

## **Welcome to Sussex Community Development Association - SCDA**



**Denton Island Community Centre – Head office Newhaven**



**Newhaven Youth Club, recently completed in 2020**



**Staff and volunteers at the Community Supermarket – a foodbank initiative started in March 2021**



**A socially distanced youth work activity, mural painting for the new Youth Club, Feb 2021**

## **Director of Finance & Infrastructure**

Recruitment Information Pack  
May 2021

Making a difference in your community  
since 1997



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**SCDA's community allotment in Hailsham summer of 2020**

## Welcome message from Penny Shimmin, the Chief Executive

Thank you for your interest in SCDA and the role of Director of Finance & Infrastructure.

SCDA is an organisation which delivers a broad range of services to meet the needs of local people. Over the twenty plus years of our operations we have successfully delivered Employability services to people furthest from the labour market; a range of Community Development & Health initiatives, activities & social

enterprise across East Sussex; and Community Advice & Wellbeing focusing on welfare and debt advice through specialist partners; community navigation to support services; including referral and access to food banks; and counselling services at an affordable rate as well as specialist support for those experiencing suicidal thoughts, and those sadly bereaved by suicide.

It is an exciting time of development & growth at SCDA and we now want to recruit a Director of Finance & Infrastructure to lead on legal and contractual compliance issues and risk, to report to the Board of Trustees enabling their financial understanding & governance, and be a senior decision maker in our organisation.

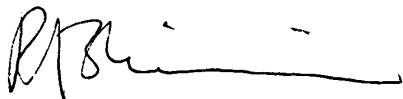
The successful candidate will have a strong track record with preferably cross sector experience, a recognised accountancy or audit qualification and the credibility to further develop the excellent financial systems within our organisation.

SCDA currently has approx. 100 full and part time employees, 11 Trustees and approx. 475 volunteers. SCDA funders currently include Lottery Community Fund, European Social Fund, Masonic Trust and a range of national & local government funding regimes and programmes such as Work Health Programme, delivering for the Shaw Trust at a local level.

For more information please visit [www.sussexcommunity.org.uk](http://www.sussexcommunity.org.uk) and follow our projects on Facebook e.g. Foodbank, Youth & Employability etc.

Thank you again for taking an interest in learning more about SCDA and we hope the following pages help you consider our Director of Finance & Infrastructure role.

We look forward to hearing from you.



**Penny Shimmin**  
**Chief Executive**

## Strategy and our 5-year plan

The 5-year plan 2019 – 2025 is currently under review to ensure our services and actions adapt to community needs as a result of the pandemic.

SCDA services are underpinned by 6 broad aims which form our core values and from which a number of KPIs are drawn in each of our 3 Programme areas:



These aims are realised through the integrated work of 3 Programme areas:

### **Community Development & Health:**

- Community Action and Assets including: the development of community-rooted hubs in areas of highest need: Bexhill, Hailsham, Newhaven, Eastbourne
- Family inclusion: engaging and empowering families to support the needs of under 8s
- Young people: youth groups and activities to support mental wellbeing, physical health, increase skills, and address poverty of aspiration
- Access to green, open and blue spaces: identifying and addressing barriers to access for those who benefit most from interaction with the natural environment
- Healthy Lifestyles: developing activities and initiatives to support healthy lifestyles and promote healthy, affordable food choices and physical activity
- Affordable food: development of Food Partnership, delivery of emergency food through Seahaven Food Bank and development of community supermarkets and community growing to address food sustainability and food poverty.

### **Employability:**

- Supporting local people to get and sustain employment
- Focus on supporting people disadvantaged in the labour market through long term unemployment, physical and mental health needs
- Support employers to recruit and retain a diverse labour force
- Delivery of Department of Work and Pensions mainstream programmes including the Work and Health Programme

- Delivery of European and Central government funded programmes to address disadvantage in the labour market through innovation, development of social enterprise, specialist mental and physical health support and action research.

### **Community Advice & Wellbeing:**

- Delivery of quality assured affordable counselling and youth counselling
- Support for Survivors of Suicide and those bereaved by Suicide
- Delivery of Havens Information and advice Hub as a model supporting access to specialist, free, quality assured advice and information
- Coordination of delivery of welfare benefits and money advice in partnership with specialist advice partners
- Supporting the engagement of ethnically diverse communities across East Sussex.

