



CANDIDATE PACK FOR DIRECTOR OF FINANCE AND RESOURCES

WELCOME

Thank you for your interest in becoming Norwood's next Director of Finance and Resources.

Norwood is the oldest Jewish charity in the UK supporting vulnerable children and their families facing challenges and anyone of any age with a learning disability and autism. Norwood supports more than 2,500 people each year, giving them the tools they need to live the most fulfilling lives they can.

Norwood works with 56 local authorities delivering wide-ranging services including residential and supported-living accommodation, short-breaks facilities, a range of therapeutic services including psychotherapy, as well as support groups aimed at the whole family, not just the individual.

It costs £32m a year to run Norwood's life-changing services, of which £12m must be raised from voluntary donations.

We are now seeking an exceptional Director of Finance and Resources to join our senior leadership team providing vision, leadership and direction to ensure Norwood achieves its strategic priorities. This is a time of change and opportunity for us, which you will support by ensuring we are financially sustainable, efficient and an even more impactful organisation.

Jewish communal values are at the heart of Norwood's services and Norwood is well-regarded and supported by the community. Our homes and organisation as a whole have a rich Jewish ethos running through them, and the people we support, who are predominantly although not uniformly Jewish, are supported to embrace their Jewish culture and values in a way that is meaningful to them and are empowered to be as independent as possible. You need not be Jewish to join our team. Each new member of the team receives Jewish cultural training as part of their wider induction to support them to integrate into the organisation's culture and embrace our values.

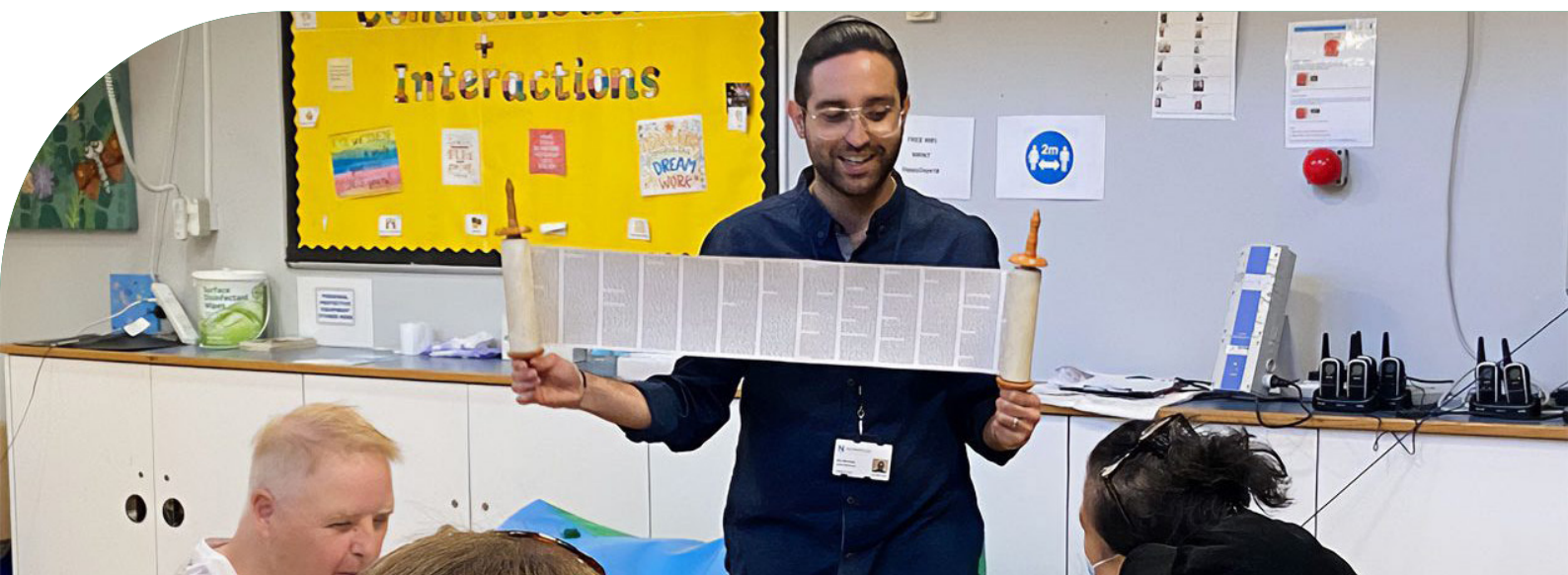
You will be a proven strategic leader comfortable operating with both senior leadership and the Board in a complex organisation. With excellent interpersonal skills and proven ability to lead a diverse team, you will be instrumental in developing our firm foundations by enhancing our financial resilience and strengthening our IT, digital and property capabilities. Importantly, you will be someone who cares deeply about our work, and our values.

