



Sir Josiah  
**MasonTrust**   
people at heart

# Recruitment pack

## Head of Finance

January 2020





# Welcome

Thank you for wanting to find out more about becoming the Head of Finance for Sir Josiah Mason Trust.

This is an extremely exciting time to join the Trust. We have been providing services for over 150 years and we are part way through an exciting 5 year Strategy. Over the past two years, we have embarked on an exciting period of transformation and growth which has led to an increase in services, the size and reputation of the organisation.

The Head of Finance is a key role within the organisation and this refreshed role has become available due to the retirement of the current post holder who has provided a solid foundation which the new post holder can build upon. The Head of Finance will be an active member of our senior management team responsible for shaping and managing the finance function of the organisation. They are expected to lead on all financial matters, providing critical financial information, insightful analysis and timely reporting and to facilitate the growth of the Charity.

They will lead a small established team covering Financial Accounting, Management Accounts, and AP/AR; focus on the preparation of Management Accounts, ensuring month end procedures are met in a timely fashion; provide a first-class business partnering service to budget holders who have varying finance understanding and lead on the implementation of a new finance system to assist in the modernisation of the organisation

It is important to us is that we find the right people, with the abilities and experiences and values we need as the charity moves forward.

As the Head of Finance, you will be at the centre of the organisation, helping us to make a difference to hundreds of people every year. Therefore, it is important that you are a talented, driven and highly experienced senior Manager, ideally qualified with a recognised accountancy body and with a charity or housing background and that you share our values and vision.

We hope you'll consider joining us.



Julie Houlder  
Chair of Trustees



David Healey  
Chief Executive

# About Sir Josiah Mason Trust

**We are Sir Josiah Mason Trust: a local charity with a proud history of supporting people in need for over 150 years.** We offer access to opportunities, hope and a place to belong.

We do this by providing safe, secure, affordable and well maintained housing, residential care and extra care housing for adults in their older age and education and support to young people from disadvantaged communities.

The Trust is a registered charity and a limited company and the parent of a group of charities. We are also a Housing Association registered with Homes England and our care home and domiciliary care service is CQC registered.

**Our Vision:** We want everyone, regardless of age or circumstances, to feel secure, have opportunities and to thrive.

**Our Mission:** To offer people in need access to opportunities, hope and a place where they belong through the provision of quality housing, care, support and education.

## Our Values

**Personalised** – because no two people are the same

**Dignity** – because everyone is worthy of honour and respect

**Innovation** – because we are original and creative in our thinking

**Excellence** – because we want to be recognised for providing quality services & support

**Honesty** – because we are transparent and accountable in all that we do

**Fun** – because we want to be a great place to work and receive support



**Making life better  
for 150 years**





# Our history

Sir Josiah Mason Trust was founded in 1868 by Josiah Mason, a Victorian industrialist and philanthropist.

Sir Josiah was born in 1795 in Kidderminster, a 'self-made man with no advantages of birth, or connections, or education, or means'. Born 17 years before Charles Dickens began to write about the poverty of the Victorian era, Josiah taught himself to write and joined a Unitarian Sunday School as they could provide him with a basic education. He went on to build a vast fortune from self-taught engineering skills and astute business knowledge.

From an early age, Josiah showed an entrepreneurial flare and tried his hand at many inventions, trades and business ventures before moving to Birmingham in 1816. By 1824, he invested the savings he had earned into a business which manufactured split rings. It was here that he improved the machinery that made the rings so that it was bevelled, hence the modern day key ring. He later went on to become the largest manufacturer of steel pens and pen nibs in the World and contributed heavily to the Birmingham pen trade. He also improved the machinery to make the split pen nib.

Josiah, most likely influenced by his childhood experiences was an extremely caring and generous man who went on to do many charitable works, including the founding of schools, a dispensary and Mason Science College, the forerunner of the University of Birmingham. He was knighted for his good works in November 1872.

## The Trust

In 1858, Josiah built the first Almshouses in Station Road, Erdington for 30 'spinsters and widows' over 50 years old and rooms for 20 orphan girls. These Almshouses were demolished in 1974.

It was 10 years later that the Trust was officially founded on the 29th July 1868, in readiness for the opening of a second, larger orphanage in Bell Lane (now Orphanage Road), Erdington, with rooms for 26 women and dormitories for 300 children. It cost £60,000 to build and was endowed to the sum of £200,000. All of this was financed by Sir Josiah and it amounted to a huge fortune at this time. Later a new wing was added to enable a total of 500 children to be accommodated. The orphanage was eventually re-designated as a school, but by the 1960's the cost of upkeep had become prohibitive, leading the Trustees to close it in 1960.

The Trust retained ownership of a small part of the Orphanage site which contained 36 Almshouses built in the 1920's and which are now called Mason Cottages. It then went on to build further Almshouses on our sites in Shirley and Olton.



The Trust has continued to grow and evolve over the years and the need for the Trust is as real today as it was 150 years ago. We now enter an exciting and ambitious new phase of development in which we aim to improve the lives of many more people living in Birmingham and Solihull.