### **Research and networks:**

SCDA is committed to quality in delivery through quality kite marks (including Ofsted, BACP and Matrix for Information, Advice and Guidance).

SCDA undertakes impact analysis across all delivery areas which is embodied in reporting and impact measurement.

SCDA is currently specifically undertaking action research in the following areas to evaluate effective practice and impact:

- Let's Get Working with Curved Thinking and Institute for employment Studies evaluating the effectiveness and reach of social prescribing in support into employment for people with long term conditions and disabilities.
- Green and Open Spaces for Health – with University College London and University of Sussex centre for Adult Wellbeing addressing the barriers to access and impact of access to green and open spaces.
- Making it Happen – evaluation with universities of Bath and Solent in to the effectiveness of asset based approaches in addressing health in areas of health inequalities.
- Welfare benefits and money advice – analysis of needs and multiple issues in access to effective quality assured, free and impartial specialist advice.

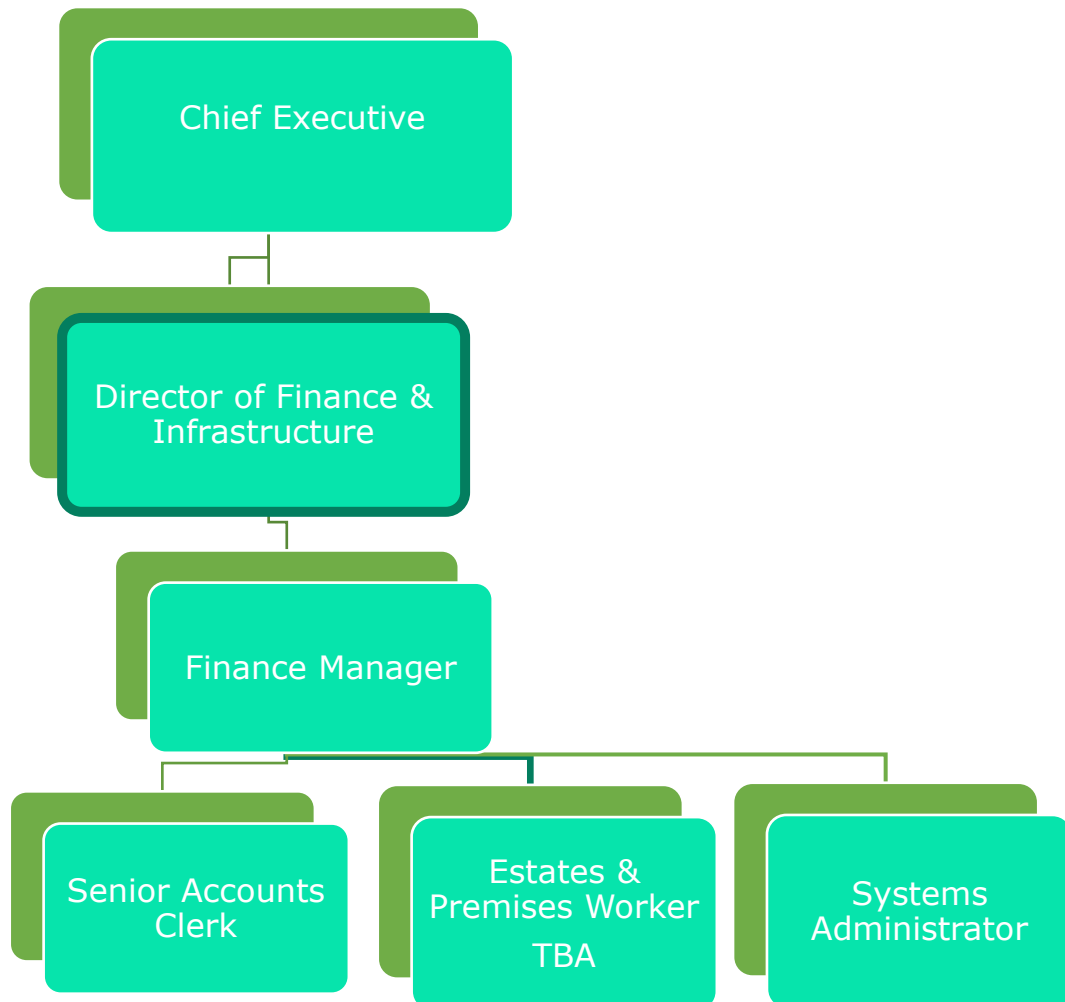
## **Governance & Finance:**

SCDA is a company limited by guarantee with charitable status, and is chaired by John Cornish. Registered in 1997, it was volunteer-run until 1999. Turnover in 2020 was £4 million.

