



**Application Pack:
Head of Finance**

Part time, 4 days pw



**PETER JONES
FOUNDATION**



WELCOME FROM OUR FOUNDER

Dear Applicant,

This role will be enormously rewarding and a great opportunity to make a real impact within the Peter Jones Foundation (PJF). The successful candidate will be the lead on all aspects of the Foundation's finance, working closely with the MD, Head of Programmes and Head of Partnerships.

PJF exists to improve the socio-economic outcomes for young people and under-represented groups by equipping them with enterprise skills that will improve their life chances, whatever path they choose. We continue to enjoy great progress year on year. We are committed to supporting young people to set up and run a business whilst in education to supporting the delivery of enterprise and entrepreneurship qualifications and to being a key player in the start-up/scale-up landscape. As Head of Finance, you will play a critical role in the day to day operations of the charity and input into our strategic thinking to ensure we meet our mission in a sustainable way.

This is an exciting opportunity for a focussed finance professional, with an eye for detail as well as the ability to see the bigger picture. If this sounds exciting and you want to work with a dedicated team and committed Board of Trustees to inspire and support young people, then we want to hear from you.

Yours sincerely,

Peter Jones CBE

Founder and Chairman, Peter Jones Foundation





OUR ORGANISATION

The Peter Jones Foundation was founded in 2005 by successful entrepreneur and star of Dragons' Den, Peter Jones CBE. We believe that with the right mix of support and opportunity, every young person has the potential to achieve great things and the right to a brighter future. We run a range of successful programmes that support young people from primary through to further education here in the UK and increasingly around the world.

To achieve our aims, we support some of the most disadvantaged young people to improve their lives through our programmes including our national enterprise competition, Tycoon and our flagship, Peter Jones Enterprise Academy provision.

Graduates from our courses have access to our Enterprise Alumni programme, that links students to a broader network and exclusive suite of resources. Through this scheme, we are working to offer all our graduates support into work, to start a business or an offer of a place at university. Ultimately, the Foundation encourages, educates and empowers the entrepreneurs and business leaders of tomorrow.





OUR VALUES

Value		What this means for PJF		
		Ourselves	Our Beneficiaries	Our Partners
Collaborative	<i>Two heads are better than one</i>	<p>Championing the benefits of teamwork and collaboration.</p> <p>Sharing knowledge and best practice. Seeking out, listening to and acting on feedback.</p>	<p>Seeking out, listening to and acting on feedback</p>	<p>Nurturing meaningful and collaborative partnerships</p>
Enterprising	<i>There's no such thing as no chance</i>	<p>Having an enterprising mindset. Constantly think about how to do things better.</p> <p>Focusing on the sustainability of our organisation.</p>	<p>Believing and demonstrating that an enterprising mindset will help you to help yourself.</p> <p>Showing thought-leadership and innovation in our field.</p>	<p>Anticipating change and being proactive</p>
Accountable	<i>We don't hire smart people to tell them what to do</i>	<p>Being results-orientated. Being autonomous.</p>	<p>Being impact-orientated</p>	<p>Finding where our mission and our partners' needs meet</p>
Empowering	<i>We try to be the change we want to see in the world</i>	<p>Supporting one another and celebrating achievement.</p> <p>Championing professional development.</p>	<p>Being leaders at positively impacting young people's lives</p>	<p>Driving ambassadorship for enterprise</p>
Inclusive	<i>A lot of different flowers make a bouquet</i>	<p>Being respectful and considerate in all we do</p>	<p>Supporting those at disadvantage and championing diversity</p>	<p>Being open-minded to working with anyone who shares our mission and values</p>



