



Head of Finance
Candidate Pack
March 2023



Welcome letter

Too many of our young people are prevented from finding a job they love by a lack of access to appropriate information, advice and connections; inadequate support to overcome multiple layers of disadvantage; or as a result of discrimination. It is unacceptable that one in 10 young people in the UK are not in education, employment or training (NEET).

Young people from marginalised backgrounds and particular ethnic minorities are disproportionately likely to be neither earning nor learning, or underemployed, and their outcomes vary significantly more by region. This has been compounded by the pandemic that caused significant economic and educational disruption. As the economy recovers, the benefits are not being felt equally as long-term youth unemployment remains higher than pre-pandemic. This is the core mission of Youth Futures – to support young people facing disadvantage into the record number of job opportunities that are now available.

Long-term youth unemployment causes long-term scarring effects on the individual and their ability to fulfil their potential in society. This is worsened by the current cost of living crisis that is hitting young people hard - they pay double on essentials like rent and bills, compared to the over-50s. Yet the personal and economic prize for addressing this issue is significant. Supporting young people to secure good quality jobs is a sustainable way to tackle the cost of living crisis. UK GDP could benefit by £38billion by lowering levels of young workers classed as NEETs to German levels, according to our recent research.

We have the opportunity to create a profound change in the way this country supports young people from marginalised backgrounds into employment. Improving employment prospects for all young people is a crucial factor in achieving national productivity gains, reducing the benefits bill, and enhancing health and wellbeing in society.

We are committed to removing the structural and systemic barriers to employment and progression young people from marginalised backgrounds face. We take an evidence-led, structural and systems-based approach that recognises the importance of national learnings and local context. In 2021 we launched our Youth Employment Evidence and Gap Map – the world's largest, quality-checked evidence base on youth employment – that shows the global evidence base on what works to improve youth skills, employment and job quality.

We promote strong coordination and partnership working across government, funders, delivery organisations and employers. Our flagship £6.1million Connected Futures Fund aims to address fragmentation at a local level to reduce the fragmentation of youth employment and skills delivery in the places that need it most, so that young people furthest from the job market receive consistent high-quality support to address complex needs.

About us

Youth Futures Foundation is an independent not-for-profit organisation established in December 2019 to improve employment outcomes for young people from marginalised backgrounds. Youth Futures launched with an initial endowment of £90 million from the Dormant Assets Scheme and, in January 2022, the government announced that we had been allocated a further £20 million.



Our vision

To create a society where all young people have equitable access to good quality jobs.

This includes:

- equal employment outcomes for young people who face discrimination or disadvantage
- a reduced number of young people outside the labour market or in insecure work
- improved progression pathways for young people

Our mission

To narrow the employment gap by identifying what works and why, investing in evidence generation and innovation, and igniting new ideas that change behaviour and practice.

Our primary beneficiaries are young people aged 14-24 who face at least one personal or systemic barrier to progressing into meaningful work, including:

- ethnic minorities, particularly those most at risk of facing disparities in the labour market (e.g. Pakistani; Bangladeshi; Black; Mixed; Gypsy, Roma and Traveller) And/or: young people legally defined as children in need
- young parents, or those who have a caring responsibility
- economic disadvantage (e.g. eligible for free school meals or living in an area of high deprivation)
- special educational needs or disabilities
- experience of offending
- school exclusion or alternative provision
- experience of homelessness
- a mental health or long-term health condition
- experience of problem substance use



Our values

We are bold

We want to disrupt the status quo and transform the youth-employment system

We are always learning

We are evidence-driven, we innovate and we aren't afraid to fail

We are inclusive

We embrace, celebrate and

champion diversity in all its forms – it's core to who we are

We are collaborative

We build partnerships and share power to increase the collective impact

We are determined

We are relentless in our pursuit of a better future for all young people

Strategy

Our strategic priorities

We are an ambitious organisation that wants to tackle the root causes of youth unemployment for young people from marginalised backgrounds. To do that, we will focus on three priorities over the next three years:

- 1 Changing the youth employment system** by working in partnership with organisations, policymakers and young people to address structural and systemic barriers.
- 2 Creating opportunities with employers** to recruit and retain more young people from marginalised backgrounds.
- 3 Building capacity with practitioners** to support and train more young people from marginalised backgrounds to be ready for work.



Equity, diversity and inclusion statement

The young people we aim to serve - and the challenges they face - are all unique. We need to build a team that reflects this diversity, is highly skilled and committed.

Our commitment to inclusion across all protected characteristics, experiences and socioeconomic background forms the cornerstone of our work.

We work hard to ensure we have a diverse and inclusive workforce. We use identity-blind software for all our permanent recruitment campaigns to reduce unconscious bias during recruitment. We have flexible working policies which are kept under review and many of the more flexible working practices we adopted during lockdown have been retained. The recruitment of our team around our three hubs of Birmingham, Leeds and London has enabled us to attract a greater diversity of talent than simply focusing recruitment in one city.

