

Welcome to Sussex Community Development Association - SCDA



Denton Island Community Centre – Head office Newhaven



Newhaven Youth Hub



Newhaven Community Festival



A summer volunteer celebration event





Young people's activity, mural painting for the Youth Hub

Finance Director

Recruitment Information Pack
September 2026

**SCDA - Supporting people and
communities to thrive.**

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A welcome message from Penny Shimmin, SCDA's Chief Executive

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

SCDA is an organisation which delivers a broad range of services to meet the needs of local people. Over the last twenty nine years of our operations we have successfully delivered Employability services to people furthest from the labour market; offered a range of Community Development & Health initiatives, projects and services; including youth & family inclusion activities; social enterprises; and offered Community Advice & Wellbeing focusing on welfare and access to advice; community navigation to support services; emergency and community food and affordable counselling provision.

It is an exciting time of development & growth at SCDA and we now want to recruit a Finance Director 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 as well as managing the day to day operations of the finance department.

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

SCDA currently has approx. 70 full and part time employees, 10 Trustees and approx. 475 volunteers. SCDA currently delivers contracts for East Sussex County Council and others both at national & local level.

For more information please visit www.sussexcommunity.org.uk and follow our projects on Facebook e.g. Community & Emergency Food & Food Partnership, 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 Finance Director role.

We look forward to hearing from you.



Penny Shimmin
Chief Executive

Strategy

Please use the link below to see our 2025-28 strategic vision

[Our Vision](#)

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 our Newhaven Community & Youth Hubs
- 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
- Community & Emergency food: development of Food Partnership, delivery of emergency food through Seahaven Food community supermarkets and community growing to address food sustainability and food poverty.

Employability:

- Supporting local people to find 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 Central & local 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 community navigation and by referral, 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 has undertaken research in the following areas to evaluate effective practice and impact:

- 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 research partners in to the effectiveness of asset based approaches in addressing health in areas of health inequalities.
- Tackling Loneliness & Social Isolation – Connecting People & Places
- Welfare benefits and money advice – analysis of needs and multiple issues in access to effective quality assured, free and impartial specialist advice.

Governance & Finance:

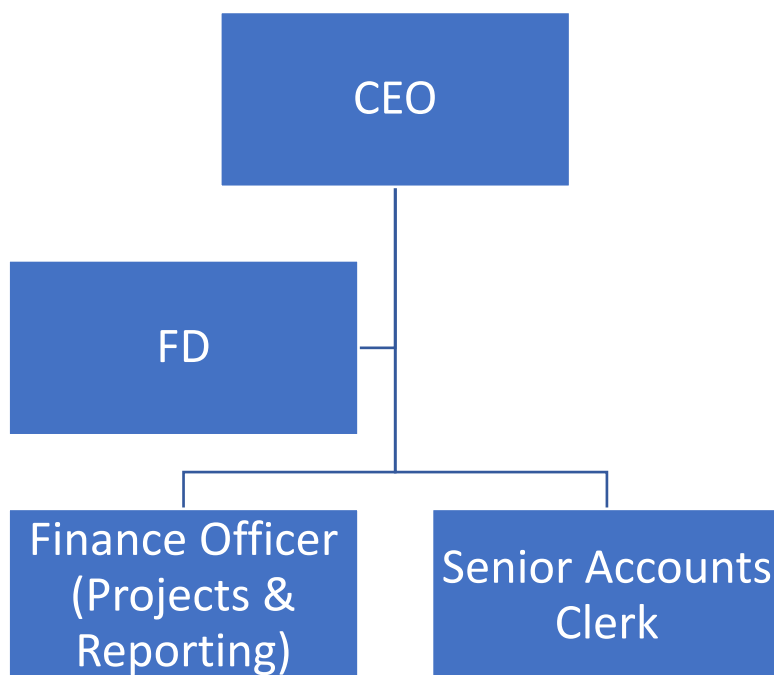
SCDA is a company limited by guarantee with charitable status and is chaired by Ed Wagstaff. Registered in 1997, it was volunteer run until 1999. Turnover in 2025/26 was circa £3.7 million.

Please see the following links for our latest Annual Report and Accounts 24/25:

<https://sussexcommunity.org.uk/wp-content/uploads/2026/01/LTDFINAL25-SCDA.pdf>

<https://sussexcommunity.org.uk/wp-content/uploads/2026/01/SCDA-LANDSCAPE-AR-8.pdf>

Organisational Structure:



This role combines strategic leadership with operational delivery, offering an opportunity to play a pivotal role in shaping the financial future of SCDA. The Finance Director will be a key partner to the Chief Executive and Board, ensuring the organisation remains financially strong, commercially aware and able to deliver meaningful impact within the community.

Job Description & Person Specification:

Job Description

Job title: Finance Director

Responsible to: Chief Executive Officer

Job purpose: To act as the Finance Director for SCDA, providing both strategic financial leadership and hands-on operational management. The post holder will lead financial strategy, governance and compliance, while also taking direct responsibility for the delivery of day-to-day financial management, reporting and controls. As a member of the Senior Management Team, the role will support decision-making, ensure financial sustainability and work closely with the Service Delivery teams and Board of Trustees. The role will also support the financial sustainability of SCDA's trading and social enterprise activities, bringing a balanced approach to commerciality and social value.

