



# Head of Finance and Operations

Recruitment Pack

## About us

The **Tudor Trust** is a grant-making organisation with a long-standing commitment to funding smaller, grassroots organisations. With an endowment of around £220m, our annual commitment to grants has averaged £20 million.

We are currently in a period of transition from a family foundation to one that is independently led by a newly formed board of trustees. At the same time, we are rebuilding our staffing structure in line with an emerging strategy that has greater emphasis on aligning our investments to building thriving communities. We want to take a systems thinking approach that centres racial justice in all our work.

As we continue on our transformative journey, an opportunity has arisen to join the Tudor Trust as the Head of Finance and Operations. You will provide direction to our financial strategy and management of the organisation, ensuring sustainable growth and financial health.

You will be part of the senior leadership team (SLT), making an active contribution to the strategic direction, planning and leadership of Tudor Trust in collaboration with the wider team. You will be pro-active in your delivery; model our behaviours and ensure racial and social justice are at the centre of everything we do.

For the last 18 months, the post has been held by an Interim, who has successfully brought our financial and governance processes and systems up to date and in line with best practice. The opportunity for a new Head of Finance is to work with these systems, whilst also supporting the CEO to develop the finance, investment and governance functions in line with the developing strategy.

## **Our behaviours and ways of working**

As we co-develop our organisational culture with staff and trustees, we're working towards fostering the following behaviors, principles and values, which are integral to our work at Tudor.

### **Bravery**

Taking action, despite fear, uncertainty, or potential risk, fostering a culture of trust, innovation and collaboration.

### **Creativity**

Coming up with new and unique ideas or ways of doing things by using your imagination and thinking in different ways.

### **Inquisitive**

Fostering an environment of inquiry through curiosity, embracing new perspectives, engaging in ongoing exploration, and committing to continuous learning.

### **Humility**

Being modest, respectful and open to others' perspectives and feedback fostering an environment of continuous learning.

### **Collaboration:**

Work with colleagues, grantees and trustees and actively communicate ideas, offer support, and participate in collective decision-making to achieve shared goals.

### **Integrity:**

Demonstrating honesty, fairness and reliability in all professional interactions and decisions creating a foundation of trust and respect.

These behavioural expectations are fundamental to our organisational culture at Tudor and will guide our practices to ensure a positive, inclusive, and collaborative work environment for all staff and stakeholders. In line with all our development, our approach to building our behaviours framework will be iterative as we engage more widely with the sector.

# About the role

## Head of Finance and Operations

The Head of Finance and Operations will be responsible for all finance support including budgeting, reporting, financial planning, managing risk and liaising with external auditors as well as advising senior management on fiscal strategy, while fostering a culture of financial accountability and continuous process improvement.

As a senior manager within Tudor Trust, you will actively contribute to the broader goals and ambition of the charity. You will work closely with the chief executive and board of trustees. This includes acting as Company Secretary and working particularly closely with trustees and sub-committees focused on all aspects of investment and finance.

In line with our emerging strategy, there will also be opportunities to support our thinking on impact and social investments, and alternative models to providing social loans and capital grants, alongside our grantmaking.

You will be supervising a finance consultant who provides additional support with the day-to-day financial recording and monthly management accounts.

### Salary

£70,000 per annum pro-rata

### Location:

Hybrid working (min 2 days/week in our London office)

### Hours:

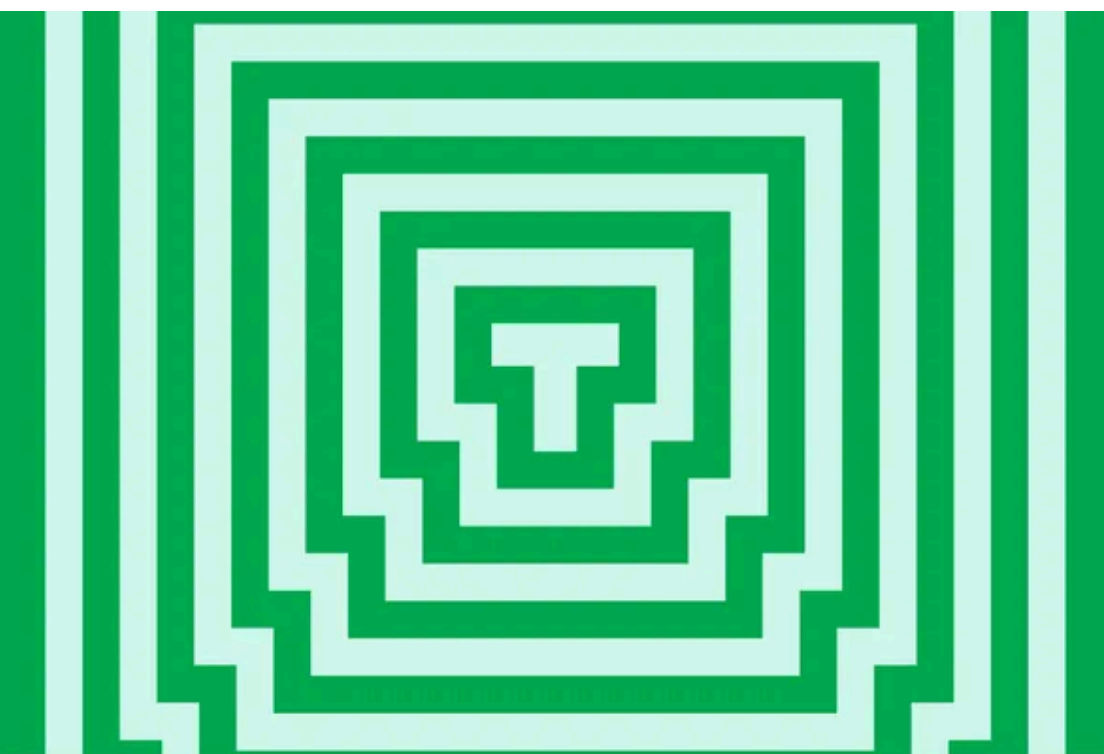
28-35 hours/week (we are flexible with how this is worked over 4-5 days)

