

A woman with dark curly hair, wearing a yellow top and a pink cardigan, is smiling and talking on a black corded phone. She is in a meeting room with wood-paneled walls. In the background, a man with a beard and a man in a black t-shirt with 'YHWH' on it are sitting at a desk with laptops and a multi-line office phone. The scene is brightly lit with a large circular light fixture visible at the top.

Appointment of Head of Finance

Youthscape



Youthscape

We are Christians passionate about seeing positive transformation for all young people.

We are building on a 25 year investment in one place to see real change in the lives of teenagers. We are part of a wider movement of churches and faith organisations working for the good of young people and believe that a renewed local church is key to a better future for teenagers of every background and belief.

At the heart of our work is Bute Mills, our pioneering Luton hub where we meet young people in schools, churches and the community. Research and innovation are core values as we seek to understand youth culture, enabling us to develop new resources and models of youth work and refine established approaches because a rapidly changing culture demands innovative thinking and practice.

We then share what works nationally through events, training, consultancy and resources. Our resources for youth work include our conference the National Youth Ministry Weekend; a weekly podcast; the Open Me series of devotionals for youth workers; a comprehensive annual programme of training and a range of innovative resources, all of which are available in the Youthscape store.

Our vision is to see the landscape change for every young person in the UK beginning with those in Luton. Ultimately we want to see all churches inspired and equipped with everything they need to see transformation in the lives of the young people in their community.

About us

Back in 1993, Youthscape started life as the Luton Churches Education Trust - a charity started and funded by the churches in Luton, working together to serve teenagers across the town. Since then we have grown into a national hub for youth work resources, events and training while continuing to serve the young people here in Luton.

Youthscape is an exciting, dynamic organisation, constantly undertaking new projects and developing new models and resources.

We are seeking a Head of Finance who is familiar with charity SORP requirements and who thrives in a fast paced organisation and is able to adapt to the changing needs of the organisation.



Why work at Youthscape?

PASSION

Whether we're cleaning, mentoring, working in drop-in, creating new resources, planning events, looking after the finances, posting orders to customers, training youth workers, filing, delivering sessions in schools or fundraising, young people and their wellbeing are at the heart of everything we do.



FAITH

The team meet every Monday morning to pray and focus on God at the start of the week, followed by breakfast together. We also go on a 48 hour retreat three times a year as a great chance to get away together for teaching, prayer, worship and to get to know each other.

PACKAGE

Our team work in a state of the art office in Luton town centre with free car parking. They enjoy 25 days of holiday per year, plus bank holidays. We also operate an employer's contributory pension scheme for all staff and a sixteen week sick pay policy.



OPPORTUNITIES

Staff have opportunities to get involved with wider ministry, including the National Youth Ministry Weekend, representing us at festivals and exhibitions, and the innovation process for new resources. Team are also encouraged to volunteer at drop-in or as a mentor.



Role description:

Head of Finance

Key responsibilities and tasks

1. To manage the day to day operations of the finance function.

- Overseeing accounts payable, accounts receivable and cash handling and processes
- To ensure accuracy of the general ledger and ensure financial controls are adhered to
- To review the bank reconciliation
- To oversee payroll and ensure all HMRC and pension requirements are fulfilled
- To submit gift aid claims
- To review stock levels, ensuring stock is counted each half year and orders placed in a timely manner

2. To deliver Youthscape's monthly and quarterly management accounts.

- To produce accurate and timely monthly sales reports, management accounts, including variance analysis and cash reporting. Preparing reconciliations as required
- To review monthly the financial position with all budget holders
- To prepare quarterly board reports

3. To undertake financial planning.

- To prepare, with the budget holders an annual budget for Youthscape
- To prepare regular forecasts as dictated by the organisation's needs
- To prepare regular cash forecasting

4. To deliver Youthscape's statutory commitments.

- To prepare statutory accounts that are compliant with FRS 102 and the SORP
- To prepare tax returns as requested
- To monitor Youthscape's VAT position and register and prepare VAT returns when threshold is met
- Submit annual returns to Charities Commission and Companies House
- Ensure all company information such as trustee appointments etc are filed with Charities Commission and Companies House in a timely manner
- Ensure fixed asset registers are maintained and depreciation schedules are up-to-date
- To organise and lead on the external annual audit

5. To assist with grant applications and reports

- To prepare financials for grant applications
- Monitor grant spend
- To prepare financials for grant reporting
- Ensure grant reports are submitted on time

6. To fulfil wider responsibilities as a member of Youthscape.

- To participate, as required, in meetings, training and development, and staff activities within Youthscape, including our weekly chapels on Mondays at 9am and attendance at three 48-hour retreats each year
- To participate in Youthscape collaborative work, as required
- To carry out any other reasonable tasks as required by your line manager



Essential knowledge, skills & experience

The appointed candidate will ideally have:

- A relevant accounting qualification such as ACA, ACCA, CIMA, CIPFA or equivalent
- High level of technical skills including knowledge of FRS102 and the Charity SORP.
- 3 years+ experience of management accounting, budgeting, forecasting and the preparation of statutory accounts.
- Experience within the not for profit sector
- Highly numerate with excellent analytical skills.
- Good interpersonal and presentation skills and ability to communicate effectively with Finance and Non-Finance staff, both internally and externally.
- Ability to self-manage, work methodically and with good attention to detail
- A passion for youth work and young people is also desirable

Values and ethos

- Essential to the role is a commitment to the ethos of Youthscape. There is an occupational requirement for Youthscape to employ a committed Christian to this role.

Conditions of Employment



Location:	Bute Mills, Luton
Salary:	From £40,000 pro rata
Hours:	28 hours per week
Holiday:	5 weeks + bank holidays pro rata
Probation:	6 months
Termination:	3 months by either party

Completed application form to be sent to karen.hornett@youthscape.co.uk

Appointments will be subject to candidates providing references, a satisfactory DBS and proof of eligibility to work in the UK.