

sia spinal injuries association
for life after spinal cord injury



SPINAL INJURIES ASSOCIATION

Finance & Operations Manager

Dear candidate,

Thank you for your interest in joining this special charity with its vital role and unique culture. I hope that you find the following information useful in supporting your decision to apply.

The Spinal Injuries Association is committed to a singular vision: a fulfilled life for everyone affected by spinal cord injury. Everyone has a right to live a fulfilled life and that means the life they choose, a life that has the same opportunities as everyone else. Our work in campaigning, education and support is based on the personal experiences of our members.

We're the leading national charity supporting individuals who sustain damage to the spinal cord resulting in paralysis. We are a dedicated organisation providing high-impact, quality services for spinal cord injured people and their families.

Being a user-led organisation is important to us; as well as our 13,000 members and growing, just under half of our staff and 90% of our trustees live with spinal cord injury.

You'll be joining the charity at a pivotal time in our development journey. Our passionate team are driving forward ambitious plans to be a true Association for all, to build on our success and achieve greater impact, and this newly re-developed senior leadership post will play a critical role in achieving our ambitions. We hope that the role inspires you and look forward to receiving your application.

[WATCH VIDEO](#)



Nik Hartley OBE
CEO, Spinal Injuries Association

About us

We're the expert voice and leading source of information and advice for people affected by spinal cord injury (SCI). For over 45 years, we've been supporting spinal cord injured people and representing the wider SCI community to government and other decision-makers. Our work in campaigning, education and support is based on the personal experiences of our members.

Our membership continues to grow, and we represent more than 13,000 people.

Our belief is that everyone has a right to live a fulfilled life and that means the life they choose, a life that has the same opportunities as everyone else's. These beliefs have informed the development of our strategic plan: [SIA Website](#), [SIA Strategic Plan](#), [Annual Report 2019/20](#), [FORWARD June Issue](#), and [SIA YouTube](#).

SIA's vision is a fulfilled life for everyone affected by spinal cord injury. SIA's purpose is to support all those affected by spinal cord injury by advising, educating and campaigning on their behalf.

In the past two years we have been redoubling our efforts, through an exciting new framework that has the potential to make this vision a real possibility, by developing an Association model that can:

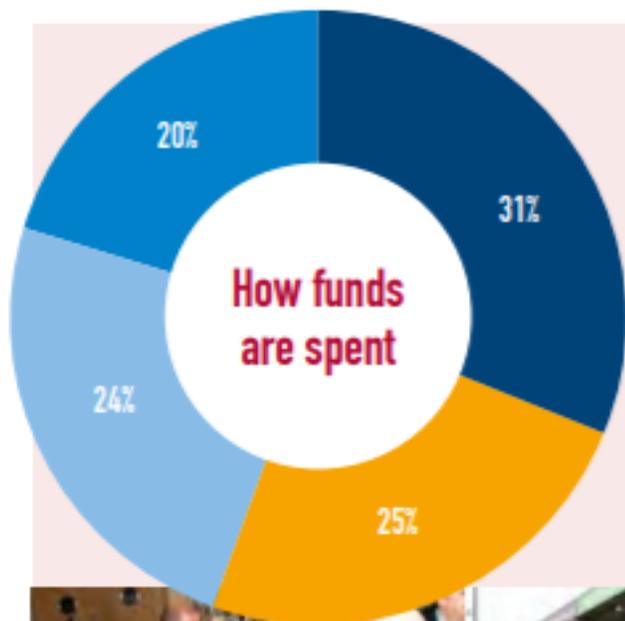
- Serve the immediate and long-term needs of all people affected by a spinal cord injury
- Challenge all the barriers to accessing quality services and the means to achieving a fulfilled life. We have therefore committed to expand, diversify and be an Association not just of individuals but of organisations.

To achieve this, we have begun to build a support-network of trusted partners in each region and on-line, available to everyone affected by a spinal cord injury

We have been shifting our modus operandi from a 'delivery-at' approach, to one based on engagement, enabling and network building in all our services, in all our advocacy, and in all our digital communications channels.

