreed including twice yearly whole day training and team events on a Tuesday in May and November

**Working arrangements**

- 25 days per annum annual leave and Bank Holidays (pro rata) plus 3 days compulsory leave between Christmas and New Year
- Based remotely with flexible working arrangements – core hours Tuesdays 10am to 1pm
- Organisational commitment to training and development
- SIPP pension with up to 9% employer contribution (subject to individual contribution)
- Life insurance, Childcare vouchers, cycle scheme, IT scheme
- First year associate membership of the IET and access to Foothold's services

**How to apply**

To apply, please send a CV (including current salary level) and an additional covering letter, of no more than two pages, explaining your interest in this post and how you meet the points in the person specification above. Please also give details of two referees who we will contact once a formal offer of employment has been made. Finally, kindly complete the equal opportunities monitoring form attached.

Applications should be submitted by 12 midday Wednesday 20 April 2022 through the website <https://foothold.beaconforms.com/form/26bab4af>

Shortlisted candidates will be contacted by Wednesday 27 April 2022

Interviews will be held on Thursday 5 May 2022 by Zoom

For a confidential discussion about the role, please contact Beverley Archer at [beverley.archer@myfoothold.org](mailto:beverley.archer@myfoothold.org)

**For more information about Foothold please visit [www.myfoothold.org](http://www.myfoothold.org)**

**Equal opportunities**

Foothold is fully committed to eliminating discrimination and promoting equality and diversity in our workforce and employment practices, in the work we undertake, and in the provision of all our services. We therefore expect all of Foothold staff and volunteers to be willing and able to make a positive contribution to the promotion and implementation of Foothold's Equality and Diversity policy.

