



# Recruitment Pack

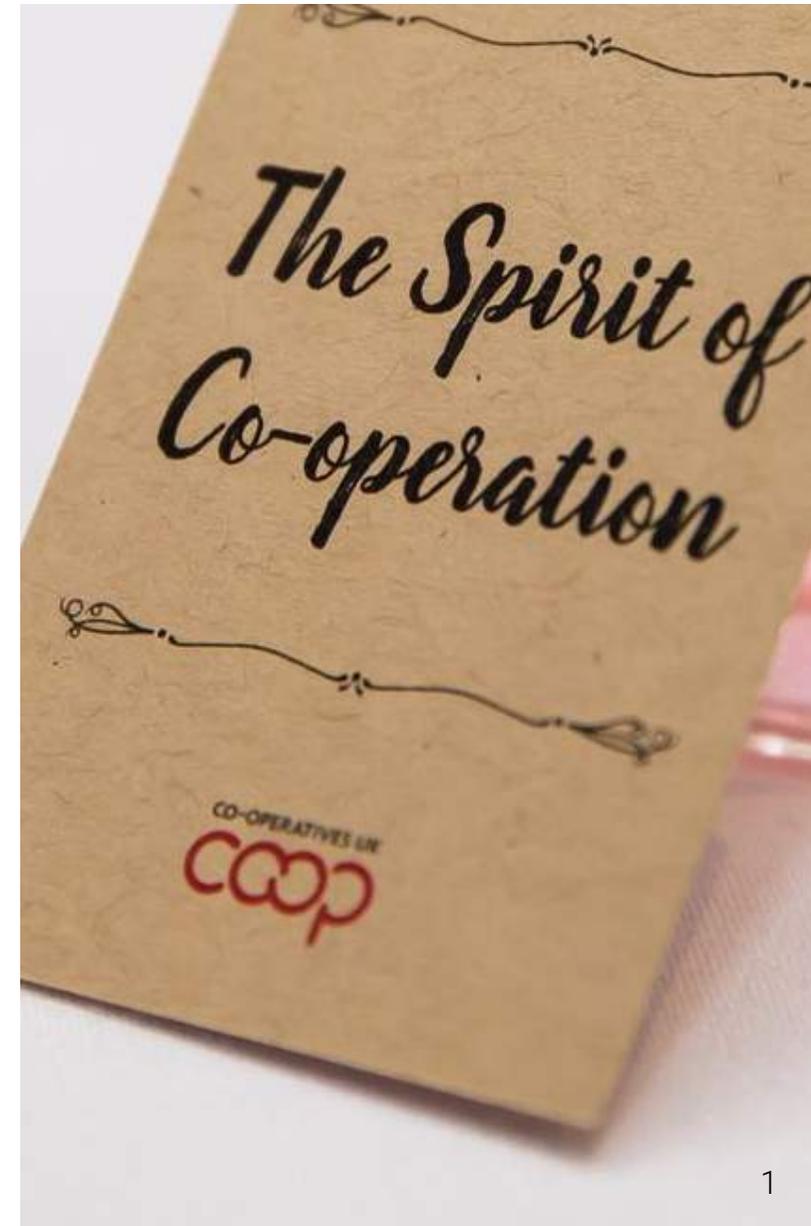
**Head of Finance**

**Co-operatives UK**

May 2021

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# Role summary

- 1 **CONTRACT | 12 month fixed term**
- 2 **HOURS | 35 hours per week, with flexible working**
- 3 **LOCATION | Manchester with occasional travel**
- 4 **SALARY | £58,523**
- 5 **LINE MANAGEMENT | Responsible for a team of two**



The logo features the number '150' in a large, black, sans-serif font with a white speckled texture. To the right of the '0' are several yellow and red stars of varying sizes, some with motion lines. Below the '150' are the words 'YEARS' and 'TOGETHER' in a bold, red, sans-serif font, stacked vertically.

**150**  
**YEARS**  
**TOGETHER**

## What makes Co-operatives UK a great place to work?

**We put our people at the heart of everything we do.**

Fueled by the passion of the co-op values, principles and culture, we are thriving. Our 150 year legacy drives innovation and collaboration.