## Our future

In January 2018, we launched our new ambitious 5 year Strategy 'Building on strong foundations'.

Our 5 main goals are:

1. To be a leading provider in Birmingham & Solihull
2. To help more people
3. To be an employer of choice
4. To maintain financial sustainability and grow
5. To be the best we can be

Our Strategy brochure can be found on our website or sent to you on request.

The next 5 years promise to be an exciting period of time during which we will increase and improve our housing stock, review and modernise our care provisions and after nearly 60 years, return to the direct delivery of services for children and young people.

## Our linked charities:

1. Sir Josiah Mason's Almshouse Charity
2. Sir Josiah Mason's Care Charity
3. Sir Josiah Mason's Relief in Need and Educational Charity
4. Holte & Bracebridge Charity
5. Holy Trinity Heath Town Almshouse Charity

# About the role

## KEY RESPONSIBILITIES:

### Financial Management and record keeping

To ensure that all financial and related systems are maintained and developed commensurate with the requirements of the Trust and its charities and in accordance with Financial Regulations and Standing Orders. These would include:-

- Accounting for all matters associated with HM & Revenue Customs, VAT and other legal requirements.
- To lead the development and implementation of new systems and procedures to keep pace with legal and best practice requirements,
- Performance monitoring- establish systems and processes across the Trust for co-ordinating good quality financial management reporting and performance monitoring data.
- To develop a framework for articulating and reporting the Value for Money within the business.

### Management Accounting, Reporting and Forecasting

- To ensure the preparation of quarterly Managements Accounts, including Statement of Comprehensive Income, Statement of Financial Position and Fixed Assets, comparing actuals with budgets, forecasts, statistics and bank balances.
- To provide commentaries on the performance compared with budgets and forecasts and fixed assets.
- To advise the Chief Executive, and the Trustees, of matters of concern or interest regarding financial reporting, budgeting and forecasting.
- To monitor closely and regularly report on the Trust's cash flow.

### Budgeting

- To prepare an annual revenue budget and capital expenditure budget for the Trust for approval by Trustees prior to commencement of each financial year.
- To submit revenue budgets that seek to break-even in terms of income and expenditure as a minimum.
- To research and incorporate all known parameters into the preparation of the budget e.g. RPI inflation, rent reviews, revenue grant funding (Supporting People and Local Authority care fees) and the stock condition survey maintenance programme.
- To optimise rental and fee income through rent re-structuring.
- To ensure service charge income is set to cover service charge expenditure.
- To liaise with other managers/budget holders when setting budgets.
- To ensure that actual income and expenditure (including revenue and capital) against budget and is reported to budget holders monthly throughout the financial year.

## **Annual Statutory Accounts**

- To prepare the annual statutory accounts for external audit and to participate fully in the process of satisfying the auditors of the accuracy of those accounts.
- To address any issues raised by the auditors as necessitating action.
- To keep up to date with the changing requirements of FRS102, regulatory bodies and organisations and to advise the Chief Executive and Trustees of matters relevant to the Annual Statutory Accounts.
- To ensure that Trust receives an 'unqualified' external audit report.

## **Treasury Management**

To manage the bank accounts of the Trust, ensuring that:

- All monies received including rents and grants are banked immediately and credited to the correct bank account.
- That monies are available to pay staff salaries and suppliers for goods and services delivered.
- That all money, surplus to working capital requirements, is deposited into the best interest bearing accounts in accordance with instructions of the Finance & Performance Committee/Trustees.
- That appropriate online security measures are in place for online banking.

## **Investments**

- To support the CEO & Trustees in the undertaking of an annual Investment Review & in updating the Investment Strategy
- To manage the relationship with Investment Managers as instructed by the CEO.

## **Reserves**

- To develop a reserves policy that meets the requirements of both the Charity SORP and RSL SORP.
- To clearly identify restricted and unrestricted reserves for each Charity of the Trust.
- To ensure unrestricted reserves are cash backed.

## **Policy and Planning**

- To lead on the formulation, specification, implementation and monitoring of:-
  - 1 Financial and related information to form part of the annual Business Plan & 5 year strategy.
  - 2 Financial Policies
  - 3 Budgets and forecasts
  - 4 Financial Standing Orders
  - 5 Financial Regulations & the scheme of Delegated Authorities.
- To be involved in the selection, implementation and development of IT systems (both hardware and software)
- To advise and support the Chief Executive in the development and implementation of Financial Strategies.



## **Development**

To manage and/ or assist (as agreed with the Chief Executive) in new business and ad-hoc projects which may include:

- Financially supporting the delivery of complex strategic initiatives and transformation, including feasibility studies of new opportunities, scheme financial appraisal, assessing the impact on the long-term financial plan and negotiating finance for schemes with prospective lenders.
- Budget planning and management.
- Identifying key areas of common operation and inefficiencies making recommendations for improvements.
- Supporting other staff members when they are working on specific projects.

