



What we are looking for

Watford Mencap is one of the largest Mencap societies in the UK with a long-established history of providing high quality social care services to people with learning disabilities and their families in South West Herts. We are a registered charity founded in 1951 with a trustee body, the Council of Management. Whilst we are affiliated to national Mencap, we are independent and self-funding.

Over the past 7 years the organisation has increased its annual turnover by £1 million to £2.2 million by developing a range of creative and innovative new services for people with learning disabilities and their families whilst also remodelling existing provision to offer more personalised support to local people. We currently employ 120 staff and have over 140 volunteers.

The organisation is currently repositioning itself to respond to personal budgets and the launch of the Herts emarketplace. At the same time the charity is having to meet the challenge of County Council funding cuts and a much more competitive fundraising environment.

This role will strengthen our current senior management team and provide additional resources to drive and implement internal systems change.

A key focus to the post will be to implement new systems which will bring about reductions in cost and will include: reviewing our current infrastructure, making recommendations for change and then being an integral part of the team that implements and embeds these changes.

You will line manage the current part time internal services and finance managers and work closely with a long standing HR consultant to implement change, which will ensure that the organisations infrastructure runs smoothly and in the most efficient and cost effective way.

You will be working in a small team of largely part time workers and will need to lead, coach and support them to embrace any new systems that you introduce.

A sound finance and support services background is essential; ideally you will also have experience of working within the voluntary sector. You must also be committed to helping the charity achieve its goals.

Watford Mencap has Investors in People accreditation, an Outstanding Ofsted status, an Advice Service Quality Mark and a range of operational projects that are recognised by CQC for delivering excellent quality services. We recently won the HCPA Best Care Provider in Herts awards 2012 (over 50 employees).

We hope you will consider joining us at this exciting and challenging time. For more information please call Jane Pattinson Director on 01923 713630

Head of finance, HR and internal services – 37.5 hrs/week

Reporting to the Director

Leading a current team of: HR assistant (12hrs/week), Training officer (8 hrs/week), Internal services and Commercial Manager (33 hrs/week), Finance manager (20hrs/week), Finance assistant (8 hrs/week), Finance officer (24hrs/week).

Working closely with HR consultant

Main purpose of the role

- To be responsible for the development and delivery of the charities finance, HR and admin functions
- To play a significant role in the development of Watford Mencap's strategic planning and future direction for the charity, as a key member of the senior management team
- To implement new systems and processes to ensure the organisation operates in the most efficient, cost effective and streamlined manner

Main duties and responsibilities

- Play a significant role in Watford Mencap's strategic development, working with senior operational managers to develop and implement internal systems to support the current changes in social care including direct payments, personal budgets and self directed support
- Provide leadership and management to the HR, finance and internal service staff, implementing new ways of working to ensure that the team operates as one business support team
- Implement new systems and processes to ensure Watford Mencap operates in the most efficient and cost effective manner. Achieving savings to enable the organisations infrastructure to be funded by its current management charges.
- Streamline functions, integrating accounts package with Charity Log and HR management information systems.
- Production of relevant management information reports, Board papers, budgets and financial information, including management accounts, cash flow forecasts and balance sheets, employee and volunteer management information systems and payroll
- Production of financial information for contract negotiations and monitoring, funding bids, tenders and to support the generation of new income for the charity
- Managing the charities investment strategy to ensure that the charity receives maximum investment income from its reserves. Monitoring and maximising collection of income.

- Ensuring compliance with statutory requirements (Health and Safety, SORP 2005, Charity Commission), ensure that all activities are carried out in a manner which follows best practice, meets quality standards (IIP) and contractual requirements
- To work within Watford Mencap's equal opportunities and diversity policy
- To be a senior management point of emergency contact
- To be self sufficient in own administration including the production of reports, data and external communications using relevant IT
- To take responsibility for own performance and personal development, actively seeking opportunities to train, network, project manage whilst keeping up to date with development in the field
- Maintaining a range of professional external relationships whilst acting as an ambassador for Watford Mencap in order to raise the profile of the charity.
- To undertake such additional duties as required.
- This list is not exhaustive and will be reviewed from time to time in discussion with the post holder

Requirement	Essential	Desirable
Education	<ul style="list-style-type: none"> • Management accountancy qualification • Evidence of commitment to continuing self development 	<ul style="list-style-type: none"> • Management qualification
Experience	<ul style="list-style-type: none"> • Experience in a senior capacity of managing the finance function to include: management accounts, budget preparation, cash flow, preparation of annual accounts • Working within or closely alongside HR and admin functions • Proven track record of enhancing business performance, cutting costs, managing change and increasing efficiency • Proven ability to successfully manage teams, working with and building relationships with people at all levels • Experience of running payroll and knowledge of PAYE, NI and pensions 	<ul style="list-style-type: none"> • Working with volunteers • Working within the voluntary sector
Skills	<ul style="list-style-type: none"> • Strong communicator, both written and verbal, with the ability to lead and motivate a team and to communicate finance to non finance professionals • Ability to combine strategic thinking, leadership activities and operational management across finance, HR and admin functions • Able to work on own initiative, self-motivated, results driven • Able to drive forward change, working within a challenging funding environment • Strong team player, self starter and ability to be an active member of the senior management team • IT systems 	<ul style="list-style-type: none"> • Tendering, contracting, income generation and grant funding
Knowledge	<ul style="list-style-type: none"> • Substantial knowledge of SORP 2005 • Risk and investment management 	<ul style="list-style-type: none"> • Understanding of the issues facing people with learning disabilities and their carers • Charity governance • Good understanding of the current funding and social care agenda within the voluntary sector
Personal attributes	<ul style="list-style-type: none"> • A positive and pragmatic approach • Able to deal confidently with people at all levels • Able to motivate people and generate enthusiasm • Able to work on own initiative, introducing new solutions and innovative ways of improving working procedures • Able to work flexibly to include evenings and weekends to meet the demands of the job including representation of the charity at occasional events and functions 	
General		<ul style="list-style-type: none"> • Current driving licence, able to operate across South West Herts.