We believe that creativity and freedom build a culture that is founded on trust. We work hard to ensure that we can all work effectively and co-operatively.

We support each other, taking time to listen so that we can bring the best version of ourselves to work.

Work with us, and discover that co-operatives offer a better way of doing business.

## Employee benefits

We offer a range of benefits to support you.

Our strong beliefs and co-operative principles shape the way we think work should be.

## Wellbeing

Everyone working at Co-operatives UK has access to an employee assistance programme provided by Bupa. This is available to you, your partner and any dependents over the age of 16 who currently live with you. It's free to use and completely confidential. We also have a number of colleagues trained to offer mental health first aid support.



## Fancy a brew?

We know the importance of a cuppa. You will always find plenty of complimentary refreshments in our kitchen

## Travel

If you use public transport to get to work you'll know how expensive it can be. For an easy way to spread the cost of a season ticket over the year, you can set up an interest-free travel loan.

Drive to work? Save money with an NCP car park pass. Enjoy unlimited parking at NCP Printworks with a 25% discount on the normal rate!

## A different way to save

Join the Co-operative credit union. Save from as little as £2.50 per week and access low-cost loans with free life cover.

## Learn and grow

Stretch your skills and learn new ones. Learn from great people and direct your own development.

We are committed to inspiring your personal growth and professional development.

## We are flexible

The 9-5 doesn't work for everyone!

Co-operatives UK will help to find a working pattern that works for you.

It's not all about the office either. Digital working means working from home is an option.

## Pension

The Co-operatives UK Defined Contribution Pension Scheme is a savings plan that's designed to help you build up a pension pot.

As a minimum you save 3% of your pay and we will contribute 5%. It is up to you how much to save but the total combined contributions can reach 23%



## Policies

Our policies are there for you! Designed to support you and your family. If you want to see them before you start just ask.

## Coaching

Coaching provides a development focus and structure to your relationship with your line manager. Coaching is a way of having conversations that are safe, supportive and challenging. It can be a thought-provoking and creative process and will help you to maximise your personal and professional potential.

We believe in coaching and have a pool of trained internal coaches ready to work with you.

## Eye tests

Look after your eyes with free eye tests. You book and attend a test, Co-operatives UK pays. It's as simple as that.

## Bike to work

We are committed to the environment and want to support you to embrace a carbon-neutral future.

We can purchase a bike and equipment and lease it back to you.



## Trade union

We believe in the power of working together. Joining our recognised trade union, SATA, means that you will be part of the principal union that negotiates for all grades of staff in the service sector of the economy

# Our values

## **Equity**

We treat each other with fairness and respect

## **Honesty**

We are open and honest

## **Self-responsibility**

We are empowered to get things done

## **Solidarity**

We stand together



## Co-ops for all

Our aim is to become a truly inclusive organisation with a workforce as diverse as the co-ops we serve.

We are an equal opportunities employer and we treat all job applicants equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic.

We particularly encourage applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates, and applications from LGB and Trans and non binary candidates as they are under-represented within our organisation and sector.

We are members of Mindful Employers, Living Wage Employers and a Disability Confident Employer and are committed to improving employment opportunities for ethnic minorities across the UK.

## Role details

**The Head of Finance is a key member of the management team, helping to collectively lead our organisation. You will have a wealth of expertise in financial planning and control, superb interpersonal skills, experience of leading a team and a passion for all things finance.**

The Head of Finance plays a key role in ensuring that the financial management for Co-operatives UK is aligned to our strategic direction. You will develop and present papers to the board and management team that assist with forward planning and strategic decision making. It's crucial that everyone is able to contribute fully to these discussions and so it will be vital that you demonstrate sound financial sense and an ability to present technical papers in layman's terms.

