

# Finance Manager

Resurgo Trust

# About us

## Who we are?

*Resurgo means to rise up again.*

It describes our belief in the unbelievable difference we can all make when we rise up together to transform society.

In 2016 we were listed as one of the UK's Best Workplaces in the 'Great Place to Work' Awards.

In 2017 we won the Princess Royal Training Awards which honours employers that have created outstanding training and skills development programmes.

## Our Existing Initiatives

- **Spear**, an award-winning programme run in partnership with local churches to help young unemployed and disadvantaged people into work or education. We're delighted that over 75% of completers are still in work a year later.
- **Resurgo Ventures**, supporting emerging social entrepreneurs to make a positive impact on society through mentoring and Accelerator programmes.
- **Resurgo Consulting**, providing coaching services to organisations enabling them to improve trust, increase workplace satisfaction and achieve better outcomes.



# Resurgo Values



**Pole Vault:** Raising the bar, inspiring people to increase their sense of what is possible, coaching people in how to use the tools to succeed.

**Peloton:** We invite the wider community to participate in our work by contributing their energy, skills and expertise.

**Medals:** We steward our resources to pursue best-in-class outcomes that exceed expectations.

**Torch:** Our work is a visible expression of the Christian faith making a difference in the world today.

**Stadium:** We invest in our team and culture to be a highly inspirational place to work.

# Responsibilities

## Financial Strategy

- Analyse the financial climate and market trends, and analyse income and expenses trends against previous years, to provide insight to the SLT and Trustees to assist decision making and strategic planning.
- Support the SLT (in particular the COO) to lead on Resurgo's annual strategic planning process – including the development of an income and expenditure budget and business plan.
- Create and analyse complex financial models for various aspects of the organisation, including developing appropriate reporting methods.
- Provide advice to Spear Trusts connected to our partner churches with budgeting, forecasting, cashflow statements and reporting to Resurgo, while ensuring their operational sustainability.
- Support Resurgo Ventures small businesses by providing financial and operational advice where necessary.

## Financial Management and Operations

- Manage the Finance function for Resurgo Trust, including administering book keeping systems, producing monthly management, income and expenditure reports, and performing bank/ balance sheet account reconciliations, including managing the inter-company balance
- Oversee and draw up actions to mitigate financial risks and continue to develop the current financial systems, policies and procedures to ensure they remain fit for purpose as Resurgo expands nationally.

- Oversee the making of payments, entering and filing of purchase and sales invoices, and various payment reporting processes, as well as filing VAT returns and Gift Aid claims
- Liaise with internal budget holders on programme costs and internal budgets, providing invoices where necessary.
- Provide ad hoc support on financial and tax-related issues (e.g. on pensions, restricted income, PAYE & tax and corporate structure) to the wider Resurgo team.
- Work with the Head of People and Culture to ensure smooth operations and management of staffing, premises and asset costs.
- Maintain Management Information Systems, ensuring that the CRM (Salesforce) system reconciles to the SAGE Accounting systems.

## Financial Reporting

- Monthly reporting to the Senior Leadership Team and Trustees, and represent the organisation's finances to strategic external stakeholders – e.g. Trustee board, Trusts, Major Donors and particularly Impetus-PEF, a key strategic partner.
- Lead on the statutory annual group reporting process in conjunction with the external auditor. Produce audit procedure documentation and develop procedures to better enhance the finance systems, and assist with the preparation of the audited group year-end financial statements.

# Person Specification

- Ability to personally represent the Christian values of Resurgo
- Strong financial and administrative capabilities
- Qualified Accountant (Part Qualified applicants considered)
- Bookkeeping and accounting package experience, preferably SAGE Line 50
- Strong competency in Microsoft Excel and other Microsoft packages
- High levels of confidentiality with regards to data protection
- A commitment to seek excellence in all aspects of the role
- Strong organisational skills with a proactive approach and an anticipation to meet needs ahead of time
- Ability to use own initiative and identify opportunities to improve processes
- Excellent communication skills and able to build relationships on phone and face to face
- High levels of accuracy and high attention to detail
- Efficient worker who is self-motivated and likes to achieve results
- Good time management skills who works well under pressure and meets deadlines

# Working Requirements

- Full time, Monday to Friday, 9.30am – 5.30pm; though we are also open to applications from individuals wishing to work 4 days a week
- Occasional evening meetings and charity or team building events outside of hours as required by the role
- 25 days annual leave (pro rata if applicable) and time off between Christmas and New Year
- Participating in the wider staff team including taking an active part in weekly staff and prayer meetings and key events such as the staff conference

## **Active participation in Resurgo's team and support for Resurgo's mission**

Help to build and develop Resurgo's ethos and Christian life as a team member including leading and contributing to daily collective and personal prayer meetings as an integral part of Resurgo's operation.

# Additional Information

## Salary & Benefits

- £35,000 - £38,000 dependent on experience
- Pension scheme: 3% employer contribution
- 25 days holiday (pro rata if applicable) plus Christmas 'gift days'- the days between Christmas and New Year
- Attendance on 'Coaching for Leadership' course- iLM accredited 5 day programme of coaching training over 2 months (valued at £2,500).
- Annual Summer and Christmas Conferences (one residential) which include, teaching, worship, delicious food and country walks.
- Employee Assistance programme: a confidential support service for employees
- Ability to take advantage of Give as you Earn (GAYE)

## How to Apply

Please complete the application form and submit it with your CV to [recruitment@resurgo.org.uk](mailto:recruitment@resurgo.org.uk)

## Recruitment Timetable

**Deadline for applications:** 31<sup>st</sup> March 2019

*We will be conducting initial phone interviews throughout the application period*

## Queries

If you wish to have an informal discussion about the role, please email the People and Culture team ([recruitment@resurgo.org.uk](mailto:recruitment@resurgo.org.uk)) to arrange a time.