Please see the following links for our latest Annual Report and Accounts 2019/20  
<http://sussexcommunity.org.uk/wp-content/uploads/2020/12/SCDA-ANNUAL-REPORT-2019-20-FINAL.pdf>

<https://sussexcommunity.org.uk/securefiles-2/201201-SUS0015-FINAL20.pdf>

## Organisational Structure:



## Job Description & Person Specification:

### Job Description

Job title: Director of Finance & Infrastructure

Responsible to: Chief Executive Officer

Job purpose: To act as the Director of Finance & Infrastructure for SCDA, responsible for providing expert strategic financial direction across the organisation and for exercising effective leadership of a finance & infrastructure team, currently consisting of 3 staff, a Finance Manager, Senior accounts clerk and Systems Admin with 1 further to be appointed (Estates role) - in all aspects of their delivery.

Salary range: £55,000 to £60,000 pa (pro rata)

Location: Newhaven, East Sussex

Full/part-time: Full-time ideally – though SCDA could consider less than FT hours with the capacity to flexibly meet the demands of the role.

### Main Duties

#### Strategic oversight and advice

Financial performance plays a crucial role in defining the work of the Charity. As the primary source of expertise in this area, the post holder will be expected to provide broad strategic advice and input to the Chief Executive, the Senior Management Team and the Board of Trustees. The post holder is expected to be a sounding board for the Chief Executive, bringing commerciality and value-adding perspectives to the team and ensuring that the charity maximises its assets for promotion of its objectives.

Support the Chief Executive and Board with banking and development of property investment, including ensuring SCDA receives effective banking; managing loans and borrowing and, supporting the Board with developing investment strategies and policies including in relation to reserves.

#### Internal financial controls and risk management

The post holder has responsibility for ensuring that an appropriate and effective system for financial management and reporting is in place. Regular financial updates will be provided for the Board, the Finance Sub-Committee of the Board, the Chief Executive and the Charity's Senior Management Team. Clear and appropriate advice will be provided to other managers on the financial implications of project appraisals and management decisions. Additionally the post holder will:



- Ensure timely and accurate reporting to Companies House, the Charities Commission and any other relevant bodies.
- Ensure robust financial procedures and process with a strong element of internal financial controls
- Lead on risk management for SCDA, including taking overall ownership of the charity's risk register and annual reporting to the board

### **Monitoring**

The post holder has responsibility for ensuring financial compliance with all contracts. This task will be fulfilled by working in conjunction with Programme Managers and others (depending on specific sources of grants and contracts), but will have ultimate responsibility for ensuring that all funding is being accurately recorded and reflected in the Charity's financial systems and reported to funders and donors. In collaboration with others, the post holder will ensure that all projects have signed contracts, are being delivered in line with these contracts, and reporting back to funders is transparent and accurate. They will additionally:

- Ensure the finance team operate efficient and effective financial processes and that good internal financial controls are in place
- Support the Finance Manager to provide accurate and timely Management Accounts; cash flow forecasts; and other financial reports as required
- Coach SCDA managers to build internal financial understanding and capability
- Act as internal audit/financial controller for the organisation, including VAT
- Ensure effective working capital management for SCDA including credit control and timely invoicing
- Working as part of the Senior Management Team, contribute to delivering and driving change within SCDA.

### **Board and Legal**

To support the governance of the charity by working with the Board of Trustees and its sub-committees to ensure the Charity complies with all statutory legislation, including building regulations, health and safety requirements, and the review and safe-keeping of all legal documents including contracts and leases.

**Insurance**

To ensure the Charity has appropriate insurance cover for all aspects of its work, including the buildings and open spaces, contents, public liability. To ensure risk assessment for insurance purposes

**Risk Management**

To manage and review and update, at least annually, the Charity's risk register coordinating input from across SCDA and ensuring clear actions are designed and implemented to mitigate risk.

**IT (including telephones)**

To ensure SCDA has a robust and developing IT strategy that fits the needs of the organisation and makes the best use of technology, recognising budgetary constraints. Contract with relevant parties to ensure effective IT infrastructure is in place.