You will work closely with the Chief Executive, senior leadership colleagues and the Board of Trustees to determine the forward-thinking direction of the charity, as well as contributing to the development of corporate strategy and policy.

Our work is vital in supporting thousands of people and their families to achieve more than they ever thought possible.

If this excites you and you have the skills and attributes we are looking for, we would be very pleased to hear from you.

Naomi Dickson, Chief Executive



ABOUT US

WHO WE ARE

Norwood supports thousands of vulnerable children and their families, children with special educational needs and people with learning disabilities in London and the South-East. We are dedicated to enabling them to live fulfilling and active lives, taking their rightful place as valued members of society. We help people take control of their lives to live as they choose, no matter what their challenges or disability. Our services are delivered to the Jewish community by a workforce made up of around 700 staff and hundreds of dedicated volunteers. Beyond this vital frontline work, Norwood also advocates and campaigns on behalf of the incredible people we support. We do this because we believe that, regardless of the challenges they face, everyone has the right to have their experiences valued and their opinions heard.

OUR VISION AND MISSION

We believe people should live the life they choose – maximising their potential. Our mission is to provide the Jewish and wider community with high-quality, responsive services focusing on children and their families facing unique challenges, children and young people with special educational needs, and people with learning disabilities and autism.

OUR VALUES

Kindness - We create an environment where everyone can thrive.

Respect - We respect people's human rights and act with integrity.

Belonging - We pride ourselves on being a Norwood Family.

Empowerment - We enable people to reach their potential.

HOW WE LEAD AND MANAGE

Our people are key and are Norwood. We have put in place a leadership model with three important characteristics. These are:

- Leading by example – we role model our Jewish values with pride and belief, inspiring and motivating our teams. We are accountable for our actions and encourage others to do the same, recognising failure is an important part of learning and innovation.
- Lifting people up – we take the time to understand people and what they need to thrive, building relationships based on openness and trust. We empower people to do a great job and recognise effort and achievements.
- Proving clarity and direction – we are responsible for the big picture, bringing our vision and purpose to life by translating our strategy into clear and sustainable actions and outcomes. We bring expertise together to create powerful solutions.

OUR SERVICES

Norwood's sector-leading services celebrate our Jewish culture and are run in accordance with Jewish values but are open to all who need our support. While our head office is in Stanmore, we support individuals living in more than 30 homes across London and Berkshire and we run a children and family centre in north-west London.

Our services fall into two main categories, namely: children and families facing challenges, and anyone with a learning disability or autism.

1. Children and Family Services

When supporting a child or young person with a learning disability or special educational needs, Norwood doesn't just consider the individual's needs but the whole family, because we recognise the impact disability can have on every member. Here at Norwood, we have a multi-disciplinary team of practitioners and a suite of services designed specifically to support vulnerable children and their families, and children with special educational needs.