WHAT WE DO

with our money

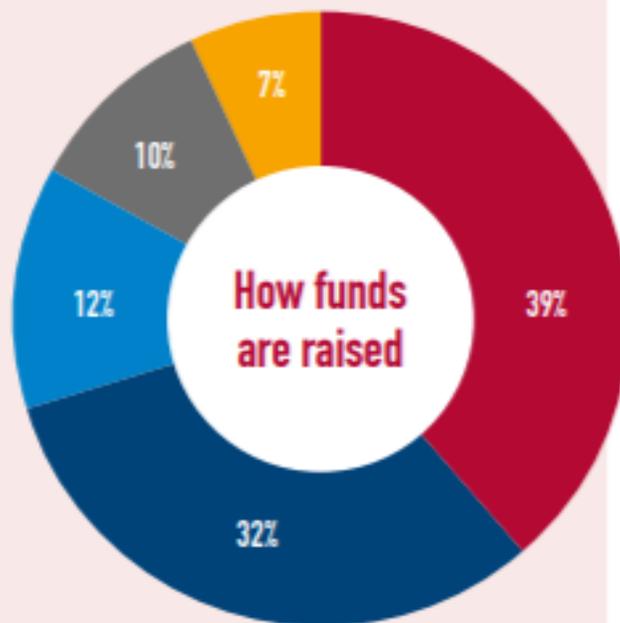


• Support Network	£690,705
• Information and Advice	£445,482
• Advocacy and Representation	£529,554
• Cost of raising funds	£539,167
	£2,204,908



75% of our expenditure was directly related to our programmatic work.

• Donations & Legacies	£1,181,338
• Grants	£375,756
• Sponsorships & Corporate Membership	£293,125
• Education, Training, Publications	£195,044
• Other income incl. fundraising events and our social enterprise	£953,008
	£2,998,271



The role

As an ambitious and expanding national charity, we are determined to demonstrate value for money in all we do and achieve in our work alongside the 50,000 people living with spinal cord injury across the UK. As our new Finance and Operations Manager, you'll support the effective financial and operations management of the charity – a vital role in helping people paralysed by a spinal cord injury rebuild their lives during their rehabilitation and whenever they need us.

In a position of influence, you will lead by example providing clear specialist advice to both financial and non-financial members of staff. Working with the Head of Finance and Operations, and with two direct reports, you will prepare monthly and annual accounts and ensure that appropriate financial controls are in place and all legislative and statutory requirements are met.

You will also oversee contract management, our own sustainable building SIA House, IT and provide governance support. You will be part of SIA's broader management team, where you will provide management information, helping to make sound business decisions that improve the lives of SCI people.

You will hold an accountancy qualification and have experience across a broad range of accounting practices, including finance business partnering, payroll and partial VAT, ideally within the charity/not for profit sector.

With previous management experience you will lead, motivate and develop your team and work cross-organisationally drive development and delivery of our goals and objectives.

Role Requirements & Person Specification

Job Title:	Finance and Operations Manager
Reporting to:	Head of Finance and Operations
Contract Term:	Permanent
Location:	Based at SIA House, Milton Keynes <i>(flexible & hybrid arrangements considered)</i>
Salary:	£35,000 per annum
Hours:	37.5 hours

Role Requirements

This post is a pivotal role within the Finance and Operations Team. You will be working collaboratively across the organisation to ensure delivery of a proactive and professional service ensuring finance deadlines, legislative and statutory requirements are met. You will ensure the effective management of financial and operational resources and deputise for the Head of Finance & Operations.

Management of SIA's finances (including SIA's trading subsidiary SIA Enterprises) will be paramount, including management reporting and analysis, budgeting/forecasting, preparation of year end accounts and overseeing the annual audit.

You will supervise financial processing, including preparation of payments and payroll. You will play a key role in ensuring that SIA has in place a strong finance function, systems, processes and controls.

Duties and Responsibilities

- Manage the charity's finances, oversee the production of monthly management accounts to agreed deadlines, investigating key variances and providing commentary on key areas. Provide management information in a way which enables action and imparts financial awareness to budget holders.
- Act as the main point of contact for the appointed auditor, work with the Head of Finance and Operations on developing and producing individual and consolidated year end accounts.
- Ensure appropriate financial controls operate within the organisation, reviewing and improving systems and processes to ensure compliance and driving efficiencies in all aspects of day to day finance operations.
- Support the budgeting and forecasting processes, working closely with budget holders to review performance against budget.
- Managing SIA's cash flow, preparing a monthly cash forecast and management of cash levels to maximise benefit for the organisation.
- Ensure monthly reconciliations of the Balance sheet and address any queries.
- Responsible for ensuring accurate processing of monthly payroll (done by an outsourced supplier) and VAT returns (partial exemption).
- Manage and develop direct report to enable them to fulfil their roles to their full potential.
- Provide support, advice, guidance and financial training to non-finance colleagues to enable them to proactively manage financial resources and performance in their areas.

