



TOYNBEE
HALL



Finance Director



Welcome to Toynbee Hall

Dear Applicant

Thank you for your interest in becoming our next Finance Director at Toynbee Hall.

Toynbee Hall is so much more than a set of buildings on Commercial Street. It is a historic place, it is a purpose, and it is a passion. Its historic place in east London enables it to be an anchor for local people. Its purpose has always been rooted in human rights, social justice and the belief that people have the ability to create the change they want to see for themselves, their families, and their communities. Its passion is the energy, enthusiasm and unwavering belief from all of us involved that we can create a better and more just world through our actions.

Our founders, Henrietta and Samuel Barnett, believed that witnessing systemic inequality and understanding its causes were central to being able to solve it. For 140 years, we have been working to tackle the causes and symptoms of poverty. We have played a significant role, inspiring multiple social change movements, having a positive impact on the lives of hundreds of thousands of Londoners and working hard to create a fairer and happier future here and beyond. Nonetheless, it is clear that many of the structural and cyclical challenges remain.

Having supported our local communities through the worst of the Covid-19 pandemic, we are now witnessing the same communities confronted with an impossible cost of living crisis. Despite the current challenges, we continue to work hard to find solutions to inequality hand-in-hand with the people and communities who directly experience it.

2022 marks a critical point of review for Toynbee Hall, with established foundations upon which to build, and a bright future ahead. We're now seeking a Finance Director to take overall responsibility for the financial management of Toynbee Hall. This is a strategic and analytical role for a strong team player, able to move from the 'hands on' to the strategic quickly. Already a well-respected senior accountant, with an eye for detail and outstanding interpersonal and influencing skills, you will welcome the chance to engage with all aspects of our organisation, from day-to-day financial control to larger operational projects. You will have the confidence and ability to communicate effectively across a busy senior management team, our Board, and our communities, and share our passion for what we do and all we are.

If you believe you have the skills and experiences we need, we very much look forward to hearing from you.

Alex Botha
Interim Chief Executive



Building a fairer and happier future



Toynbee Hall is an historic community organisation that is working to build a fairer and happier East London in partnership with people who live here. Based in the East End of London since 1884, we have worked since then alongside local people who live here, to tackle unfairness and make this a place where everyone has an equal chance to thrive.

Our new operational plan reflects our strategic intent:

- To tackle poverty, through supporting people to overcome barriers that impact upon them, and to take action to make systemic change; and in a time of huge inequalities a deep cost of living crisis to help create a fairer society;
- To shape a great place in our local neighbourhood and ensure that the local community feels more benefit from the huge wealth, investment and opportunities that exist in and around inner East London; and
- To shift power to the communities around us, through engaging people, creating platforms and amplifying voices. Our ambitions go far beyond our local neighbourhood but remain rooted in the experience and power of the communities we work with.

At the same time, we want to be a fair and happy organisation ourselves with a very strong commitment to equity and diversity. We try hard to make Toynbee Hall a great place to work – and have a strong, diverse team who have supported each other and shown great innovation and resilience over the crisis of the pandemic and for many years before. You can read more about what it is like to work at Toynbee Hall in **[Our People](#)** report.

Toynbee Hall enjoys incredible buildings and assets, thanks to a 5 year, £17m redevelopment of our place and space which was completed in 2020. Our home is a beautifully restored historic building which is part of the social and architectural heritage of the East End. Our purpose-built advice and community centres – in the same East End location – create welcoming and high quality experience for the many local people and families who use them.

Our gardens are a haven of green space in a busy neighbourhood and are used by many local people and groups. And we have 4 floors of commercial space, let on long term arrangements to charities and commercial partners; and a fantastic and very well used suite of events spaces within our halls, which generate income for the charity and create new connections. Our day-to-day work is focused on delivering quality advice – around debt, welfare benefits and the law – as well as a range of community led services. Our research is pioneering, led by local people and focused on understanding of issues that matter locally – and giving communities scope to act on their findings and to make change.

We have emerged from Covid as a hugely valued and effective anchor organisation in East London, supporting thousands of people directly through a range of services which increasingly a user led and designed; and shaping systemic change led by the voices and insights of the people around us. We will now be addressing, through our work with those communities, the impacts of an unprecedented energy and cost of living crisis.

Toynbee Hall employs 100 staff; lead a high performing major partnership across London to deliver debt advice through trusted community partner organisations; lead and participate in numerous other partnerships locally; and enjoy strong relationships with funders, with local government and other stakeholders, the Mayor of London and key government departments.

We have a clear purpose and many strong partnerships. We have enjoyed growth both in income and in staff numbers; and well positioned. We enjoy significantly increased respect within our local community, across local institutions and with the London Mayor as well as many other stakeholders. Our trustee board has been refreshed, and now is a diverse, expert and strategically focused group, including a majority of trustees with strong connections to our local area, and a new Chair appointed at the beginning of 2022.

