



Sands  
Application Information

**Head of Finance**

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November 2023

# About Sands

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Sands exists to save babies' lives and ensure that anyone affected by pregnancy loss or baby death receives the support and care they need.

Sands provides bereavement support services both nationally through its Freephone helpline, mobile app, online community and resources, as well as locally through a network of more than 100 regional support groups based across the UK and run by trained befrienders.

Sands works in partnership with professionals, trusts and health boards and offers a range of training programmes and bereavement care resources to ensure that every bereaved parent and family receives the best possible care wherever they are in the UK.

Sands promotes improvements in policy and practice and supports research to better understand the causes of deaths and save babies' lives.

Sands raises awareness of baby loss and works with government, key influencers and other stakeholders to make reducing the number of babies dying a priority nationally and locally.

Since 1978, Sands has grown into a UK-wide charity with a powerful vision shared by dedicated supporters, healthcare professionals, partners, staff and bereaved parents and families.

Sands has grown its income by more than double since 2019 to £7m and, as part of our strategic plan, is focusing on how we can make the biggest different to the lives of bereaved families and save babies' lives. To find out more, visit [www.sands.org.uk](http://www.sands.org.uk)

Our vision at Sands is for a world where fewer babies die and anyone affected by the death of a baby receives the best care and support for as long as they need, wherever they live in the UK.

Join us and help create a world where fewer babies die.

# Sands Staff Benefits

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## Annual Leave

Staff receive 28 days annual leave per annum pro rata, plus bank holidays. Staff will be required to take 3 days annual leave during the period between Christmas & New Year.

## Employee Assistance Services

As part of its commitment to employee wellbeing, Sands offers all Staff access to the Bupa employee Assistance service which offers free and confidential counselling and wellbeing support. Support is available on a range of issues including legal, financial, emotional, health, and work-related concerns.

## Sands Cycle to Work Scheme

Sands has teamed up with Cycle Solutions to provide a Cycle to Work Scheme, which you can join to make considerable savings on the cost of a new bike and equipment.

## Sands Pension Scheme

Subject to eligibility, you will be automatically enrolled into the Aviva Personal Pension scheme as soon as your employment commences. You can decide whether to remain in the scheme and/or make additional voluntary contributions if you wish.

## Life Insurance

All Staff are covered by a Life Insurance Policy which pays 3 x annual salary to nominated beneficiaries. Staff also have access to Canada Life's WeCare wellbeing platform including 24/7 online GP, mental health counselling and financial and legal support. Additionally Staff have access to Bereavement Counselling and a Probate Helpline.

## Flexible Working

All Staff can apply for flexible working with effect from their first date of employment.

## Maternity Pay

Staff on maternity leave are paid their full salary for the first 26 weeks of their period of leave.

## Leave for the Death of a Baby or Pregnancy Loss

Any member of Staff affected by the death of baby or pregnancy loss will be granted leave paid at their normal salary, regardless of the type of loss.

## Sands is a vibrant, growing charity!

With a clear strategy, Sands is repositioning as a learning, developing organisation which aims to achieve excellence through people and offers a collegiate, collaborative working environment – making it an especially exciting time to join the charity.

**Sands is an inclusive and diversity-friendly employer. We are committed to promoting equality, valuing diversity and working inclusively. We welcome and encourage applications from people of all backgrounds and do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age or any other category protected by law.**

# About the role

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Sands exists to save babies' lives and ensure that anyone affected by pregnancy loss or baby death receives the support and care they need.

We are looking for an outstanding and people-focused candidate to lead our Finance Team, and deliver a Finance strategy that will enable Sands to meet our strategic aims.

With demonstrable experience of delivering and managing Finance services, you will ensure the smooth running of Sands' financial operations and ensure that all financial reporting is accurate, timely and supports SMART decision-making.

Reporting directly to and working closely with the Director of Finance & Resources, you will have relevant experience in the charity sector, including directly managing a small team.

This is a hands-on role for a fully qualified finance professional, who will have a solid track record in delivering high quality management accounts. You will be able to work under pressure and be able to meet strict deadlines.

An excellent team player and communicator, you will be able to demonstrate a flexible, proactive approach and be able to build excellent working relationships with a range of internal and external stakeholders.

Additionally, you will be able to demonstrate a strong commitment to the aims of Sands.

## To apply:

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Please submit your CV, together with a supporting statement that demonstrates how you meet the criteria in the person specification to [recruitment@sands.org.uk](mailto:recruitment@sands.org.uk). Please also complete the Diversity and Equality Monitoring Form and send this with your application.

CVs and supporting statements should be sent as attachments to an email in either Word or PDF format. The title of the attachments should be your first name, surname and either CV or supporting statement e.g. "Robert Harvey CV"

Please also complete the Diversity and Equality Monitoring Form and send this with your application.

