



Partners for  
Inclusion



**Partners for Inclusion**

**Finance Manager  
Information Pack**

closing date 6 May 2024

# Welcome from Paul Skovron, Board of Trustees, Partners for Inclusion

Thank you for your interest in the role of Finance Manager with Partners for Inclusion and I'm delighted that you are interested in joining us.

Being a Finance Manager with an organisation like ours means making a real positive difference in people's lives while at the forefront of developing forward-thinking approaches to social care.

People are at the heart of everything that we do and, long before the Self-Directed Support (Scotland) 2013 Act was passed, Partners for Inclusion was one of a small number of organisations putting people in control of their own lives.



We support many people who in the past have been described as 'challenging' or who have experienced a long history of being excluded due to their disabilities or mental health difficulties (or both). Through our bespoke support, we give them the chance to live an ordinary, fulfilled life.

What makes our work special is that we see and help people as individuals. This means recruiting teams around that person, specific to their need and, operating Individual Service Funds so that everybody has their own dedicated resources. Instead of expecting the people we support to fit into pre-existing systems designed for administrative ease, everything we do is judged against the impact we will have on their quality of life.

All of the resources we harness are based on what that person is going through at that particular point in their lives. We believe this allows the people we help to have a good quality of life and to integrate into their community regardless of their level of disability. Ultimately, that is our aim for every single person we work with as well as working with other organisations, internationally, who provide this service.

Covid-19 had a profound effect on our Social Care sector and we still have many challenges around care staff recruitment and sustainable funding. Partners for Inclusion provide bespoke arrangements to all we support – not congregated living as many others do – and this has led to an increase in the number of new families approaching us to ask for support. In short, the demand for this approach to support is increasing and we're looking for people who are as unique as our organisation with a variety of skills to be Finance Manager.

If you feel you could bring your talents and skills, you believe in our ethos, and you would like to be part of the next chapter of the Partners for Inclusion journey, we'd love to hear from you.

Paul Skovron  
Chair, Board of Trustees  
Partners for Inclusion

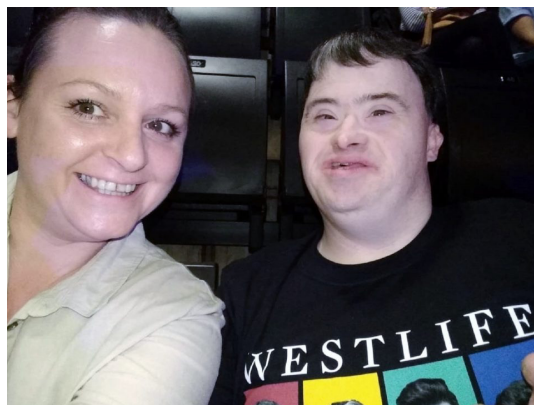
## About Us

We became an independent charity in 2004, providing bespoke support for people with learning disabilities, mental health support needs, or both. Working closely with families, each person has a person-centred service design, working policy and team recruited especially for and with them. Each person we support receives their own budget for support; support that suits them – no two support services are the same.

Based in Kilmarnock and currently providing services primarily in Renfrewshire and across Ayrshire.

Our fundamental philosophy and culture informs the bespoke structures and practices that deliver truly person-centred services. The quality of care and support people receive is rated 'very good' by the Care Inspectorate and we are able to demonstrate that the people we support tend to have better personal outcomes.

The secret to our success has been the people who have come to work with us. They don't just pay lip-service to the principles of inclusion, but really believe that living ordinary lives in ordinary places is not too much to ask. We all need active relationships and friendships with people who love us, we all have dreams and aspirations that must be heard and we should all have power and control over what we do with our lives. These principles guide us in our mission.



# The Partners for Inclusion Way

## Passionate About Our Mission

We aim to deliver genuinely person-centred, personalised support that helps people to have real lives as valued citizens in their communities. Partners for Inclusion exists to:

- Support people to live how they choose
- Influence and enhance opportunities available to all
- Share knowledge, experience and learning with others

## Passionate About Our Values

Everyone has a unique set of preferences and so everyone's support is unique to them.

We think that Partners for Inclusion has been successful in supporting people to have real lives. If we are successful it is because everything we do is driven by our belief that:

- Everyone is equal, different and has their own gifts
- Everyone has the ability to develop
- Everyone has needs and the right to support in keeping with their basic human rights
- Everyone's relationships are valuable



## Supporting people to live the lives they want

We don't believe in standardised models of support; everyone has a unique set of preferences and so everyone's support is unique to them.