## **Regulatory Affairs**

Keep fully abreast of all relevant legislative, advisory and good practice changes to the extent that they impact upon financial management at the Trust. The relevant regulatory and other bodies include:

- Homes England/Regulator of Social Housing.
- The Charity Commission
- Local authorities and CCG's

## **Staff Management**

- To appoint, manage, coach and train staff who report to the post holder, and provide financial awareness training and advice to other managers in accordance with policies and procedures laid down by the Trust.
- When necessary instigate disciplinary actions in liaison with the HR Manager.
- To participate in, and help develop, the Trust's Staff Appraisal procedures.
- As a member of the senior management team to contribute to business management and development generally.

## **Networking & Personal Development**

To network with external organisations from time to time and ensure that through personal development and attending training that the post holder is always up-to-date with accountancy 'best practice' requirements.

## **Risk Management**

To participate in the development/ implementation of Risk Management Policies and procedures and the subsequent monitoring and reporting of actions required.

## **I.T. Management and Development**

- To ensure reliability of existing computer hardware and software through I.T. support contractor.

- Computerisation of the Trust's systems and procedures.
- To lead in the procurement of computer hardware and software for staff and residents.

### **General Responsibilities**

- To establish and maintain positive working relationships with relevant partner agencies.
- To provide an effective communication network with the team.
- To promote a culture of high standards, expectations and continuous improvement that values and empowers staff and encourages team members to maximise their potential through continuous learning whilst challenging and dealing with under performance.
- To work in accordance with health and safety legislation, taking appropriate action to ensure that employees are aware of their personal responsibility for health and safety, including identifying relevant health and safety training where appropriate.
- To be committed to improvements, innovation and advances in our sector and finance.
- To work within confidentiality applying the principles of data protection to record keeping and data sharing, and compliance with the Data Protection Act/GDPR.
- To promote the organisation and its values and beliefs at all times to maintain its good reputation.
- To attend and complete all mandatory training, adopting up to date and relevant knowledge within the working practice.
- To take responsibility for your own personal and professional development.
- To offer suggestions, advice and comments towards continuous improvement in a structured and constructive way.
- To be flexible to work occasional weekend and evenings when required.
- To carry out any other duties commensurate with the role, as required

## PERSON SPECIFICATION

	<i><b>ESSENTIAL</b></i>	<i><b>DESIRABLE</b></i>	<i><b>METHOD OF ASSESSMENT</b></i>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experienced and skilled in all aspects of financial and management accounting, including setting and monitoring budgets, producing management and financial accounts, reports and cash-flow forecasting</li> <li>Experience at a senior level of leading on the development of resourcing strategies for an organisation, ideally in the charity and/or housing sector.</li> <li>Knowledge of accounting processes and systems.</li> <li>Working knowledge of charity &amp; housing financial legislation, including Housing SORP &amp; rent accounting</li> <li>Knowledge of developing appropriate KPIs to measure impact.</li> </ul>	<ul style="list-style-type: none"> <li>Working knowledge of taxation issues, including VAT and gift aid.</li> <li>Managing Investment portfolios</li> </ul>	Application/Interview  Application/Interview  Application/Interview  Application/Interview
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Either holding a professional finance qualification or qualified by experience.</li> <li>Evidence of continual professional development</li> </ul>		Application  Application
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>Ability to critically appraise financial systems, processes and controls, developing and introducing changes where necessary in order to increase resilience, effectiveness and efficiency.</li> <li>Ability to contribute, as a senior manager, to the overall strategic direction of an organisation.</li> <li>Ability to work with diverse teams and staff to bring about positive improvement in systems, strategies and processes.</li> <li>Proven ability to lead and motivate teams and staff.</li> <li>Demonstrable negotiation skills</li> <li>Excellent communication skills, oral and written, and the ability to communicate and interpret financial information for non-specialists.</li> <li>Ability to develop, work in and contribute to an open, supportive and creative working environment.</li> <li>Excellent administrative and organisational skills.</li> <li>Absolute accuracy and attention to detail</li> <li>Skilled in the creation, use and management of complex spreadsheets, and other relevant IT/financial software.</li> <li>Commercially savvy.</li> </ul>		Application/Interview  Application/Interview  Application/Interview  Application/Interview  Application/Interview  Interview  Interview Application/Interview  Application  Interview
<b>OTHER</b>	<ul style="list-style-type: none"> <li>Commitment to continuing professional and personal development and to developing best practice.</li> <li>A creative, can-do attitude.</li> <li>Keen and active interest in the work of the Trust</li> <li>Shares the values of SJMT</li> <li>Able to work flexibly and out of hours as and when required.</li> </ul>		Application  Interview Interview Interview Interview

## How do I apply?

If you would like to apply for this role, you will need to complete our Application Form which can be downloaded from our website: [WWW.SJMT.ORG.UK](http://WWW.SJMT.ORG.UK) along with an up to date CV.

**Applications must be received by noon on 3<sup>rd</sup> February 2020**

**Interviews will take place on Tuesday 11<sup>th</sup> February 2020**

If at any point in the process you want to talk things over, then please feel free to give the Chief Executive, David Healey, a call on 0121 245 1001.

Good Luck with your application!