**Closing date for applications: 10<sup>th</sup> December 2023**

As we have limited staff resources we are unable to provide candidates with feedback about their applications. **1<sup>st</sup> Stage Interviews will be held online.**

# Job Description

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| <b>Job Title:</b>       | Head of Finance                                                                                              |
| <b>Responsible to:</b>  | Director of Finance and Resources                                                                            |
| <b>Responsible for:</b> | Senior Finance Officer (Groups & Teams)<br>Senior Finance Officer (Central Accounts)<br>Two Finance Officers |
| <b>Location:</b>        | Hybrid working - 1-2 days per week in London office and the remainder at home                                |
| <b>Contract:</b>        | Permanent                                                                                                    |
| <b>Salary:</b>          | circa £50,000 per annum plus £312 Home Worker Allowance per annum.                                           |
| <b>Hours:</b>           | Full Time – 35 Hours per Week                                                                                |

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## **Main Purpose of Job:**

The purpose of this role is to lead and manage the Finance Department and ensure the smooth running of Sands' financial operations.

Reporting directly to, and working closely with, the Director of Finance & Resources, the post-holder will have relevant experience in the charity sector, including managing a small team tasked with the day to day running of all aspects of the financial operations of the charity and ensuring that all financial reporting is accurate, timely and supports SMART decision-making.

Additionally, the post-holder will also critically appraise and inform current accounting policies and procedures and implement business process improvements as part of a programme of continual quality improvement.

**This Job Description is not contractual and liable to change over time.**

## **Principal tasks and responsibilities:**

### **STRATEGY AND PLANNING**

- In conjunction with the Director of Finance and Resources, develop and maintain effective strategies for all Sands' financial activity
- Be a member of the Leadership Team contributing to key decisions relating to strategic direction as well as delivery of objectives
- Demonstrate impact; set and report on annual objectives and KPIs for the Finance Team
- Maintain strategic oversight of the Finance Team, ensuring opportunities are maximised and planning is joined-up
- Develop, monitor and maintain the annual budget for Finance activity
- Lead and/or contribute to relevant cross-organisational projects and programmes for Sands

### **• FINANCIAL CONTROL AND REPORTING**

- Ensure that financial accounting records are accurate and up to date that that robust financial controls are in place which enable Sands to comply with statutory requirements.
- Support the Director of Finance & Resources in the preparation of quarterly financial reports to the Board that support strategic oversight of the charity's financial position and understanding of the business model.

### **• MANAGEMENT ACCOUNTING**

- Ensure that the month-end schedule is appropriately completed by all team members; that all postings and reconciliations have been carried out correctly and in a manner that ensures the integrity of the management reports.
- Assist in the preparation of monthly management accounts and quarterly financial reports to the Board, including narrative commentary, in accordance with an agreed timetable and format.
- Review Balance sheet reconciliations on a monthly basis.
- Oversea the Fixed Asset Register and ensure all Fixed asset expenditure is captured and depreciated in accordance with Charites depreciation policy.
- To advise and report on financial issues including reserves, cash holdings, tax issues including Gift Aid and VAT
- To oversee payroll, VAT returns, insurance, billing and credit control to ensure effective and efficient management of the Charity's funds including the use of on-line banking arrangements

- ***BUDGET SETTING, FORECASTING AND MONITORING***

- Support the Director of Finance & Resources and other Departmental Directors and Senior Line Managers, in the preparation of annual departmental and organisational budgets and forecasts
- Ensure that budget holders received adequate support to enable them to effectively manage their budgets, including the identification of exceptions to enable corrective action to be taken.
- Contribute to business planning process
- Update quarterly business performance against plans

- ***AUDITING AND STATUTORY REPORTING***

- Lead in the preparation of the annual statutory accounts in accordance with Charities SORP (FRS 102)
- Support the Director of Finance & Resources during the annual statutory audit engagement
- File relevant returns at Companies House, the Charity Commission and OSCR, as required.

- ***MANAGEMENT AND INTEGRATION OF INCOME STREAMS***

- Liaise with the Fundraising team to maintain effective systems for the integration of data between the current CRM system (ThankQ) and the Finance system (SAGE L50) to support the provision of timely and accurate reporting of income streams, ensuring that a robust cut-off procedure is applied.
- Ensure that all income streams are appropriately allocated and that appropriate invoicing and debtor management processes are in place to support the effective allocation of income from the Shop and Sands' training activities.
- Ensure that Finance systems are adequately flexible and responsive to support the integration and reporting of diverse income streams and support investment in new activities

