

# Job Pack

All you need to know  
about working at  
Spark2Life



## Introduction

We are delighted you are considering applying for a role at Spark2Life. We are a small, dedicated team who work with young people, families, professionals, volunteers, and partners to deliver a wide range of programmes which align with our mission. We are looking for an enthusiastic person to join our team; someone committed to reduce violence affecting young people and who wants to work with likeminded people to make a difference. This information pack contains important information about the organisation, and the specific role you will be applying for. Please read it carefully.

To request this information in other formats, or if you have any queries, please contact [recruitment@spark2life.co.uk](mailto:recruitment@spark2life.co.uk)

## About Spark2Life

Spark2Life is a community inspired charity. We have been running programmes since 2006 and we operate in London and Kent.

**Our mission:** Spark2Life exists to **Prevent Harm & Promote Life.**

- We work to reduce the risk of children & young adults entering the cycles of offending.
- We empower people through holistic therapeutic support to overcome adversity and promote wellbeing.
- We advocate for equitable systems across the communities we serve.

**How we work:** We work in schools and the community providing a wrap-around type of support to young people who are impacted by violence and criminal exploitation. We support their families and we train professionals in the sector to strengthen the support young people receive. Our programmes include: Mentoring; Casework; Detached work; Advocacy; Counselling; Awareness.



## Our values

### Hope

Through working together we aim to present SMART goals so those we support can reach and achieve what they do not have but need to become their best selves.

### Justice

A wholistic person centred approach to justice. People may be dually convicted, but we need to make sure they are not un-fairly treated and sentenced.

### Advocacy

We are committed to speaking up and standing up for those we represent and advocate for and with. We are passionate when it comes to fighting for racial and social justice to address issues of inequality and equity.

### Transformation

Offer new perspectives of thinking that influences a person's behaviour.

### Forgiveness

Forgiveness can be hard to give and at times receive but carries so much power that when processed can lead to true freedom. If we want to receive forgiveness, we must learn to offer forgiveness.

### Integrity

Our action must match our words and we must speak from a place of truth and honesty seasoned with love and compassion.

### Love

To offer unconditional positive regard and to show the outworking of our love through acts of service especially for those deemed less deserving due to their offending history.

### Wellbeing

Looking after oneself is important and rest is a necessity. Self-awareness and finding a healthy life rhythm is key to physical, emotional, and mental well-being. We seek to foster an environment that is supportive, accountable, and honest with ourselves and one another. We can only give out of what we have.

***"Every role at Spark2Life is critical to our mission to keep young people safe from harm and violence, including this role. Spark2Life is an inclusive employer and keen to attract diverse talent".***

Dez Brown – CEO & Founder of Spark2Life



# Finance Manager

<b>Salary:</b>	£45,000 – £55,000 per annum depending on experience
<b>Annual leave:</b>	25 days a year plus England Bank Holidays
<b>Hours:</b>	Full-time (37.5k hrs/week)
<b>Location:</b>	Spark2Life Head Office, London
<b>Duration:</b>	Permanent
<b>Reports to:</b>	Managing Director

## About the role

As Spark2Life's Finance Manager you will lead all aspects of the finance function to achieve the organisation's goals. You will also offer strategic finance support to the Executive Team and across the range of activities undertaken by the organisation.

You will provide financial leadership overseeing all aspects of the organisation's finances and in ensuring that it complies with relevant legislation and principles. You will be responsible for efficient policies, procedures, systems and practices to support the smooth running of the organisation and will be proactive in developing new systems and processes to meet the needs of the organisation as it grows.

As Spark2Life's Finance Manager, you will be responsible for coordinating and managing the financial planning cycles, governance, and management reporting process as well as, managing relationships with external stakeholders/advisers ensuring contractual compliance, auditing and quality assurance processes. With prior experience of working with charities' accounts as well as experience of Quickbooks accounting system used at the Spark2Life.



# Job Description

## Duties & Key Responsibilities

The specification below outlines the principal accountabilities and expectations of this role. This is not intended to cover every responsibility since, by the nature of this role, the will be expected to take ownership of the areas of accountability and develop them in line with the needs of Spark2Life.