## Allowing people to grow and develop

We adapt our support so that it suits where the person is now and is focused on where they want to go next in life.

## Paying attention to detail

By working hard at getting the day-to-day detail of an individual's support right, we believe we're respecting their inherent worth and dignity.

You can learn more about us at [partnersforinclusion.org](https://partnersforinclusion.org)

# Finance Manager Role Description

- Reporting to:** Director of Finance and IT
- Remuneration:** £48k - £52k
- Commitment:**
1. 37.5 hours per week
  2. Quarterly board meetings per year
  3. Managing 3x Finance Officers

## What we're looking for

Partners for Inclusion would like to recruit a fully Qualified Finance Manager (ACA, ACCA, CIMA, CIPFA) to assist the Director of Finance & IT in providing excellent and efficient financial services, advice and guidance.

## Person Specification: Essential Experience:

**Accounting** - exposure to working in a complex organisation and having worked in, or for, a not for profit organisation. Overseeing or undertaking payroll.

**Management** - proven track record in managing people and teams successfully with effective communicating skills at all levels. Considerable experience of managing budgetary, forecasting and reporting activity.

**Reporting** - significant technical accounting skills and of financial and budgetary control systems, including cost centre and management accounts preparation to final statutory accounts.

**Relations** - proven track record of developing and securing excellent business relationships both internally and externally. Stakeholder management experience.

**Business Development** - working with department managers and budget holders, to support the management and monitoring of budgets, of performance outputs and identify and support finance training to budget holders.



## Finance Manager Main Responsibilities

- As part of the finance team you will produce, and manage the weekly/monthly/quarterly/annual finance processing deadline schedule ensuring the process is robust and accurate.
- Support the preparation of annual budgets including those at departmental level and monitor rolling cash flow forecasts.
- Line manager for the 3 Finance Officers and supporting their development.
- Assist the Director of Finance & IT with financial and business activity input during service reviews or tendering for new business.



- Prepare draft annual statutory accounts, with supporting schedules suitable for auditing to strict deadlines.
- Manage insurances to include employment, public liability, care provision, equipment, buildings and death in service.
- Alongside the Director of Finance & ICT, work closely with the Senior Service Leaders to undertake financial analysis and due diligence assessments of new services or initiatives, reviewing and scrutinising any financial impact to the overall organisation.
- Overseeing bank account security and access. Treasury management compliance with policy around investing excess funds and ensuring day to day liquidity.
- Develop and facilitate professional working relationships with external stakeholders including: Auditors, Health and Social Care Partnerships, Solicitor and other care providers.
- Production of management accounts, including previous year comparatives and forecasts to strict deadlines, investigating and annotating variances, liaising with budget holders and managers as necessary and presentation to the Senior Management Team.
- Ensure that the reporting of financial management information is continuously evolving to meet changing requirements of the company. Provision of analyses together with commentary at appropriate levels along with recommendations.
- Provide appropriate and timely input to the organisation's financial planning and reporting exercises.
- Oversee and assist in the payroll function, ensuring it is compliant with all current legislation including pension providers, HMRC and other statutory organisations.
- Identify, support and develop the training within the finance team. In conjunction with the Director of Finance & ICT prepare the team development plan.
- Conduct rigorous budgetary monitoring, forecasting and control, so that decision-makers are confident in the financial information they receive and understand the business drivers underpinning the figures presented.
- Manage mobile phone and insurances contracts.
- Develop and facilitate effective external relationships with the people and families of those we support.
- Deputise for the Director of Finance & ICT when required.

## Person Specification - Desirable Experience:

- Experience of organisational change.
- Experience of the Health & Social Care Sector.
- Knowledge of Charity Accounting and reserves classification.

## Skills / Knowledge / Understanding:

### Essential

- Advanced IT skills, especially Word, Excel and other Microsoft office products with the ability in particular to structure, analyse and interpret complex financial data for a variety of audiences.
- Good working knowledge of PAYE and VAT.
- Proven ability to work effectively to achieve tight deadlines and prioritise and manage multiple tasks.
- High standard of accuracy and presentation.
- Excellent oral and written presentation skills, to convey complex financial information to a wide audience, including non-financial colleagues, clearly and effectively.
- Proven analytical and problem-solving skills with the ability to make considered decisions, resolve conflicts and demonstrate sound, professional judgement.
- Ability to work effectively with senior managers to deliver key business objectives.
- Ability to work independently and within a team, collaborating and sharing expertise.
- Fluency in one or more accounting software package, including their adaption to charity account

### Desirable

- A broad and detailed knowledge of financial issues within Health & Social Care, including Self Directed Support.
- Knowledge of Sage accounting.