- As part of the SIA's Management Team, pro-actively and constructively participate and contribute to appropriate project groups and lead on cross-departmental operational projects.
- Support the development of a Full Cost Recovery (FCR) model and work alongside Investment and Partnerships colleagues on building proposals.
- Participate in the new CRM implementation project.
- Continually develop and be responsible for finance policies that reflect organisational values and comply with legal and statutory requirements.
- Provide support in all governance-related matters.
- Be responsible and oversee matters of Health and Safety and Data Protection, and ensure that robust policies and protocols are in place to ensure compliance across the organisation. Act as the Charity's Designated Officer for issues arising in relation to complaints, Data Protection, safeguarding and Health & Safety, ensuring these are appropriately recorded and resolved and are reported in line with procedures set down in the relevant policy documents.
- Manage the efficient running, maintenance and security of SIA's premises and grounds, organising appropriate insurance, cyclical review of supplier contracts in line with our Procurement Policy, ensuring best value for money.
- Maintain the organisation's Business Continuity Plan and ensure this receives appropriate sign-off from senior management and/or trustees as and when required.
- Participating in internal and Trustee meetings, as required.
- Actively contribute to the team and organisational planning, positively engaging in the achievement of Goals and Objectives and ultimately the delivery of SIA's strategy.

Reporting and Management

- Undertake line management, supervision and annual performance appraisal of the Finance and Operations support staff and engage in same with the Head of Finance & Operations.
- Undertake continuous personal development as discussed and agreed with the line manager and be responsible for personal learning and development of those managed by this post.
- Undertake any other tasks, duties or projects that may arise from time to time which are commensurate with the general level of this post and as directed by the CEO/Head of Finance & Operations.

Salary, hours and benefits

- Salary: £35,000 per annum
- Hours: 37.5 per week. Flexible and hybrid working arrangements will be considered.
- 25 days leave per annum plus paid Bank Holidays (increasing to 28 days after three years and to 30 days after five years of service)
- Access to Group Pension scheme (6% employer contribution)
- Access to Group Life Assurance scheme on commencement of employment
- Free car parking

Person Specification		
Job Title:		
FINANCE AND OPERATIONS MANAGER		
Knowledge & Experience	Essential	Desirable
Hold or be actively studying towards completing an accountancy qualification (AAT, ACCA, CIMA, etc.).	X	
Demonstrable experience of having successfully managed the finances function of an SME	X	
Working within the charity sector, knowledge of SORP	X	
Development of financial systems and controls, particularly utilising digital techniques, with an interest in using technology to streamline services	X	
Experience of Microsoft Business Central finance system		X
Experience of preparing monthly management accounts	X	
Experience of payroll and relevant statutory knowledge	X	
Intermediate Microsoft Excel skills (vlookups, pivot tables, etc.).	X	
Knowledge of charity CRM systems		X
Drive to play a leading finance business partnering role	X	
Substantial experience of reporting with a drive to make improvements	X	
Familiarity with charity finance, contracts, IT, compliance, legislation and best practice	X	
Ability to apply knowledge to other systems and databases		X
Skills		
Effective communications skills (presentational, written and verbal) and ability to explain technical issues clearly in documents and directly to users.	X	
Excellent problem solving skills and ability to think algorithmically.	X	
Strong project management skills and ability to lead and complete projects within agreed timescales.	X	
Ability to manage relationships with third parties in order to meet project objectives.	X	
Excellent organisational capabilities and ability to prioritise workload.	X	
Highly motivated, flexible and able to work on own initiative and as part of a team.	X	
General		
Educated to degree level or equivalent qualification/work experience in a relevant area		X
Proactive and a doer. A successful and effective negotiator and facilitator with a flexible style and approach to different people and partners	X	
Understanding of and a commitment to equal opportunities and inclusion	X	
The highest standards of personal conduct, probity, credibility, honesty and integrity that engage and inspire trust and confidence.	X	
Commitment to the third sector role in service delivery as a transformational force	X	

SIA Information

Senior Leadership Team



Nik Hartley OBE
chief executive



Svetla Stallwood
head of finance
and operation



Anna Saunders
head of
investments
and partnerships



Kathryn Hill
interim director of
programmes



Jamie Rhind
head of services



Dan Burden
head of advocacy
and campaigns

Our Finance and Operations Manager will play a critical role reporting to the Head of Finance and Operations

Terms of Employment

This is a permanent, full time position.

- Annual Leave: 25 days annual leave per leave year increasing to 28 days after three years' service and to 30 days after five years' service.
- Access to Group Pension scheme (6% employer contribution)
- Access to Group Life Assurance scheme on commencement of employment and Employee Assistance
- Free car parking (when office-based)
- Flexible working arrangements from office / home-based

The Spinal Injuries Association (SIA) is committed to eliminating unlawful discrimination and promoting equality and diversity in its own policies, practices and procedures and in those areas in which it has influence.

Appointment Process

For a confidential conversation about this role, please contact Head of Operations and Finance, Svetla Stallwood at s.stallwood@spinal.co.uk.

In order to apply please click [here](#) where you can upload a copy of your CV, cover letter and Equalities and Diversity Monitoring Form.

Timeline

- Closing date for applications: 5pm 6th August
- Interviews: w/c 17th/18th August
- 2nd Interviews: 24th/25th August 2021