

Finance Manager



Who are we?

FBB supports young people who are passionate about football but disengaged at school, in order to help them finish school with the skills and grades to make a successful transition into adulthood. We do this by providing long-term, intensive support, built around relationships and young people's passions, in the classroom and beyond. We are an asset-based organisation with a view that all our interventions must build from a young person's strengths and passions. We are commissioned by schools to support students who are at risk of exclusion to re-engage with learning and develop positive relationships with peers and adults.

We currently work with 1,000 Key Stage 3 students across 45 mainstream and Alternative Provision schools in London, Essex and Greater Manchester. The vast majority of our students are contending with multiple adverse childhood experiences (ACEs) and demonstrate insecure attachments behaviours. In keeping with national trends, students eligible for Free School Meals, students with SEMH, and students from Black Caribbean and White British low income families are disproportionately represented amongst our participants.

Finance Manager

Role Description

Reports to:	Co-CEO
Start date:	As soon as availability allows
Location:	FBB HQ in Brixton (some opportunities for home working)
Hours:	Part time / Flexible - up to 3 days per week
Salary:	Pro rata - £33k to £40k (dependant on experience)
Deadline:	5pm on Monday 23rd of March 2020

Overall Purpose of the Role

Football Beyond Borders (FBB) are looking for a Finance Manager to lead and develop their finance function. Working closely with the Operations Manager and reporting into the Co-CEO (Operations), you will be responsible for managing all aspects of finance, from budgeting through to management and statutory reporting. The successful applicant will need to be a qualified accountant with previous experience in a similar role.

This role allows for flexible and part-time working.

Key Responsibilities

1. Ensure that the accounting records are up to date and accurate
2. Produce timely and informative management accounts
3. Develop the annual budget as well as quarterly forecasts
4. Maintain a cashflow forecast and manage the organisation's liquidity effectively, so that funds are available when required.
5. Support statutory reporting and liaise with the independent examiner to ensure accurate and timely completion of the year end process.
6. Manage financial risk by documenting and implementing appropriate financial controls
7. Regularly review the balance sheet including outstanding creditor and debtor balances.

Person Specification

EXPERIENCE AND KNOWLEDGE	
Essential	Desirable
<ul style="list-style-type: none">● Qualified accountant (ACA, ACCA, CIMA or CA)● Development of management information and insightful analysis● Development of internal control procedures and frameworks● Sound knowledge of UK GAAP● Previous experience in a similar position	<ul style="list-style-type: none">● At least 3 years post qualified experience● Charity or not-for-profit organisation experience
CHARACTERISTICS AND SKILLS	
Essential	Desirable
<ul style="list-style-type: none">● Good communication skills● Strong IT skills, particularly Excel● Relevant knowledge of accounting IT systems● Ability to apply statutory principles, guidelines and legislation in practice● Analytical with excellent attention to detail● Well organised & able to prioritise	<ul style="list-style-type: none">● An interest in and knowledge of football.● A commitment to using sport as a vehicle to support young people to achieve their goals.

Recruitment process

Safeguarding statement

FBB is committed to adopting a safe recruitment process and follows the NSPCC safer recruitment procedures that have safeguarding at their heart and aim to discourage unsuitable applicants.

The successful applicant will be expected to comply with all of FBB policies, in particular:

- Equality and Diversity
- Health and Safety
- Safeguarding

Disclosure

The appointment is subject to an enhanced DBS check.

Shortlisting, interviews and reference checking

Only those applicants who meet the right criteria will be taken through to interview stage.

Shortlisted candidates will be interviewed. References from the previous and current employer may be taken up for shortlisted candidates. Please let us know about the sensitivity of taking up references prior to interview.

To apply:

Deadline for the receipt of written applications is 5pm on Thursday 19th March

Please submit a written application form of no more than 2 sides of A4 in minimum 11 point font on the following 2 areas:

1. Why you want to do this job and work for FBB
2. How your skills and experience relate to the role advertised

Application Timeline:

Deadline for applications: 5pm on Thursday 19th March 2020

Interviews will take place: w/c 23rd March 2020

Start date: As soon as availability allows

Please also submit a CV that includes:

- Personal details including current address, contact details and N.I number.
- Education and Training history including details of all qualifications.
- Details of 2 referees, including your current employer.
- A description of your employment history, including reasons for leaving a post and explanations for any employment gaps.

If you have any questions about the role, please contact Timi Akinyemi on timi@footballbeyondborders.org

Please submit the application and CV to timi@footballbeyondborders.org

Principles of our FBB Schools programme:

Our FBB Schools programme exists to transform the behaviour for learning and attitude to learning of students who love football but are disengaged at school. Our work builds on the strengths and potential of our young people through putting their passion for football at the heart of their learning.

Our programme is built on the following four theoretical foundations:

- Attachment Theory
- Adolescent Neuroscience
- Developmental Trauma
- Humanistic Therapy

This is a three year, weekly intervention delivered in partnership with primary and secondary schools across London. The programme is targeted at Key Stage 3 students who are disengaged at school and come from economically disadvantaged backgrounds. We know from the evidence that Key Stage 3 is the crucial time to work with disengaged boys and girls in order to prevent them from being excluded.

We believe real change can only be sustained through an embedded and holistic approach to our young people's development. We work to become deeply embedded in the lives of our participants and in the communities we are based in. We do this through working with our participants both in their schools and through our community based evening and holiday programmes. This integrated approach is supported through intensive parental and teacher engagement achieved through parents' evenings, teacher showcases and weekly text and phone updates.

Key aspects of the FBB Schools programme:

There are four parts to our FBB Schools programme:

1. **Classroom:** Our football-themed curriculum aims to tap into young people's passions to create transformative learning experiences and develop key social and emotional competencies. We deliver project based classroom learning sessions often with external partners such as Nike, Gillette and the FA, and these complete with a public showcase at the end of each project. We see this as a key part in young people developing a more positive attitude towards learning.
2. **Pitch:** We provide a constraints led, game-based football coaching curriculum. Our students learn to overcome challenges, learn from mistakes and support their team mates, improving their social and emotional competencies. We believe that the football pitch is a safe space where young people can experience, reflect on and learn from both positive and negative emotions.

3. **Trips:** We reward participants with visits and end of year tours built around exciting events involving inspiring people from the world of football and media. Our students broaden their horizons and develop positive habits.

4. **Interventions:** Weekly 'Football Therapy' one to one session with a BACP qualified counsellor to provide a safe space for our most At Risk students to work through the traumatic experiences which may be contributing to their challenging behaviour.