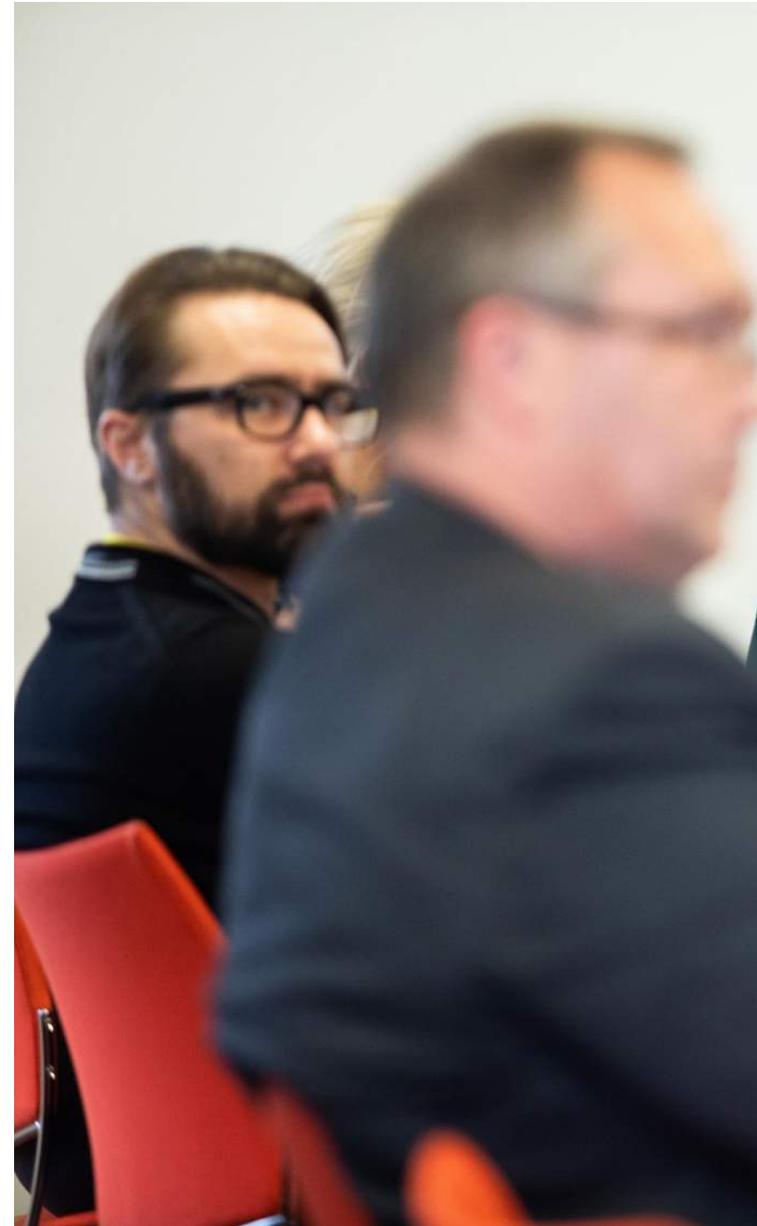
You will lead our small team of finance professionals to ensure that the day to day financial management of the organisation runs seamlessly, with all statutory and other reporting obligations met and our routine financial processes running smoothly.



## Key activities

### Oversee and manage all financial reporting requirements:

- Overseeing and approving the production and distribution of a variety of financial reporting statements, including:
  - Statutory and management accounts
  - Budget summaries
  - Project summary reports and statements
  - Purchase and sales ledgers
  - Operational KPI reporting
- Supporting the audit to ensure a smooth process and maintaining a positive relationship with our external auditor and the Audit and Risk Committee.



# Key activities

## Ensure the smooth-running of Co-operatives UK's internal financial processes:

- Ensuring payroll is processed accurately and on time
- Maintaining all membership subscription records and processes, to ensure our subscription income is managed and processed efficiently
- Overseeing our credit control and payment processing systems
- Developing and implementing new systems and processes as appropriate to ensure the smooth-running of our finances
- Administering the finances of our central Manchester property, including overseeing the financial aspects of the tenant schedule and managing the maintenance and repairs budget



## Key activities

### Supporting the development and maintenance of our financial strategy:

- Preparing and presenting technical and strategic papers and reports to the Board and its subcommittees, making recommendations as appropriate.
- Preparing and presenting organisational budgets and forecasts to support strategic decision making.
- Providing expert advice and support around social investment opportunities and working with colleagues to manage our community shares portfolio
- Setting, agreeing and monitoring organisation-wide policies, plans and budgets

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# About you | Essential criteria