### Contract:

Permanent, full time

### Reports to:

CEO



## Key Responsibilities

### **Strategic financial management, controls and reporting:**

- Produce management accounts, cash flow and any other required financial information to assist the Board, CEO and SLT with the overall management of the organisation.
- Ensure compliance with requirements of Charity Commission and Companies House and HMRC corporation tax.
- Plan and manage the production of the Group Year End Statutory Report and Accounts, notes, supporting schedules, audit files, and audit timetable.
- Oversee the Treasury function including production of cash flow forecasts, making recommendations to the Board on optimal management of surplus cash.
- Develop, report on and ensure the effectiveness of all aspects of the financial systems and controls and respond to any issues arising.

### **Developing and monitoring our investment and asset strategies**

- Working to maximise the benefit of all our assets, including our building, and how this aligns to our commitment to serving our communities.
- Collaborating closely with our investment trustees and the CEO, develop an investment strategy that aligns with the organisation's mission, vision, and core values.
- Implementing and overseeing robust controls, policies, and procedures to govern our investment activities, while proactively identifying areas for enhancement in line with the agreed strategy.
- Working with and supporting the programme team to assess and analyse social investment opportunities.

### **Governance, audit and risk management**

- Lead on the annual planning of all governance matters – including Board and sub-committees, audit, compliance and submission of all documentations.
- Maintain accurate and current records of all trustees, ensuring transparency and compliance with regulatory standards.

- Review how we approach risk management in line with the current strategy, ensuring compliance and integrity whilst also being ambitious in our vision.
- Provide oversight for Data Protection compliance efforts, ensuring adherence to relevant regulations and safeguarding sensitive information.
- Manage insurance requirements across the organisation, ensuring adequate coverage and compliance with contractual obligations.

## **Annual planning and budgeting**

- Lead on planning the budgeting process to ensure the annual budget is presented in a timely manner.
- Provide analysis of key budget trends and year on year analysis.

## **Operational Matters**

- Lead on central org-wide internal infrastructure, operations and IT strategy, ensuring our core systems, hardware and software are evolving, fit for purpose and cost effective with the EA & Operations Manager.
- Work closely with the Head of People and Culture, to ensure that our office systems work effectively in line with our organisational culture and behaviours framework.
- Provide oversight for premises and facilities management, ensuring that our physical spaces are maintained.
- Identify and engage external expertise through consultants, as needed, to address specific operational challenges or opportunities.

## Person specification

### Skills and Knowledge

- Keen analytical and problem-solving skills.
- Ability to translate financial concepts to all levels in the organisation – including non-finance staff and trustees in ways that support decision making, transparency and strategic thinking.
- Ability to work with the trustees, meeting reporting requirements and supporting the wider thinking of the organisation.
- Knowledge of current accounting software systems – knowledge of Sage 50 would be an advantage
- Ability to balance competing priorities, consistently balancing the big picture with the detail.
- Knowledge of / interest or understanding of Justice, Equity, Diversity, Inclusion and Belonging.

### Experience and Qualifications

- Have a CA (or equivalent) qualification with experience in a comparable role
- Extensive experience in financial management, with an understanding of accounting principles, budgeting, and financial reporting.
- Experience in financial forecasting, cash flow management, and risk assessment, with the capacity to identify opportunities for operational efficiency and sustainability.
- Demonstrable ability to contribute to strategic planning processes, providing financial insights and analysis to support decision-making by senior leadership and the Board of Trustees.
- Experience providing strategic leadership and operational oversight in areas such as facilities management, procurement, and IT infrastructure, ensuring smooth day-to-day operations.
- Liaising with statutory agencies. e.g. Charity Commission, Inland Revenue, H M Revenue & Customs

## Key Competencies

### **Communication**

Both verbal and written, with the ability to present complex financial and operational information in a clear and accessible manner to diverse audiences.