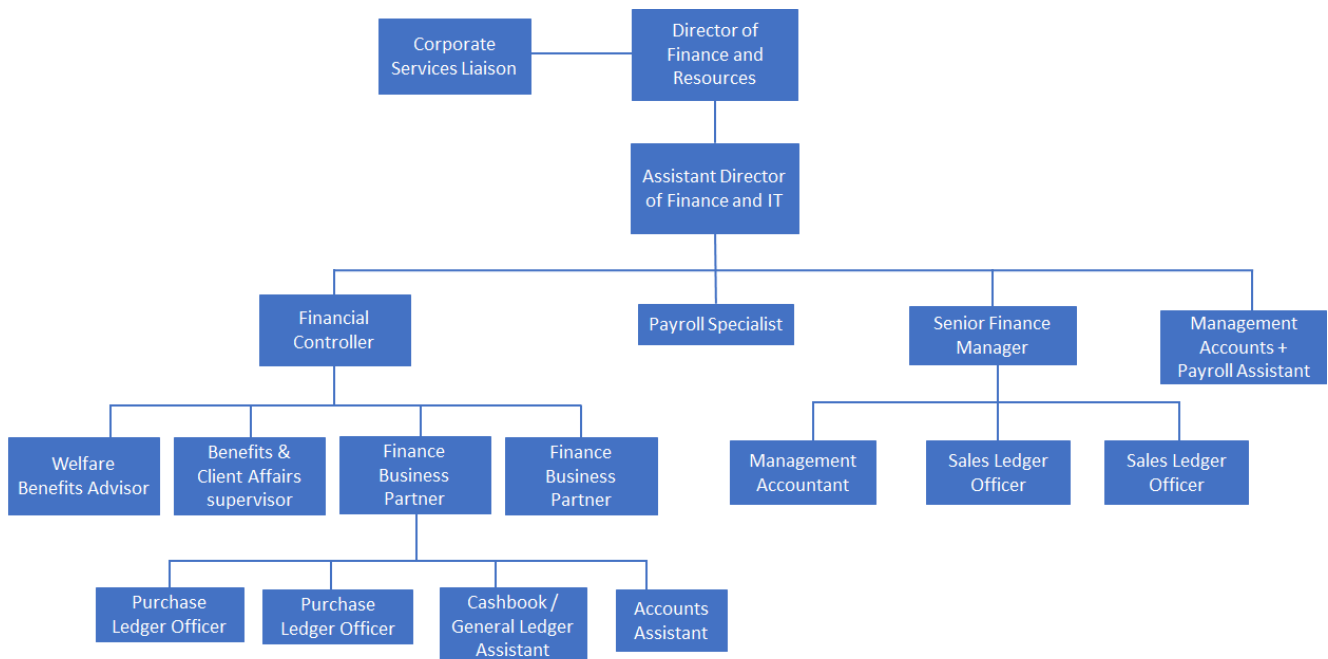
[Find out more about our Children and Family Services](#)

2. Adult Services

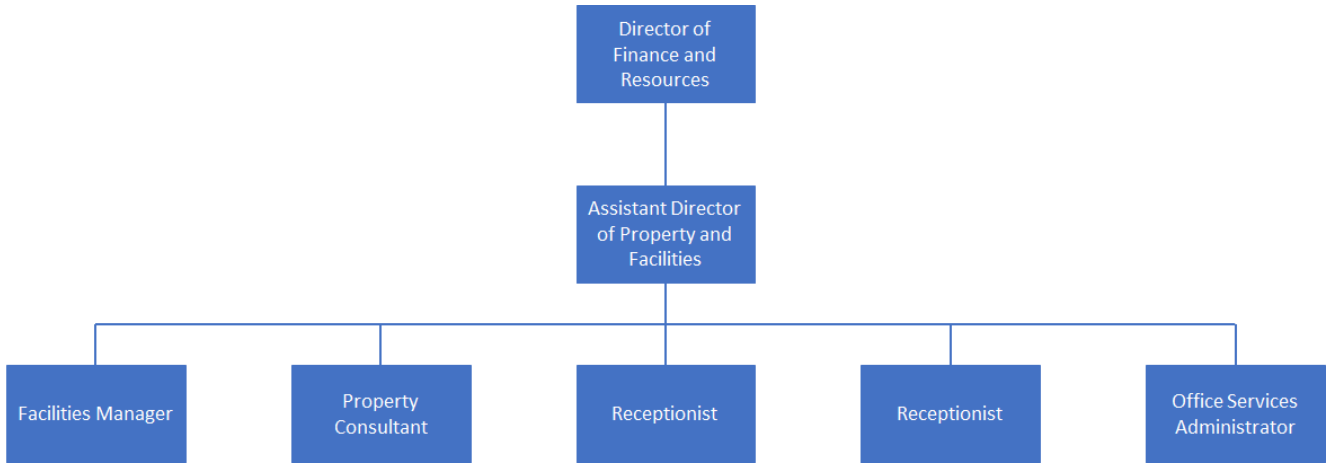
Within our services for adults with learning disabilities, we provide a range of accommodation to enable people to live the life they choose. Anyone aged 18 and upwards who has a learning disability and is eligible for social care support may live in one of Norwood's residential or supported living homes. We can also provide outreach support to those who live in their own homes.