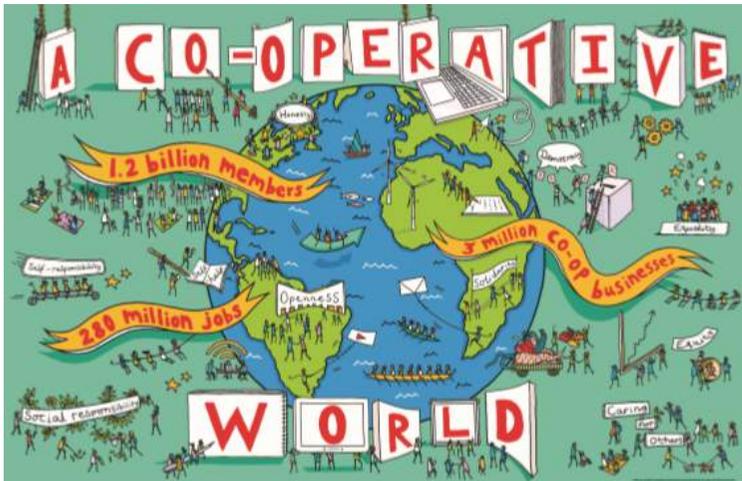
## Knowledge and experience

- In possession of a recognised bookkeeping or accounting qualification, or qualified by experience
- An understanding of the role and requirements of Boards, and an ability to prepare and present Board papers to a high standard.
- Ability to demonstrate leadership in the forecasting and budgeting processes.

## Technical skills

- Skilled at using a computerised accountancy package with a high degree of accuracy
- Excellent financial management skills, with experience of running financial systems.
- Strong communication (written and verbal) and interpersonal skills, with the ability to explain technical concepts to non-specialists.
- Highly IT literate, with an ability to learn new software quickly.

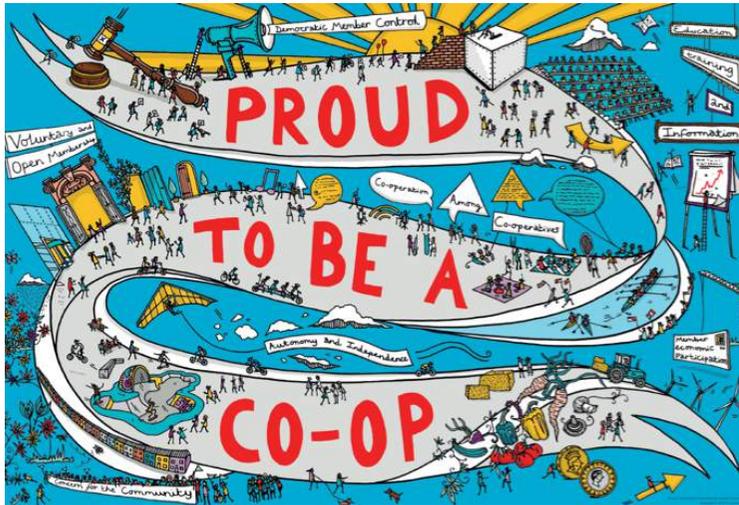
# About you | Essential criteria



## Values and behaviours

- Experience of managing a team to deliver day to day finance activities.
- Track record of working with and influencing colleagues at all levels of an organisation, including the Board.
- Discreet and able to respect confidentiality on sensitive issues.
- Committed to co-operative values and principles.

# About you | Desirable criteria



- Experience in a senior finance role within a co-operative organisation.
- An understanding of the financial obligations of co-operatives and community benefit societies registered with the FCA.
- Experience working with social investment opportunities and their accounting requirements.
- Experience of working with withdrawable share capital (community shares) and its accounting requirements.
- Experience of developing financial strategies and operating models to meet changing organisational needs.
- Experience of working with Salesforce/Accounting Seed

# How to apply

Please complete the [Application Form](#) via the online facility on our website.

 [www.uk.coop/careers](http://www.uk.coop/careers)

**Application window closes Wednesday 16<sup>th</sup> June, midnight**

Initial interviews will be in Manchester and offered on or around **24<sup>th</sup> June 2021**

Direct any queries to:

 [recruitment@uk.coop](mailto:recruitment@uk.coop)

Please note, any CVs sent directly to this email will not be considered.

