



Finance Director

INFORMATION PACK



Introduction

TLG was founded out of a local church in Bradford that became gripped by the needs of struggling children and young people in their neighbourhood. Since then, the TLG team have been on a mission to bring a hope and a future to struggling children in and out of school. We work in partnership with local churches right across the UK and beyond, enabling them to get alongside and support children who are at a crossroads. TLG now runs 12 Education Centres, partners with over 130 churches to deliver Early Intervention programmes, and helps over 90 churches run Make Lunch clubs tackling issues of holiday hunger.

The urgent needs of children living at risk of exclusion from school and families struggling to make ends meet would be overwhelming, if it wasn't for our even greater sense of hopefulness! We are full of hope because we see a church that cares and is perfectly placed to provide the support that is crucially needed, and we see God at work inspiring more and more churches to get involved.

Our Culture and Values

At TLG our work is our vocation, giving us a rich sense of purpose. We also believe work can be a great experience and enable people to grow into their full potential. In fact, we are recognised nationally as an exceptional place to work. In 2019, we were named the best charity to work for in the UK by the prestigious Sunday Times Best Organisation to Work For.

This special award highlights all the positives about working at TLG. It includes:

Balance and rhythms: We love to take care of our staff by organising fun team days away, personal retreat days and paid sabbaticals for longer term staff.

Investment in personal development: We are very intentional about Learning & Development and have four development programmes that include the Leadership Track, the Teacher Training Track, New to Management Track and Greater Impact.

Culture: We have a relational, appropriately collaborative culture that is big on celebration, fun and worship. We allow people to work flexibly and in their own style but have high expectations and accountability, fostering excellence in all we do.

OUR VALUES

Holding to these values is vital in the busy context of our rapid growth – doubling in income and impact over the last four years and with a goal of doubling again in the next 5 years.

Greater Transformation

Relentlessly focussed on the main thing
(TLG's mission and vision)
Energised by the challenge
Deliberately missional

Relational Leadership

Bringing out the 'gold' in others
'Leaning in' when it's relationally tough
Humble yet courageous

Local Church

Celebrating the Church
Grace and patience in partnership
Rooted in the local church community

Excellence Every Day

Joyfully exceeding expectations
Learning from failure
Uncertainty doesn't throw us

Vibrant Faith

Nurturing our own walk with God
Following Jesus together even when it's tough
Work is mission – so much more than a job





Context, Opportunities and Challenges

Now in our twenty-first year of operation we have developed and honed three high impact programmes that more and more churches across the UK are running and funding. This has led us to double in income and impact in the last four years. We expect to do so again by 2026.

With more than 100 staff and income over £5m, we have started investing in our finance systems to make them fit for an organisation of our scale and complexity. We have recruited a new auditor and suite of professional advisors, been in the process of implementing a new finance management system, developed a compliance system that has seen excellent standards embedded across the organisation and grown in number and capabilities in the finance team. There is still much more to be done to make the function a proactive and strategic partner to the Senior Leadership Team.

The three current priorities are to:

1. Develop a business partner mentality across the organisation in which all members of staff think in a way that is financially aware.
2. Embedding the accounting system so that the Senior Leadership Team and Heads of Departments are able to forecast and budget appropriately.
3. Adjust to a post-Covid world with more demand and opportunity for TLG's support, and sees more staff working remotely but with the systems and processes in place to support these flexible ways of working.

Job Description

LOCATION:

Either TLG National Support Centre, West Yorkshire or remote based with time spent in West Yorkshire.

SALARY:

£50,000 – £55,000 (FTE) – depending on experience.
Plus generous Employer Pension Contribution.

HOURS:

37.5 per week

REPORTING TO:

Chief Executive

What will the job involve day-to-day?

The Director of Finance will be a highly capable accountant bringing strategic financial leadership to all aspects of TLG. As a strong team leader, the Director of Finance will develop a finance team who are equipped and empowered to bring financial leadership to the organisation at every level. Clear systematic thinking and resolute leadership will be essential to map out and implement the system changes needed to support financial management in an increasingly complex organisation.

As a Director of TLG's commercial subsidiary Hope Park Business Centres, the Finance Director will play a direct part in the organisation's wider business and income development. As a key member of the Core Leadership team, the Director of Finance will not be confined to matters of finance, but will bring strategic influence across the whole organisation. Through the leadership of governance and compliance, together with operational management of the trustee board, the Director of Finance will be a key bridge to support senior leadership cohesion and strategic effectiveness.

