



HEAD OF FINANCE & OPERATIONS

JOB PACK



Introducing Harington

Harington is an Ofsted regulated Independent Training Provider, based in North London, working with around 50 young people with learning differences aged 16-25. Our mission is to create an inclusive environment that delivers outstanding personalised education, learning, and support, which leads to further education, employment opportunities, and a fulfilling life for each of our students.

We specialise in horticulture, retail and employability skills. Our students undertake individualised learning programmes and Supported Internships that lead to vocational qualifications and achieving personal outcomes. We support the wellbeing of our young people through providing mentoring, counselling, enrichment and one-to-one support.

Our charity has two learning centres in Highgate and Hornsey. We also operate a gardening business and two charity shops, providing income for our charity, work experience placements for our students and employment for young people. We work with local employers and partners to provide work experience and other opportunities for our students.

The Role

This is an exciting time to join the Harington, as we have recently been inspected by Ofsted and have retained our grade of 'Good'. We want to ensure that Harington is able to fulfil and secure its mission to benefit our young people, both now and into the future.

We have a wonderful opportunity for a dynamic and experienced Head of Finance and Operations to join our team. As a Head of Finance and Operations, you will play a crucial role in leading and driving excellence in Finance processes and procedures, HR, Governance, Operations, Property and IT. You will have a strong eye for detail and an ability to interrogate data. You will have proven experience in leading teams, optimising processes and driving growth. You will be an aspirational leader who can guide Harington's strategic and enduring business plans into the future.

Our Benefits

In addition to excellent staff training, our employees are also rewarded with various other benefits offered as part of your employment:

- Confidential employee assistance programme
- Cycle to Work Scheme
- Fully paid for DBS
- Contributory pension scheme

Confirmation of appointment is subject to a satisfactory 6-month probation period.

Equality, Diversity & Inclusion

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability and meet the minimum criteria for the role will be guaranteed an interview.

Safeguarding

We are committed to safeguarding and promoting the wellbeing and safety of our students and our staff. We expect everybody working for the Harington to share this commitment. The successful applicant will be required to undertake an enhanced disclosure through the Disclosure and Barring Service for applications of employment as part of our safeguarding procedures.

Some of our positions involve regulated activity relevant to vulnerable children, adults and young people. It is a criminal offence for people who are barred from working in regulated activity to apply for roles that require them to work unsupervised with that particular group. Our vacancies are exempt from the Rehabilitation of Offenders Act 1974.

How can you apply?

To apply please submit your CV and a personal statement, identifying how you will meet the essential criteria in the person specification.

Please send this to info@harington.org.uk

All offers are conditional and subject to satisfactory pre-employment checks and references including an enhanced DBS check.



JOB DESCRIPTION

JOB TITLE:	Head of Finance and Operations
REPORTING TO:	CEO/ Principal
SALARY:	Circa £65k
DAYS:	Full-Time
CONTRACT TERM:	Permanant
LOCATION:	Highgate, London / remote (hybrid working expectation: minimum 3 days per week in the office)

LINE MANAGEMENT:

- Business Manager (full-time)
- Harington Gardeners Manager (full-time)
- Archway Charity Shop Managers x 2 (part-time)
- Hornsey Charity Shop Managers x 2 (part-time)
- Interim Charity Shop Manager (part-time)
- Fundraiser (to be recruited)

CLOSING DATE: The closing date for all applications will be 9:00am on **January 6th 2025**

INTERVIEWS: Interviews will take place on **January 16th 2025**

Main Functions

The Head of Finance and Operations will: -

1. Lead and develop the financial strategy and processes aligned with our vision, mission and long-term objectives.
2. Present clear, insightful financial and other reports and analysis to the Board of Trustees, supporting informed decision making.

3. Oversee governance, risk and compliance processes, ensuring that all regulatory and ethical standards are upheld.
4. Drive excellence and efficiency across Finance, HR, Governance, Operations, Property and IT, strengthening and embedding the right policies, systems, processes, including accountability, technology and infrastructure ensuring seamless execution and robust management of risk.
5. Support the development and implementation of the strategic plan and through the annual operations plan and budget, and be responsible for measuring and evaluating progress against goals and targets
6. Manage the commercial businesses (two charity shops and Harington Gardeners) ensure they are financially viable, meet the social, learning and business aims
7. Oversee Harington's fundraising to secure the income needed from trusts and foundations, individual donors and community fundraising
8. Ensure effective management of the buildings and estate of a multi-site organisation, and the support services required to provide a suitable and safe environment for learning and working, that meets the required health and safety standards
9. Ensure effective and supportive leadership of staff, operations and administration,

Main Responsibilities and Duties

- 1. Drive excellence and efficiency across Finance, HR, Governance, Operations, Property and IT, strengthening and embedding the right policies, systems, processes, technology and infrastructure ensuring seamless execution, compliance and robust management of risk**

A) Finance

- Ensure efficient and effective financial processes, internal controls and accountability systems and processes, are in place
- Advise the CEO/Principal and the Board on financial planning, budgeting, cash flow, investment priorities, and policy matters.
- Lead on and improve administrative and operational accounting systems such as payroll, accounts payable, and purchasing.

B) Governance

- Ensure the Board fulfils its responsibilities for good governance through effective Trustee Board meetings and ensuring compliance with the Charity Commission, Charity law, ESFA requirements and the Articles of Association
- Lead and be accountable for reporting to the Finance and Resources Committee working with the Finance & Resources Chair
- Maintain continuous lines of communication, keeping the CEO/Principal and the Board informed of all critical issues and strategic risks.

- Oversee the timely production of the annual statutory accounts, audit and filing of returns, as appropriate.