THE ROLE

Title
<p>Head of Finance</p> <ul style="list-style-type: none">• Part time, 4 days per week• Minimum 1 day per week in office
Purpose of the Role
<p>The Head of Finance role is a broad and varied role and is integral to the operations of the Foundation. The Head of Finance ensures sound financial control, financial reporting and compliance with relevant statutory regulations. The role works closely with the Managing Director and other 'Heads Of' as well as the Board of Trustees.</p>
Key Responsibilities
<p>Accounting:</p> <ul style="list-style-type: none">• Maintain all day to day accounting records with a high degree of accuracy for 2 Entities• Accurately code and post supplier invoices• Post all bank receipts and payments and reconcile all bank accounts on a monthly basis• Prepare invoices to schools and for all Events and ensure prompt receipt of payment• Prepare and post all other journals as appropriate• Oversee staff expenses and ensure prompt payment• Upload supplier payments to bank and obtain necessary approvals <p>Payroll:</p> <ul style="list-style-type: none">• Prepare monthly payroll to be sent to payroll bureau• Reconcile payroll to prior month, explain any variances and update analysis schedules• Prepare and upload bank payments to employees• Submit pension payments and ensure payments made in a timely manner• Prepare payments to HMRC• Set up new employees on the HR Management system and ensure holidays are correctly recorded and accrued holiday correctly accounted for <p>Reporting:</p> <ul style="list-style-type: none">• Prepare monthly management accounts ensuring all balance sheet accounts are reconciled• Prepare Finance reports for Board of Trustees• Prepare Cash flow forecast and monitor closely <p>Audit:</p> <ul style="list-style-type: none">• Manage relationship with Auditors• Prepare all audit schedules and backup as requested• Prepare consolidated financial statements and all associated disclosure notes• Prepare Financial aspects of the Annual Report and work closely with Marketing to ensure timely sign off of Annual Report <p>Budgets:</p> <ul style="list-style-type: none">• Work closely with MD to prepare annual budget• Report of variances to Budget; work with budget holders to ensure budgets are adhered to <p>Statutory:</p> <ul style="list-style-type: none">• Responsible for all necessary filings at Companies House and Charities Commission



VAT:

- Code all supplier invoices ensuring VAT coding is accurate
- Code all customer invoices ensuring VAT coding is accurate. Ensure Events prizes are correctly coded
- Prepare Quarterly VAT Return ensuring partial exemption calculation is accurate
- Submit VAT in a timely manner

Other:

- Review financial controls and ensure controls are fit for purpose
- Lead Finances at Fundraising Events and ensure all income and expenditure is accurately accounted for
- Review suppliers periodically to ensure value for money
- Work with insurers on annual basis to ensure correct insurance cover is in place

Experience and Skills

Required

- ACA or ACCA fully qualified
- Proficiency in using the Microsoft packages, including Word, PowerPoint, Outlook and in particular, strong Excel skills
- Prior use of Sage Accounting Software
- Recent experience of being the sole Finance person within an organisation
- Proven experience of overseeing audits and preparation of audited financial statements
- Ability to present at Board of Trustees meetings
- An understanding of Partial VAT Exemption calculations
- Demonstrate a high degree of integrity

Desirable

- Experience in Charities Finance and an understanding of Restricted Funds

Reporting to

Managing Director

Location

Based from our London offices (Finsbury Park), minimum of 1 day per week. Remote working on other days.

Package

Salary: £50,000 (pro-rata)

Excellent benefits including: flexible working, company pension and generous holiday.



RECRUITMENT PROCESS

To apply in confidence to become Head of Finance at the Peter Jones Foundation please forward your CV, with a supporting cover letter that ensures your application fully addresses the requirements for the role, in no more than two pages.

You should give the names, positions, organisations and telephone contact numbers of two referees, relevant to this role.

References will only be taken once your express permission has been granted. We would also be grateful if you could let us know if you will require any special provision as a result of a disability should you be called for interview.

Finally, please ensure that you have included relevant telephone numbers for us to contact you on, as well as any dates when you will not be available for an interview.

Applications should be submitted via email to the below address no later than midnight on Monday 16th January 2023. Applications will be reviewed as they come in and we may conduct interviews before the end of the recruitment period. However, we expect to follow the timetable outlined below:

16 th January 2023	Closing date for applications
By 27 th January 2023	Interviews (although we appreciate holidays may be an issue and will be flexible for strong candidates)

Please submit your application to: careers@pjfoundation.org with the subject title '[Your Name], Head of Finance'.

Information on other job opportunities at the Foundation can be found at: www.peterjonesfoundation.org/about-us/careers.