**Estates & Premises Management**

To be responsible for all the operational aspects of the Charity's buildings; both leased and owned; and ensure that the charity's commitment to creating and maintaining high standards in the built environment are adhered to.

**Health, Safety & the Environment/Legal compliance**

To take overall responsibility for ensuring SCDA's compliance with applicable laws and regulations.

**Team management**

Ensure effective management of the Finance and Infrastructure team.

Ensure effective communication with other teams and particularly the Programme Managers and SMT

Contribute effectively as a member of the management team

Ensure access to training and development of the team to improve technical skills and apply best practice.

## **Person Specification**

### **Essential qualifications & experience:**

- Qualified accountant (CIPFA/CIMA/FCA/ACA/ACCA) or DChA (Diploma in Charity Accounting) with at least 5 years' experience.
- Wide and extensive experience of budget management/financial management, preferably in both charitable and commercial settings.
- Experience of managing people, delegating duties and checking accuracy of work.
- Experience of operating as an effective member of a senior management and corporate decision-making team.

### **Skills and personal qualities required:**

- Excellent interpersonal and communication skills, both written and oral.
- Analytical and strategic thinking.
- Ability to communicate financial issues to non-specialists.
- Ability to produce results quickly in a rapidly changing situation, often working under pressure.
- Experience of writing budgets supporting business growth and development
- Flexibility and a willingness to work in innovative and non-traditional ways.
- Capacity to react at speed and meet short and changing deadlines
- Ability to think on their feet as well as creatively outside of the box.
- Ability to see things through to completion, enforcing actions with a "can-do" attitude
- Ability to identify with the Charity's ethos and engage with the rest of the team in delivering its strategy.
- High level of numeracy, and a familiarity with financial issues.
- Good IT skills and knowledge and experience of appropriate financial management software packages. SCDA uses QuickBooks accounting software and SAGE payroll software, so familiarity with these would be an advantage

### **Desirable:**

- Experience of writing budgets in support of bids or contract tender provision.
- Some experience of charity and charity finance rules and governance.
- Experience of preparing organisations for audit.
- Previous experience of the oversight of a range of properties, leased and owned and regulations associated with these responsibilities.
- Previous experience of infrastructure management and oversight.

## How to Apply:

We very much hope that you have enough information to help you decide whether to apply for the post. If you have any questions that you need to have answered before making an application, or you wish to arrange a suitable time to discuss the role in more detail with either the CEO or current FD, then please contact our HR Advisors in the first instance on [hr@sussexcommunity.org.uk](mailto:hr@sussexcommunity.org.uk). If you are interested in what you have read, then we look forward to hearing from you.

To be considered for this role you will need to apply with an online application form: <http://sussexcommunity.org.uk/wp-content/uploads/2018/05/SCDA-Online-Application-Form-with-GDPR-statement.docx> and send to [hr@sussexcommunity.org.uk](mailto:hr@sussexcommunity.org.uk)

Along with your completed SCDA application form, outlining your suitability for the role addressing the job description and person specification, please submit an accompanying, up-to-date CV (also via [hr@sussexcommunity.org.uk](mailto:hr@sussexcommunity.org.uk))

All applications must be received no later than **5pm on Tuesday 25<sup>th</sup> May 2021.**

Interviews are due to take place in Newhaven **week commencing 7<sup>th</sup> June 2021.**

For information on how we manage applicant data, please see our Privacy Notice, <http://sussexcommunity.org.uk/wp-content/uploads/2018/05/SCDA-HR-Applicants-Privacy-Notice-May-2018.docx>

SCDA values diversity and we want our workforce to reflect the communities we serve. We aim to be an equal opportunities employer and welcome applications from all suitably qualified candidates regardless of their race, sex, disability, religion/belief, sexual orientation, or age. We would be grateful if you could complete our short equality and diversity monitoring questionnaire by clicking <http://sussexcommunity.org.uk/wp-content/uploads/2014/09/Equal-Ops-Monitoring-Form-2017.doc>

Thank you for the interest you have shown in SCDA.



**Messy play at Denton Island  
Community Nursery April 2021**

SCDA is a Registered Charity (1094905), and a company limited by guarantee registered in England (3387617). SCDA registered office is located at Denton Island Community Centre, Denton Island, Newhaven, East Sussex BN9 9BA.