C) HR

- Ensure HR policies, and practices are compliant with employment law, including equalities legislation, working with the external HR provider, as necessary.
- Oversee the migration of HR records to a new and more effective platform

D) Risk and Compliance

- Maintain an accurate Strategic Risk Register for the charity, working closely with the CEO/Principal to ensure appropriate mitigations are in place.
- Serve as Data Protection Officer ensuring GDPR compliance
- Serve as Health and Safety & Fire Safety Coordinator and review, audit and measure health and safety performance and compliance
- Ensure that the health and safety policies, and procedures, comply with legislation, and are consistently implemented across Harington
- Chair the Health and Safety Committee
- Oversee legal contracting and partner due diligence, engaging external expertise where needed.
- Ensure the safety and wellbeing of staff and students when working in the Harington businesses

2. Support the development and implementation of the strategic plan and through the annual operations plan and budget, and be responsible for measuring and evaluating progress against goals

- Contribute to the development and delivery of Harington's strategic goals and KPIs, and track and measure progress reporting to the Board of Trustees
- Plan, coordinate, and execute the annual budget and operational planning process.
- Provide analytical support including development of internal management reporting capabilities and dashboards

3. Manage the commercial businesses (two charity shops and Harington Gardeners) so they meet both our social and business aims

- Ensure that the businesses remain competitive and provide a good quality customer service and experience in all our businesses
- Balance the profitability of the businesses with supporting the student journey into employment
- Annually review the pricing of all items and services so that Harington remains competitive and informed by the cost-of-living increases
- Work with the education managers to ensure the quality of the student's work experience placements and progress to employment within our businesses

- Ensure that the volunteers and the staff meet the health and safety standards required within the businesses.
- 4. Oversee Harington's fundraising so we secure the income we need from trusts and foundations, individual donors and community fundraising**
- Lead on the development of a fundraising strategy aligned to the strategic plan
 - Secure the fundraising income that is needed for Harington
 - Oversee the quality of the grant applications submitted to trusts and foundations
 - Oversee the campaigns, events and activities to increase the individual giving and community fundraising
 - Oversee the consistency of our social media output, website and communication materials to engage new supporters and effectively represent Harington
- 5. Ensure effective management of the buildings and estate of a multi-site organisation, and the support services required to provide a suitable environment for learning and working, that meets the required health and safety standards**
- Manage the ongoing maintenance of the buildings, internal and outdoor spaces
 - Manage the external cleaning contract
 - Manage any lease negotiations
 - Support the delivery of the IT Strategy and Roadmap, ensuring Harington meets cyber-security protocols, ESFA requirements and our all of our devices for students and staff are fit for purpose
- 6. Ensure effective management of staff, operations and administration**
- Responsible for the line management and development of staff within the Business Team. This must incorporate regular supervision, accountability and annual appraisals.
 - Ensuring that all staff have proper induction, ongoing professional and leadership development, and training, opportunities for coaching and effective CPD
 - Contribute effectively to the preparation of reports on all matters relating to operational management to internal and external stakeholders.
 - Lead the manager's operational and central team meeting to manage all aspects of effective operations and organisational development.
 - Being fully responsible for the maintenance of personal health and safety and the development of consistent safe working practices.
 - Undertake regular performance monitoring against delivery/work plans.
 - Undertake any other tasks that may be required commensurate with the grade.
 - Deputise for the CEO/Principal when needed
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PERSON SPECIFICATION

Method of Assessment – A = Application Form, I = Interview, T = Task

Professional Qualifications and Training	Essential	Desirable	Method
1. Degree level or equivalent.	X		A
2. Finance or accounting qualification	X		A/I
3. Evidence of continuing professional development	X		A / I
4. Senior Leadership / Management qualification.		X	A
Experience			
5. Successful accountant or finance professional within a medium sized organisation, charity or non-profit, for a minimum of three years, with a results-proven track record of achieving objectives	X		A / I
6. Experience of overseeing or managing the finances in an organisation with a minimum annual income of £1 million	X		A / I
7. Evidence of the ability to consistently make good decisions through a combination of data, analysis, experience, judgment and values	X		A/I
8. Experienced line manager who can coach and lead staff	X		A / I
9. Experience of leading on buildings maintenance and/or health and safety within a workplace	X		A / I
10. Experience of successfully managing and implementing changes to improve operations or services from inception to delivery	X		A / I

11. Experience of managing a charity, non-profit, commercial, profit-making business or venture		X	A / I
12. Experience of successfully submitting funding applications to trusts and foundations or community fundraising a minimum of £100k per year		X	A / I
Skills, Knowledge and Understanding			
13. Knowledge and understanding of compliance with charity law and/or regulatory bodies		x	A / I
14. Confident at writing and presenting comprehensive and analytical reports using data, to governing bodies or Boards	X		A/I
15. A proficient IT user who is confident with a range of programmes	X		A/I
16. Knowledge of recruitment and HR practices and procedures	X		A
17. Good understanding of GDPR requirements.		X	A
Personal attributes			
18. A values based, flexible and adaptable problem solver who will rise to any challenge and remain calm under pressure	X		A / I
19. An effective communicator who can gain confidence and inspire all stakeholders including students, parents, staff, trustees and partners	X		A / I / T
20. A methodical and detailed planner who is comfortable with the detail and can zoom out to the bigger strategic picture	X		A / I
21. A commitment to delivering equalities, diversity, inclusion, and sustainability throughout Harington, challenging, and developing practice, when necessary.	X		A / I
22. A commitment to ensuring the safeguarding of our students and a safe environment for everyone at Harington	X		A / I

Notes

This list of duties is not intended to be exhaustive but simply highlights some of the major tasks of the post.