## Management Competencies

### Organises work processes to deliver on time, on budget and to agreed standards (SMART goals).

- Ability to delegate and manage the work of others.
- Establish and maintain effective relationships with staff and internal business partners.
- Establish and maintain effective relationships with external stakeholders

### Strives for continuous improvement and encourages others to do so.

- Develop and maintain a learning and development programme for the Finance team in association with the L & D Manager.
- Ensure the continued professional development (CPD) of the Finance Team
- Undertake bi-annual performance reviews ensuring that SMART goals are reviewed.
- Commitment to continuous improvement including own professional development

### Manages people effectively

- Can demonstrate a clear value led approach in all your actions and supports the culture of the organisation.
- Make best use of skills, experience and resources that exist within the team.
- Actively looks for opportunities to develop members of the team
- Is self-aware: Has a well develop sense of self and can through, good practice, shape the behaviour of others.
- Is empathic: Understands and demonstrates empathy with colleagues and offers constructive assistance when required.
- Can review performance providing feedback that is specific, measured, achievable, realistic and timeous
- Delegate appropriately, while ensuring staff are supported.
- Secures commitment to change through appropriate involvement of staff.
- Demonstrate and facilitate a strong 'can do' culture.
- Can effectively develop and support a high performing team.
- Can accept responsibility for actions of the team.
- Demonstrates high standards of integrity, honesty and fairness.
- Offers objective advice without fear or favour.
- Establishes and communicates clear standards and expectations
- Identifies colleagues best suited to a task and delegates effectively, knowing when to step in and when not to
- Builds trust, develops a positive working environment.
- Secures commitment to change through appropriate involvement of staff

### **Establish and maintain excellent communication**

- Chooses methods of communication most likely to secure effective results.
- Negotiates effectively and can manage conflict.
- Has excellent written and verbal communication skills:
- Is an active listener, invites other to participate equally and can quickly and effectively build rapport.
- Is able to intervene, appropriately, as required to refocus discussion.
- Demonstrates respect, an open mind and communicates without prejudice.

### **Self Management**

- Ensure that personal and professional skills remain current.
- Is self-motivated and has the ability to motivate others
- Demonstrates integrity, honesty and transparency.
- Open and willing to share learning with others.
- Acknowledges mistakes and treats them as learning opportunities.
- Treats challenge as a positive force for improvement
- Acts with integrity: Embodies a high standard of personal and professional behaviour.
- Can work collaboratively.
- Willingness to be flexible and dynamic toward organisational change.



# Commitment to Diversity and Inclusion

We welcome applications from anyone regardless of their age, experience, disability, ethnicity, heritage, sexuality, gender and socio-economic background.

**Partners for Inclusion is committed to inclusive working practices, so during the application process we commit to:**

- Paying for your travel costs to the office and back for interviews.
- Making any reasonable adjustments - for example ensuring we have BSL interpreters organised in advance if you'd like them.
- Providing this document in a Word document format upon request.
- Offering a guaranteed first stage interview with Partners for Inclusion for disabled candidates who meet the minimum requirements for the role.

## How to Apply

If you wish to apply for this position, please supply the following:

- A detailed CV setting out your career history, with responsibilities and achievements.
- A supporting statement, no more than 2 sides of A4 outlining your suitability, and how you meet the skills and experience for the role, as well as meet the person specification. Please note that this is an important part of your application and will be assessed as part of your full application.
- Please **combine your CV and supporting statement** into one Word/PDF file.
- Completed Diversity Monitoring Form. Your data will at no time be connected to your application.
- Details of two referees which will be taken up if successful after interview. One of which should be in a professional capacity, being your current or most recent employer, together with a brief statement of their relationship to you and over what period of time they have known you. Referees will not be contacted without your prior consent.

This pack is available at <https://partnersforinclusion.org/job-vacancies/> along with the full job description, person specification and diversity monitoring form.

Please e-mail your single file and plus the monitoring form to [reception@partnersforinclusion.org](mailto:reception@partnersforinclusion.org) by the closing date of **6 May 2024**.

If you would like to discuss this opportunity further, please contact us on 01563 825555 or email [reception@partnersforinclusion.org](mailto:reception@partnersforinclusion.org) to arrange a conversation with our Finance Director.

### Selection and Interview Process

Selection for interview will be on the basis of who best meets the criteria and provides supporting examples. These will be held around w/c 13 May with successful applicants informed by email and a telephone follow up to confirm attendance.

The successful candidate will be subject to an enhanced Disclosure check for this post.