



together we
Cumbria

FINANCE MANAGER

RECRUITMENT PACK



EMPOWERING PEOPLE TO BETTER MANAGE THEIR MENTAL AND
PHYSICAL HEALTH AND WELLBEING

INTRODUCTION

RECRUITMENT PACK

Together We is a growing, award-winning social enterprise in Cumbria. We're a high energy and creative team who have been recognised for Innovation in our Health & Well-being sector for the last 5 years.

Our policy is to hire for attitude and train for skills. We invest in a great training portfolio for our people, plus mentoring programmes, so that we're all constantly gaining new skills and work experiences. We pay fairly too and we advocate for a healthy lifestyle.

Our Employee Assistance Programme is there to help our staff and their families, 24/7, 365 days a year. We operate a confidential telephone helpline and you can expect both practical information and emotional support. The range of expert counselling is extensive and covers mental health, addictions, debt, legal issues, family issues, housing, childcare, tax, bereavement, relationships, domestic abuse/violence and eldercare etc. The Online Health Portal offers brilliant well-being resources too including four-week programs, videos and webinars.

Together We operates throughout Cumbria. We also support flexible working and homeworking, wherever possible. Wherever you are, in our workplace, everyone's goal is to help more people reach for a better life. We work hard and everyone makes a difference.

Our people are the reason for our success. The staff and volunteers at Together We are on a mission to help people in our local community learn skills to better manage their physical and mental wellbeing.



Samantha Joughin & Janine Ward
Managing Directors

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Our services offers a range of interventions for mental health and physical health, all of which place the client at the centre of our work. Our two key services combine well to provide care for all ages and with a “whole person” approach to mental health and physical wellbeing

Talk

Provides personalised one-to-one and small group talking interventions, including mental health support, link working, and guidance for those who fall between service gaps.

Aims to deliver client-centred support that creates self-awareness and empowers individuals to manage their symptoms, distress and improve overall wellbeing.

Recovery

Provides group sessions and opportunities for anyone experiencing mental and physical health difficulties.

Recovery colleges provide a range of courses, physical activity sessions and groups designed to increase self-awareness and understanding of Recovery and what it means to each individual.

All service delivery is designed to be evidence-based intervention and guided discovery. Each of the services interlinks, with a series of projects and programs for one to one and group support.

We target multi-model psychological intervention, link working, education and physical activity to improve a person's wellbeing and we aim to reduce the impact of mental health and physical health problems on individuals and on their wider community.

We have clearly defined Guiding Principles that help us to ensure we do not drift from our mission of improving physical and mental wellbeing:

"We aim to increase a person's understanding of their health and factors and determinants that may contribute to improving their overall health and Wellbeing.

We aim to increase access to low level interventions and stop referrals into other services.

We aim to provide a whole person approach to health that covers all ages, social economic background, and ability.

We aim to provide support that is individually tailored for the person and group sessions which provides psychoeducation to educate and put the person at the centre of their care.

We also aim to provide training and opportunities for staff to undertake a very different and niche role working with mental and physical wellbeing together"

JOB DESCRIPTION

Job Title: Finance Manager

Employer: Together We CIC

Reporting to: Chief Executive Officer

Hours: 20 hours per week

Salary: £49,000 (pro rata) plus bank holidays

Location:

We have several locations across Cumbria some of which are permanent bases others are outreach locations. We would encourage the post holder to be flexible in their working arrangements and work from different locations as and when required. We would also consider home working, however this would be in agreement with the post holder and the demands of the role.

Contract:

This position is offered as a 12 month contract.

Pension:

We offer the opportunity to join a pension scheme which makes a matching contribution of up to 3% of salary.

Leave:

28 days per year (pro rata) plus bank holidays

Review:

This role has a three-month probationary period.



MAIN PURPOSE OF ROLE

To provide financial leadership and oversee all financial operations of Together We CIC. The role holder will be responsible for financial strategy, governance, and operational management while contributing to the overall strategic direction of the organization

TASKS AND RESPONSIBILITIES

Financial Management & Strategy

- Lead the organisation's financial planning, budgeting and forecasting processes
- Develop and implement financial strategies aligned with organisational objectives
- Oversee cash flow management and funding strategies
- Manage relationships with the bank, funders and investors
- Lead on financial risk management and compliance
- Ready Together We for a financial audit

Operational Management

- Manage all financial operations including accounting, payroll and procurement
- Act as a signatory on the bank accounts. Ensure regular accounting reconciliations are carried out.
- Proactively manage the organisation's cashflow and monitor the levels of reserves and working capital
- Ensure robust financial controls and procedures are in place
- Prepare monthly management accounts and financial reports for the Director board, Management team and budget holders
- Present reports to the director board quarterly
- Lead on annual budget setting and monitoring processes
- Assist with financial elements of funding applications and ensure all grants are properly accounted for.
- Assist external accountant with the preparation of statutory accounts
- Oversee financial systems and recommend improvements where necessary

Governance & Compliance

- Ensure compliance with CIC governance and other relevant legal and regulatory requirements
- Maintain and develop appropriate financial policies, procedures and financial controls to enhance efficiency and security
- Monitor and report on financial risks to the Board
- Prepare reports for the Board of Directors and attend Board meetings

Leadership & Development

- Contribute to strategic planning and organisational development
- Build relationships with key stakeholders including funders and partners
- Provide financial guidance and support to budget holders
- Act as a key member of the Senior Management Team
- Assist in potential creation of a new CIO



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PERSON SPECIFICATION

Essential Skills

- Strong analytical and problem-solving abilities
- Excellence in financial modelling and analysis
- Advanced IT skills and working knowledge of all Office applications, particularly Excel
- Ability to develop effective financial systems and processes
- Outstanding communication and presentation skills
- Strong leadership and people management capabilities
- Strategic thinking and planning abilities
- Ability to work on own initiative and work to deadlines

Essential Experience

- Minimum 5 years post-qualification experience in senior financial role
- Experience of managing full financial operations
- Track record of strategic financial planning and management
- Team management experience
- Change management experience
- Experience of fund accounting

Essential Knowledge

- Expert knowledge of financial management and accounting principles
- Knowledge of financial software packages, in particular Quickbooks
- Up to date knowledge of relevant legal and regulatory requirements

Personal Qualities

- High level of integrity and professional ethics
- Strategic mindset and business acumen
- Ability to influence and negotiate at senior level
- Commitment to the organisation's mission and values
- Resilient and adaptable approach
- Collaborative working style



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Education

Essential Qualifications

- Full professional accounting qualification (ACA, ACCA, CIMA, CIPFA, AAT Level 4)
- Degree level education or equivalent experience
- Evidence of continuing professional development

Desirable Criteria

- Experience in charity sector
- Knowledge of social enterprise models
- Experience of managing investments
- Change management experience
- Understanding of mental health and physical health concerns

Benefits

- Competitive salary
- 28 days annual leave (pro rata) plus bank holidays
- Pension scheme with employer contribution
- Professional development support
- Flexible working arrangements
- Healthcare benefits- 6 session EAP

ADDITIONAL REQUIREMENTS

- Enhanced DBS check required
- Some evening work for Board meetings
- Occasional travel may be required
- Must be eligible to work in the UK
- References required.



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Part of Together We

The
Recovery
College



Allerdale | Copeland | Carlisle | Eden

together we

HOW TO APPLY:

**SEND YOUR CV AND
COVERING LETTER TO**

sarahlamb@togetherwe.uk

For more info please email.



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