Role Tasks

Financial Leadership

- Overall control and responsibility for all financial aspects of TLG.
- Financial analysis, advice and implementation.
- Develop and implement meaningful Key Performance Indicators.
- Ensure that all of the organisation's financial practices are in line with statutory regulations
- Seek out methods and practices to advise on and minimise financial risk.
- Analyse the financial climate and market trends to assist senior leaders in creating strategic plans for the future.
- Interpret complex financial information and provide updates and information as needed.
- Recommend audit services, ensuring the organisation benefits from cost effective external input.

- Create and maintain key relationships with financial service providers, including banking institutions and accountants.
- Regularly review the funding mix to optimise the balance of borrowing, deposits and cash.
- Ensure financial security and appropriate internal controls.
- Fulfil the Finance Director role for TLG's commercial subsidiary Hope Park Business Centres, shaping business development in a way that integrates well with the wider organisation.

Team Leadership

- Develop and equip the finance team to meet the changing needs of the organisation
- Supervise the Finance Team to;
- Facilitate day-to-day operations including tracking financial data, invoicing, payroll, etc
- Create, review, and monitor adherence to budgets for each business department.
- Monitor cash flow, accounts, and other financial transactions.
- Prepare reports on a monthly and annual basis.
- Long range financial planning to support organisational decision making.
- Bring effective leadership to financial systems development, delivering the greater efficiency and effectiveness integral to a high performing and cost effective finance function.

Governance Leadership

- Work with the Chief Executive & Executive Assistant to the Chief Executive to develop and support a highly engaged board of trustees who collectively meet the governance needs of the organisation as internal and external requirements change.
- Utilise the Compliance Manager to ensure board responsibilities are exercised.
- Work with the Executive Assistant to oversee communication, reporting and engagement with the trustee board.
- Maintain an accurate register of organisation wide risk, and work with key leaders to mitigate these risks.
- Fulfil Company Secretary responsibilities for TLG.

Compliance Leadership

- Oversee the Compliance Manager to ensure TLG move beyond essential minimums, achieving TLG's 'Excellence Standards' in key areas organisation wide. The compliance agenda has an internal lead for each area and includes but is not limited to; Finance, Data, Safeguarding, Health & Safety, Recruitment and Governance. The Director of Finance will not be an expert in these areas but will support the Compliance Manager to oversee a rigorous compliance culture that appropriately draws on internal and external expertise.

Organisational Leadership

- Play a full part in the Core Leadership Team of TLG with the six other senior leaders – a faith led partnership together.
- Support the development of vibrant Christian faith amongst the staff, volunteer and church partner teams.
- Shape strategy across the entire organisation – a voice into every aspect and every opportunity.
- Play a significant role in the development of leadership, particularly the next generation. This could include; a teaching role in TLG's leadership programme – The Leadership Track, and the occasional mentoring of key leaders and managers.
- Report on organisational performance to the Core team and Trustee board.
- Be the key finance partner shaping commercial activity and the financial direction of the organisation.

Person Specification

The following experience, qualifications, skills and abilities are sought:

Experience

- Significant financial strategic leadership experience including evaluating and improving organisational performance, planning, implementing and managing in an organisation or business unit of similar size and complexity ideally in a growth context.
- Substantial experience of establishing systems and processes to ensure organisational excellence.
- Proven experience of motivating, empowering and developing people.
- Experience of financial planning, including setting, managing and monitoring multiple and complex budgets.
- Experience of evaluating a mass of data in order to make systematic and rational high level judgements.
- Demonstrable experience of building partnerships and maintaining effective relationships.

Knowledge and Qualities

- Strategic and commercially minded with the analytical skills to make sound decisions based on information to deliver effective results.
- Excellent communication skills with an ability to effectively communicate both orally and in writing, delivering key messages at all levels and in different types of fora.
- An aptitude for developing a strong team ethos, coupled with the courage to challenge where this is constructive and warranted.
- An ability to think clearly under pressure with an aptitude for spotting and developing solutions with a positive and can-do attitude.
- Passion for struggling children and excitement about the role the Church can play.
- Vibrant Christian faith to champion the development of TLG's Christian ethos and identity.
- Committed to actively pursue the on-going personal, professional and spiritual development of themselves and colleagues in order to enhance the contribution to TLG.



Application Process

Please send your CV and a covering letter explaining why you meet the criteria to mark.cahill@tlg.org.uk

We would particularly welcome applications from candidates from diverse backgrounds to enable us to better reflect the needs of the communities we serve.

Timeline

Deadline for Applications

Monday 2nd November at 17.00

First interviews

Friday 6th November via Zoom

Second interviews

Thursday 12th November

Face-to-face in West Yorkshire.

Thank you for your interest in this role!

recruitment@tlg.org.uk

www.tlg.org.uk

01274 900380