Salary range:	£65,000 pa (pro rata)
Location:	Newhaven, East Sussex
Full/part-time:	30 hours / 4 days per week

Role Overview: This is a hybrid, strategic and operational role suited to a senior finance professional who is comfortable operating at both levels. The Finance Director will act as a trusted advisor to the Board and SMT whilst also working closely with a small Finance Team to ensure the efficient and accurate delivery of finance activity. The role requires a hands-on, proactive approach with accountability for both financial leadership and operational execution.

Main Duties

Strategic Financial Leadership

- Provide broad strategic advice and input to the Chief Executive, SMT and Board of Trustees.
- Contribute to organisational strategy, ensuring long-term financial sustainability and resilience.
- Provide clear, insightful financial analysis to support decision-making.
- Support business development along with funding strategies and bids.
- Advise on reserves, investment and financial planning.
- Support development opportunities including property, borrowing and asset management.
- Act as a strategic partner across the organisation, ensuring financial considerations are embedded in planning and delivery.

Financial Control, Compliance & Risk

- Maintain, and update as necessary, robust financial controls and procedures.
- Ensure compliance with Charity Commission, Companies House and other regulatory requirements.
- Lead on the organisation's risk management framework and risk register.
- Lead on financial aspects of audit processes and statutory reporting.
- Ensure strong audit trails and documentation across financial processes.
- Provide assurance to the Chief Executive and Board on financial governance and controls.

Operational Financial & Project Reporting Management

- Take direct responsibility for the day-to-day running of the finance function.
- Lead the preparation of monthly management accounts, including meaningful variance analysis to form basis of Board report.

- Maintain cash flow forecasting and working capital management.
- Ensure timely and accurate invoicing, income collection and supplier payments.
- Oversee and support core finance processes, including:
 - Purchase and sales ledgers
 - Payroll coordination
 - Bank reconciliations
- Maintain and continuously improve financial systems (e.g. QuickBooks, payroll systems).
- Play an active role in year-end close and audit preparation.
- Ensure compliance with VAT, payroll, and statutory requirements.

Financial Management & Monitoring

- Work closely with Programme Managers to ensure effective budget management and cost control.
- Provide financial insight and challenge to support project delivery and performance.
- Ensure accurate and timely financial reporting to funders and stakeholders.
- Support managers across the organisation to improve financial understanding and accountability, including training where required.
- Monitor financial performance and identify risks, trends and opportunities.

Governance, Board Support & Legal

- Support the governance of the charity through engagement with the Board and its sub-committees.
- Prepare and present clear, accessible financial reports to the Board and Finance Sub-Committee.
- Translate financial data into strategic insight for non-financial stakeholders.
- Ensure all financial and legal documentation (contracts, grants, leases and legal agreements) is maintained and compliant.
- Ensure appropriate insurance arrangements are in place across all areas of the organisation and review annually.
- Support risk assessment and mitigation in relation to financial and operational activities.

Team Leadership & Collaboration

- Provide direct line management and day-to-day support to a small finance team of 2 staff.
- Work collaboratively with the Finance Team to prioritise workloads, review outputs and ensure high-quality delivery through the application of best practice and up-to-date technical skills.
- Maintain personal oversight of key financial outputs in a lean structure.

- Build financial capability within the team and across the wider organisation.
- Foster strong working relationships across departments.
- Contribute as an active and collaborative member of the SMT.

Person Specification

Essential qualifications & experience:

- Fully qualified accountant (CIPFA/CIMA/FCA/ACA/ACCA) or DChA (Diploma in Charity Accounting) with at least 5 years' experience.
- Wide and extensive experience in a senior finance role preferably in both charitable and commercial settings.
- Strong experience in budgeting, financial management and reporting.
- Experience of working in a hands-on role within a small or medium-sized organisation.
- Experience of managing people and delivering through a small team.
- Experience of operating at a senior level and contributing to organisational decision-making.
- Strong knowledge of Charities SORP and charity accounting requirements.

Skills and knowledge required:

- Ability to operate effectively at both strategic and operational levels.
- Excellent interpersonal and communication skills, both written and oral.
- Analytical, problem-solving and strategic thinking.
- Experience applying commercial thinking within a charity and social enterprise context.
- Ability to communicate complex financial issues to non-specialists.
- Strong organisational and prioritisation skills, often working to tight and multiple targets.
- Ability to support the bid writing team for business growth and development along with understanding of income-generating services and financial sustainability.
- Advanced Excel skills, with the ability to build and manipulate financial models, analyse data and produce clear and insightful reporting.
- Good general IT skills and experience with financial systems (e.g. QuickBooks, Sage payroll).

Personal attributes

- Collaborative and approachable leadership style.
- High level of integrity and accountability.
- Hands-on, pragmatic approach with attention to detail.
- Resilient and responsive in a dynamic environment.
- Strong commitment to SCDA's mission and values.

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 team in the first instance on 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: <https://sussexcommunity.org.uk/wp-content/uploads/2021/05/SCDA-Online-Application-Form-with-GDPR-statement.docx> and send to 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)

For information on how we manage applicant data, please see our Privacy Notice, <https://sussexcommunity.org.uk/wp-content/uploads/2021/05/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 <https://sussexcommunity.org.uk/wp-content/uploads/2021/05/Equal-Ops-Monitoring-Form-2017.doc>

Thank you for the interest you have shown in SCDA.



Messy play at Denton Island Community Nursery

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.