[Find out more about our Adult Services](#)

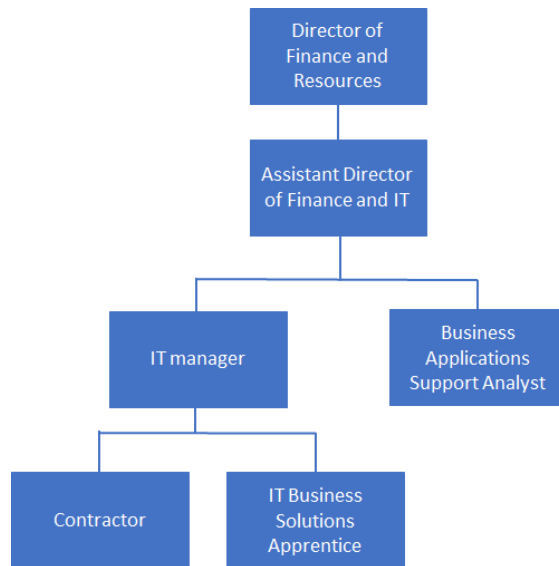
FINANCE DEPARTMENT STRUCTURE



PROPERTY STAFF STRUCTURE



IT STAFF STRUCTURE



JOB DESCRIPTION

Job title:	Director of Finance and Resources
Accountable to:	Chief Executive
Responsible for:	Finance, IT, Property, Governance, Business Planning and Reporting

MAIN PURPOSE OF THE ROLE

To work actively with the Chief Executive and other Directors in providing vision, leadership and direction to ensure Norwood achieves its strategic priorities with particular responsibility for driving Norwood's financial sustainability through robust strategic financial planning, execution, and reporting.

The Director of Finance and Resources is also responsible for building an agile and efficient organisation through the development and implementation of an information and digital strategy. They also oversee property planning and management and act as Company Secretary.

MAIN DUTIES AND RESPONSIBILITIES

Leadership and Strategic

- Collaboratively with the Chief Executive and senior leadership team, provide vision, leadership and direction across the organisation, including by supporting the development and implementation of Norwood's strategy.
- As a member of the senior leadership team, support cultural change and the improvement and efficiencies agenda.
- Accountable for the financial management and performance of Norwood including through the conception and delivery of an appropriate Financial Strategy, financial modelling and forecasts around growth options.
- Advise the Chief Executive, senior leadership team and Board on the financial implications associated with proposed plans and courses of action.
- To act as a positive ambassador for Norwood, providing representation to external bodies and supporting the development of strategic partnerships.

Reporting

- Fulfil the responsibilities of the charity's Company Secretary and ensure statutory reporting to Companies House and the Charity Commission is undertaken accurately and on time.
- Oversight of external audits and the preparation of the Norwood's annual report and accounts.
- Provide a reporting framework to the Board and senior leadership team on performance and delivery.
- Ensure that the charity complies with all legal, financial, company, tax and Charity Commission reporting and record keeping requirements.