### **Leadership**

Ability to inspire and motivate a team, foster a culture of collaboration and accountability, and build effective working relationships with stakeholders.

### **Proactive**

Self-motivated and self-directed, able to work independently with a positive approach to problem-solving.

### **Change Management and Adaptability**

Ability to lead organisational change initiatives and adapt to evolving priorities, technologies, and market conditions.

### **Collaborative**

Interpersonal skills to build and maintain relationships with internal and external stakeholders, including trustees, donors, regulators, and vendors.

## Key Attributes and Values

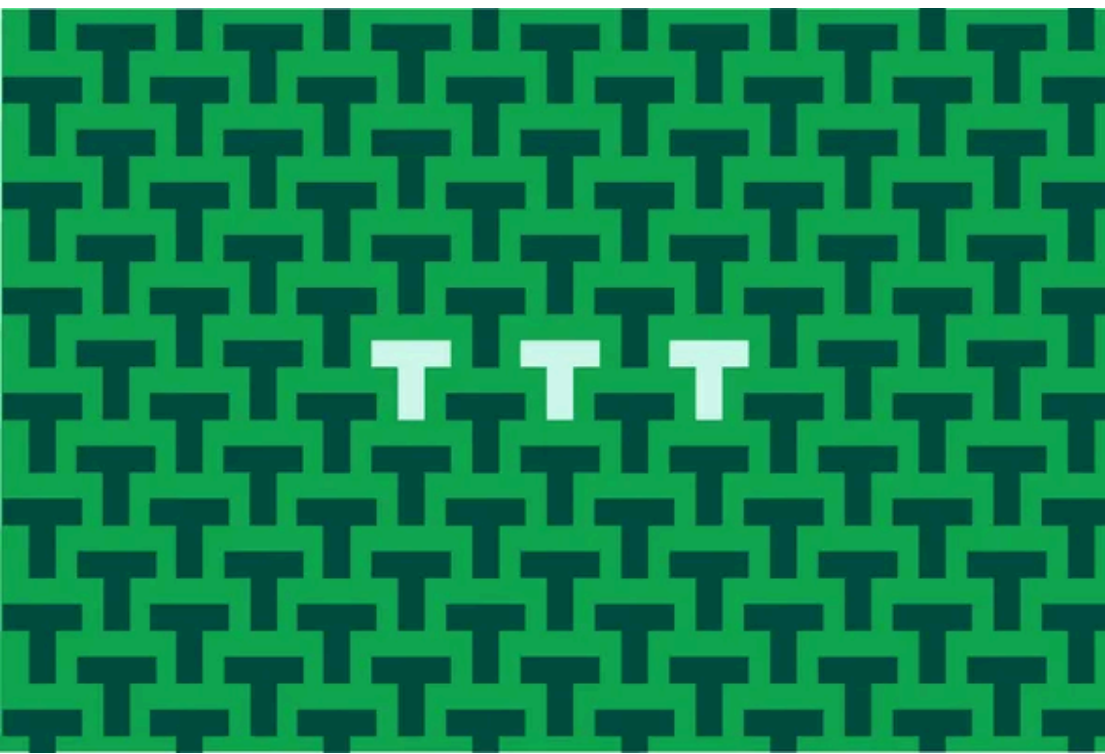
- Commitment to the importance of resourcing communities that are underserved and experience marginalisation.
- Commitment to systemic change thinking and understanding how individual efforts contribute to broader societal transformations.
- Commitment to understanding better the role of philanthropy in social and racial justice.



## Our commitment to Equity, Diversity and Inclusion

At **Tudor Trust**, we value and celebrate the differences that make us who we are. We respect the unique differences that each individual brings to the table, whether it's age, cultural heritage, disability and mental health, ethnicity, race, gender, gender identity and expression, sexual orientation, or social background.

**Tudor Trust** is fully committed to equity, diversity and inclusion in our sector. We want this to be reflected in the diversity of the people who work for us and we are particularly interested in applications from people from all backgrounds.



## How to apply

**If you would like to apply for this role, please submit a CV and supporting statement to [resources@tudortrust.org.uk](mailto:resources@tudortrust.org.uk) outlining how you fulfil the person specification (experience, skills and knowledge, key attributes and values) for this role.**

**The supporting statement can be completed in one of four different ways:-**

- Written A4 (No more than 2 sides)
- PowerPoint (No more than 5 slides)
- Audio recording (No more than 5 mins)
- Video Recording (No more than 5 mins)

### **Applications close:**

3pm on Wednesday 14th August 2024

### **Interview schedule :**

- w/c 27th August: 1st stage interview
- w/c 2nd September: 2nd stage interview and task (in person at our office in Ladbrooke Grove)

For a chat about the role, you can reach out directly to Priya Cinar in the **Tudor Trust** team.

Email: [priyacinar@tudortrust.org.uk](mailto:priyacinar@tudortrust.org.uk)