***LEADERSHIP AND DEVELOPMENT OF SANDS FINANCE TEAM***

- Motivate and lead the Finance Team
- Set individual and team objectives via regular 1:1s and PDRs. Coach, support and encourage professional development amongst team members
- Review, manage and improve staff performance as required
- Lead change programmes, including supporting behavioural change, working across Sands with different teams to provide leadership and direction

- **PAYROLL AND TAX MANAGEMENT**

- Work with the HR & Facilities Manager to ensure that monthly payroll is accurately calculated and reflected in the finance system and that all payroll related control accounts are fully reconciled at month end.
- Ensure that both statutory and voluntary payroll deductions are accurately recorded and reconciled on a monthly basis.
- Effectively calculate and coordinate relevant returns to HMRC, including P11D's and VAT submissions; ensuring that the latter are prepared with a view to maximising VAT reclaims whilst ensuring all returns are compliant with HMRC regulations.

- **TREASURY AND FUND MANAGEMENT**

- Work with the Director of Finance & Resources to ensure that Sands' investments are effectively managed and that new opportunities are identified to increase investment income
- Oversee the recording of restricted income (including research grants payable) in the finance system; ensuring that year end analysis has been reconciled to reflect inflows and outflows
- Assist in the regular preparation of Cashflow forecasts to ensure that the charity has proper oversight of its unrestricted funds and that they are sufficient to support the charity's Reserve Policy and day to day business activities.
- Oversee the administration of organisational banking arrangements

- **MANAGEMENT OF FINANCIAL POLICIES AND STRATEGIES**

- Support the adoption of a Fixed Asset policy which appropriately reflects the current value of the assets of the charity and includes intangibles such as intellectual property, website, etc.
- Ensure that the approved Financial Policies of the organisation are upheld in areas such as *Travel and Expense Claims, Tendering and Procurement, Framework of Authorities*, etc.; reporting any exceptions to the Director of Finance & Resources and/or Senior Leadership Group

- **BOARD SUB COMMITTEES**

- Work with relevant Sub Committees of the Board, such as Finance, Audit & Risk Sub Committees; ensuring that Sub Committee reports are prepared with clarity to support effective oversight and decision-making.
- Take a proactive approach to the identification of risk, including strategies to manage/mitigate risk.
- Support the review and revision of the charity's Reserves Policy, as required.

- ***TRAINING, GUIDANCE AND POLICY***

- Work with the Director of Finance & Resources to provide appropriate financial training across the organisation, so that staff are fully equipped to understand and manage their budgets
- Contribute to policy formation, particularly in relation to financial and governance issues.

***EQUALITY & DIVERSITY***

- Ensure equality in the workplace regardless of race, age, disability, gender, sexual orientation or religious belief
- Support people to express their individuality and uniqueness in all areas of life

## Person Specification

| The following ESSENTIAL criteria will be assessed at both the application and interview stages                                                                                            |  |
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| A recognised accounting qualification and/or be educated to a minimum of degree level in a relevant financial discipline.                                                                 |  |
| Excellent technical accounting knowledge, including SORP FRS 102, with strong charity financial management experience.                                                                    |  |
| Excellent IT skills, with advanced Excel and database skills; a working knowledge of CRM systems, such as ThankQ, Microsoft Dynamics 365, BeaconCRM                                       |  |
| Demonstrable experience in setting annual budgets, producing and analysing management accounts, preparing and using forecasts                                                             |  |
| Strong reconciliation skills with the ability to use automated systems to improve reconciliation efficiency                                                                               |  |
| Experience of preparing monthly and year-end financial accounts, managing payroll, VAT and the production and presentation of financial information for a wide range of diverse audiences |  |
| Experience of managing statutory audits                                                                                                                                                   |  |
| Experience of submitting Gift Aid and VAT returns to HMRC.                                                                                                                                |  |
| Strong analytical skills with an attention to detail, coupled with the motivation to meet deadlines.                                                                                      |  |
| The ability to understand complex processes, question existing work procedures and implement system and process improvements                                                              |  |
| Excellent leadership and team development skills                                                                                                                                          |  |
| Demonstrable experience of line managing staff, and ideally experience of line managing staff working remotely                                                                            |  |
| A warm, engaging, diplomatic and inspiring communicator with an ability to engage with a wide variety of people                                                                           |  |
| Able to work as part of a high-functioning leadership team                                                                                                                                |  |
| Highly organised with excellent time-management skills                                                                                                                                    |  |
| Flexible, diplomatic and assertive with good negotiating skills                                                                                                                           |  |

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| Able to work with minimum direct supervision and to learn new tasks and approaches quickly |
| A flexible approach to work and the ability to tackle a wide range of projects             |
| Empathy with Sands and its aims and a great team player                                    |
| <b>DESIRABLE criteria</b>                                                                  |
| Experience in training non-financial team members in finance-related matters               |