Operational Management

- Lead the finance and corporate services team, cultivating a positive culture of inclusion, continuous improvement, high-performance and engagement.
- Oversee all finance and resources functions, including accounting, corporate finance and budgeting, PAYE and payroll, VAT, financial compliance, IT, property, governance and business planning and reporting.
- Oversee the corporate budget process, ensuring finance partners with the range of budget holders and departments across Norwood to support effective delivery and impact.
- Oversee monitoring and reporting of financial performance and the provision of reliable and useful management information, including management accounts, key performance indicators and rolling forecasts.
- Oversee corporate finance, including policies regarding capital requirements, debt, taxation, equity, disposals and acquisitions, investments and insurance as appropriate.
- Ensure robust systems of financial controls, mitigating the risk of fraud and error.
- Foster a culture of financial responsibility and value for money across Norwood, while maintaining checks and balances on expenditure.

Information and Digital

- Lead the development and delivery of Norwood's Information and Digital Strategy during a period of significant business and cultural change.
- Strategic leadership of the information, digital, communication and assistive technologies.
- Oversight of Norwood's Cyber and Information Security, IT Business Continuity Planning and Disaster Recovery systems.

Organisation Resources

- Oversee an effective property planning and management strategy.
- Develop and implement an annual process for business planning and reporting.



PERSON SPECIFICATION

EXPERIENCE

Essential

- Experience of working closely with the Board, finance and audit sub-committees, CEO and senior leadership.
- Successful track record of leading and achievement in finance at a senior leadership level.
- Demonstrable experience of developing and implementing financial strategies, including medium term financial planning, modelling and investment appraisal.
- Experience of leading and motivating multi-disciplinary teams (e.g. IT, property), working closely with function leads.
- Experience of working in a challenging, complex and changing environment.

Desirable

- Experience of working in the social care sector.

KNOWLEDGE AND SKILLS

- Ability to think commercially and act strategically, developing innovative solutions to address key corporate priorities.
- Excellent communication skills with the ability to present complex financial data succinctly to lay audiences.
- Good working knowledge of company secretarial, legal and tax issues relating to companies or charities.
- Highly developed influencing and networking skills; able to develop good, trusting relationships across Norwood, its stakeholders and partners.
- An appreciation of finance in the social care sector.

STYLES AND BEHAVIOURS

- A clear strategic thinker.
- A champion of Norwood's vision and values with a strong customer focus and a commitment to high standards of quality and performance.
- Sensitive to the Jewish context and community in which Norwood operates.
- Personal and professional credibility and integrity to command the confidence of Trustees, leadership, senior managers, staff, the local community, external partners and other stakeholders.
- Highly motivated and resilient.
- Excellent leadership skills with the ability to demonstrate inclusion, collaboration and empathy, with the ability to lead change successfully.

QUALIFICATIONS

- Relevant accountancy qualification (ACCA, ACA, CIMA or CIPFA).

TERMS OF APPOINTMENT

SALARY

The salary for this role is £100,000 per annum on a full-time (35 hours) permanent basis.

LOCATION

Stanmore, London

PENSION

Defined contribution scheme with 5% employer contributions.

ANNUAL LEAVE

21 days annual leave plus UK bank holidays and Jewish festivals and High Holy Days.

ADDITIONAL BENEFITS

- Hybrid working
- 1 pm finish on a Friday

HOW TO APPLY

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact Juliet Brown, juliet.brown@starfishsearch.com and we will be happy to arrange a call. To make an application, please go to <https://starfishsearch.com/jobs/norwood-dir-fin-corp-ser/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

We would also be grateful if you would complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date: Wednesday 22nd May 2024

Preliminary interviews: w/c 3rd and 10th June 2024

Final Panel interviews: w/c 24th June or 1st July 2024