- Lead, manage and improve the organisation's finance function and provide accurate, timely and relevant financial reports as required by the CEO, Executive Team and the Trust Board.
- Ensure the provision and reporting of financial accounts, forecasting and project/programme budgets, development plans, and the associated reporting.
- Oversight of the legal and financial statutory processes in line with the Charity Commission and Companies House requirements, including the Annual Audit.
- Ensure that the agreed recommendations of internal and external auditors are implemented and ensure effective arrangements are in place so that the Auditor's report is unqualified and on time.
- Monitor, cash flow, reserves, analysis of performance against the organisation's annual business plan and dashboard as it relates to the finance function.
- Assess the risk profile of new fundraising, partnership and new income opportunities, particularly earned income and public sector contracts.
- Develop and maintain financial models and forecasts on an on-going basis, considering our fundraising pipeline.
- Undertake month-end reconciliations across all entities. Prepare monthly consolidated management accounts.
- Contribute to the overall leadership of Spark2Life and to the organisation's future strategic and operational planning. Support Executive Team colleagues as required on the delivery of cross-team initiatives.



## General Responsibilities

- Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position.
- Contribute to overall management and organisation development of Spark2Life by attending meetings and training as required.
- Maintain and improve competencies through continuous professional development.
- Abide by all organisational policies, codes of conduct and practices.
- Actively support and promote inclusion, diversity and equality of opportunity in the workplace.
- Treat confidentially any personal, private or sensitive information about service delivery, individual organisations, clients and staff.
- This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.



# Person Specification

## Experience

- Must have experience working in the charity sector.
- Significant experience of preparation of management and accounts, and management information.
- Experience of working with charity accounts, including knowledge of restricted and unrestricted funding.
- Experience of preparing complex budgets, forecasts and management accounts.
- Experience of managing surplus funds and undertake treasury management in accordance with the Board's policy.
- Experience of managing external audit and preparation of financial statements under Charities SORP (FRS102).
- First class Excel and modelling skills and experience of using Google Sheets. Previous experience of using Quickbooks.
- Familiarity with relevant tax laws, financial regulations, and reporting requirements (especially Gift Aid) in the UK.
- Knowledge of aspects of taxation including VAT and payroll. Experience of managing budgets and reporting to funders.
- Successful track record of building and maintaining good relationships with finance service-users, internal and external, at all levels.

## Skills, abilities & knowledge

- Fastidious attention to detail and robust numerical skills, with an ability to translate the needs of the business into financial processes.
- Proven ability to provide effective leadership in a management role.
- Excellent verbal and written communication skills to communicate clearly and concisely at a variety of levels.
- Excellent time-management and prioritisation skills.
- Ability to troubleshoot and problem solve difficult situations, and deal with them calmly, diplomatically, efficiently, and effectively.

## Personal Qualities

- Commitment to anti-discriminatory practice and equal opportunities and an ability to apply awareness of diversity issues to all areas of work.
- Undertake training as required.
- Commitment to the core values and ethos of Spark2Life which is based on Christian Principles.
- Interested and motivated to further own skills and knowledge.



## Qualifications & Training

- To have achieved or in the process of achieving a UK professional finance qualification (ACA/ACCA/CIMA/AAT or equivalent).
- Evidence of recent continuing professional development in a professional area relevant to the post would be desirable.

## Being part of the team

### At Spark2Life we want people to grow and succeed

Alongside our values, we expect everyone to display the behaviours needed to contribute to our vision and purpose. In return we seek to offer an inclusive, rewarding, and collaborative environment and several benefits.

### Stay and grow

- 25 days annual leave, plus 8 bank holidays per year
- Annual performance review with development plans
- Manage your attendance, expenses and development via easy to use online Bright HR system and app
- Discounts for services and products via Bright HR system
- Free access to counselling
- Access to Employee Assistance Programme
- Team building sessions throughout the year

## Interview Process

### Deadline for applications:

Interviews will be held on a rolling basis as suitable applications are received. We encourage early applications to avoid disappointment.

### Interviews to be held on:

Applications will be reviewed on a rolling basis and the vacancy will remain open until a suitable candidate is appointed. Interviews will be arranged as applications are received.



## How to apply

To apply for this post, please complete an [application form](#)

### **Equal opportunities matter**

Spark2Life is committed to providing equal opportunities for everyone regardless of their background.

If you would like to discuss your application, or have any queries about our work, please contact [recruitment@spark2life.co.uk](mailto:recruitment@spark2life.co.uk).