We have a stable team at a senior level, delivering high quality outcomes with and for local people, and a strong organisational focus on equity and diversity. At the same time, we are a complex organisation, with a wide portfolio of activities with a variety of different funding streams. We work in a hugely diverse area and face spiralling need within the communities around us and rising costs, both of which require us to secure a constant flow of new income. We have yet to fulfil our true potential in fundraising and now have an opportunity to rebuild and strengthen our income generation capability.

To find out more please visit www.toynbeehall.org.uk



The Role

Accountable to: Chief Executive Officer

Responsible for: Finance team of three people

Main responsibilities of the role

Strategic

- Lead the financial strategy for the organisation.
- Evaluate debt requirements and facilitate funding arrangements.
- Forecast the future cash flows in line with strategic plans.
- Provide financial support to senior management to help achieve short-and-long term objectives.

Financial control and reporting

- Review, analyse and challenge financial reports to ensure they are accurate, effective, and timely.
- Understand the capabilities of the finance team and, where appropriate, mentor and develop them as necessary to achieve the overall goals.
- Understand and operate the accounting software to be able to make enquiries and produce reports.
- Evaluate and improve internal controls to protect the assets of the organisation.
- Lead the development and maintenance of the finance elements of the risk register and develop procedures and controls to mitigate risks.
- Produce budgets that are 'owned' and understood by department heads and report actual performance against these.
- Proactively manage cash and keep the Senior Management Team and Board informed of cash availability and funding needs.
- Create or improve systems and processes to increase departmental efficiency and produce better and more accurate information.
- Produce the annual financial report and accounts and other statutory returns.
- Liaising with the external auditors to provide good quality information and facilitate an efficient audit process.

Financial management

- Handle the basics of financial accounting, management accounting, payroll, compliance and taxation.
- Ensure contracts with suppliers delivers value for money.
- Sound knowledge of basic financial management including financial accounting, management accounting, compliance, and taxation, particularly VAT.

Financial analysis

- Evaluate new funding applications and assess their viability.

Who we are looking for

In your application, please refer to Part One of the specification below.

Part One

Qualifications, Knowledge, and Experience

- A qualified accountant with significant post qualification experience and a track record of leading compact finance teams.
- Experience of working in a senior finance role in another not-for-profit organisation, with an understanding of reporting requirements.
- Experience of leading a small finance team, with both 'hands-on management' and strategic content, to ensure effective financial controls and monitoring are in place and to support the CEO and Board on strategic priorities.
- Experience of interpreting government policy and regulation reports and communicating their relevance and impact at senior level and to external stakeholders.
- Experience of preparing concise reports, clearly explaining relevant information of both a financial and operational nature.
- Understanding of best practice in the processing, management, and interpretation of complex transactional data, and of maintaining data integrity.
- Experience of supervising the development of financial models that are accurate and robust.

Part Two

Skills and behaviours

- Able to present and explain complex data in a straightforward way to the team, the Board, investors, and stakeholders.
- Excellent communication skills – listening, understanding, and explaining.
- Able to interpret contracts, grant agreements, and understand their financial implications.
- Able to empathise and appreciate alternative points of view and to educate and contribute, in a supportive way, to decisions that achieve organisational goals
- Attention to detail.
- Strong drive to get things done and to get involved with the team at a detailed level combined with a high-level perspective and the ability to adapt and prioritise.
- Personal commitment to a fairer and happier future and helping families and communities to break out of poverty.

Terms of Appointment

Salary

The role attracts a salary of circa £70,000.

Other benefits

Details of broader benefits are available on request.

Place of Work

Toynbee Hall, 28 Commercial Street, London E1 6LS.

We are committed to flexible working for all roles; and have agreed a policy of hybrid working for team members following the pandemic. As a place-based organisation, it is important that we maintain a visible presence in the local area, so our expectation for full time staff is that they are present in Toynbee Hall (or another of our offices) at least two days per week.

For senior staff, there is an expectation that they will be visible and accessible to other staff and community members; however, we do recognise the importance of wellbeing and work life balance so are keen to always be as flexible as we can.



How to Apply

We hope you will consider expressing an interest in this role.

To make an application, please go to <https://starfishsearch.com/jobs/toynbee-hall-fin-dir/> and click on the apply now button, with the following prepared:

- your CV or equivalent biographical information
- a covering letter that sets out your motivation for applying for this appointment, and why you think your skills and experience make you suitable

Please also ensure you have completed and submitted the equal opportunities monitoring form that appears on this site as you submit your application. The information you provide will be treated as confidential and used for statistical purposes only. The form will not be treated as part of your application.

Closing date is Friday 9th December 2022.

Agreement of the final shortlist will be by Monday 9th January 2023.

Informal meetings / telephone calls will follow confirmation of the final shortlist as applicable.

Formal interviews for shortlisted candidates may be combined with sessions with client or stakeholder groups; this will be confirmed later in the process and events are expected to take place week commencing 16th January 2023.