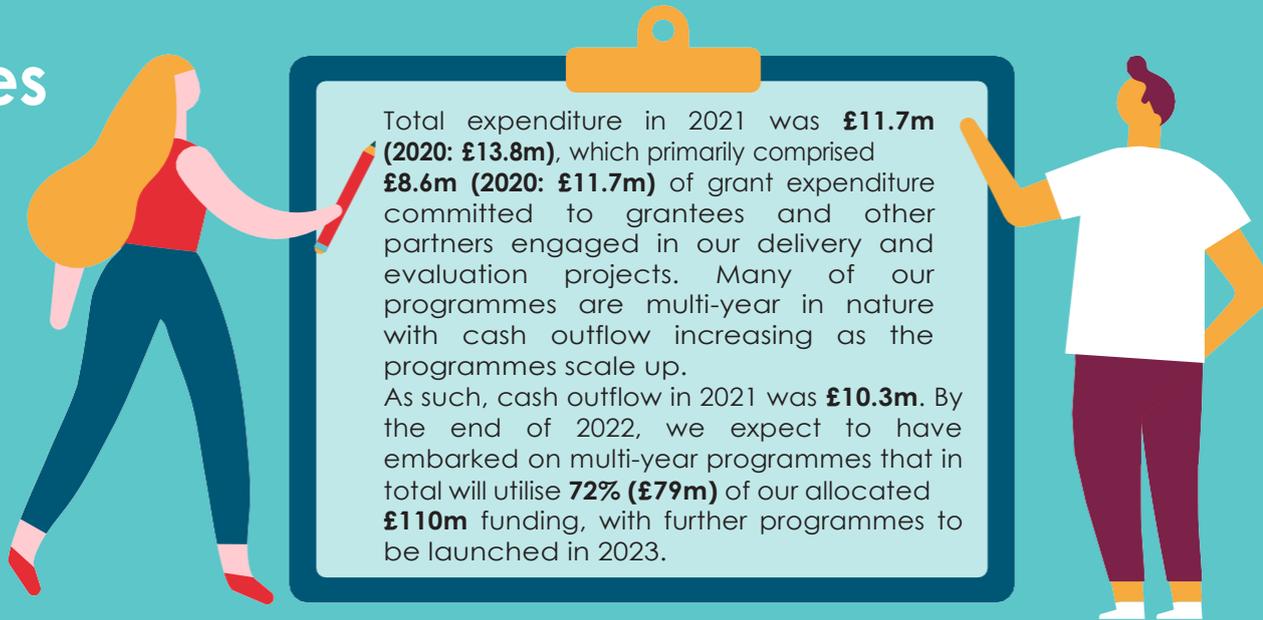
In building the Board, the Future Voices Group, and making external appointments to the Grants Committee, we have also ensured our governance and advisory structures contain a broad diversity of background and experience.

Our Equality, Diversity and Inclusion (EDI) committee within the staff team has senior management sponsorship and leads the creation of a more broad-based EDI strategy. This committee has been created to support accountability pathways within the organisation to ensure our EDI values are upheld. We also launched a staff diversity survey last year which aimed to understand the sociodemographic characteristics of our staff and be able to compare this information with salary data.

We also ensure, where possible, there is diverse representation on our recruitment panels by actively involving wider team members in recruitment activities to ensure we have diverse perspective and representation.



Finances 2021



Total expenditure in 2021 was **£11.7m (2020: £13.8m)**, which primarily comprised **£8.6m (2020: £11.7m)** of grant expenditure committed to grantees and other partners engaged in our delivery and evaluation projects. Many of our programmes are multi-year in nature with cash outflow increasing as the programmes scale up. As such, cash outflow in 2021 was **£10.3m**. By the end of 2022, we expect to have embarked on multi-year programmes that in total will utilise **72% (£79m)** of our allocated **£110m** funding, with further programmes to be launched in 2023.

£5.2 million

Grant funding awarded

£3.3 million

 Committed to 23 evaluations

11

 Grantees supported via new awards

2

Policy papers written and 1 Government submission with the YEG, and 2 Government submissions by Youth Futures

8

Research and evaluation papers published: 88% of stakeholder survey respondents say that they trust the evidence and research we produce

2

New grant programmes launched

148

Organisations supported in total

1,325

Young people reached (from a cumulative total of 17,757)

4,081

Organisations supported via infrastructure funding

Cumulative total of young people reached

3

New advisory panels launched: 13 x members EAB, 18 x member organisations, one evaluation panel, 40+ members of the YEG ethnic disparities subgroup

17,757



Job description

The Head of Finance is a key role within Youth Futures. Reporting to the Director of Finance & Resources, the role is responsible for all aspects of YF's Finance and IT operations, but also plays a key role across the organisation in ensuring an appropriate level of control and governance is set and maintained. As the Finance lead in the organisation, you will have broad scope to set and influence the Finance and Operations agenda within Youth Futures.

Key responsibilities

Finance

- ❖ Systems, processes and controls required to maintain YFF's financial records and operate key finance processes (including payroll, taxation returns, audit, transaction processing (receivable / payable), production of regular management accounts and annual accounts)
- ❖ effective budget control throughout the organisation
- ❖ short and long term financial planning processes to support delivery of YFF's objectives and highlight financial risks and opportunities associated with their delivery; own & update the long term financial model
- ❖ efficient banking and Treasury management processes
- ❖ where appropriate, establish and maintain relationships with 3rd party service providers to support delivery
- ❖ ensure appropriate processes and controls are in place around monies received and granted on to ensure appropriate controls, safeguards and regulatory requirements are maintained
- ❖ support the development of appropriate financial management strategy for approval by the Board
- ❖ support the development of financial policies and control framework

IT

- ❖ Contributing to maintaining appropriate IT and telecoms provision for the organisation (including IT systems, physical hardware (laptops & phones), software licensing, website, backup and support)
- ❖ Support the development of appropriate IT policies including archiving, GDPR, security, BYOD

Leadership & Governance

- ❖ Line management of Finance & IT manager and Finance Apprentice
- ❖ Act as a core member of the YFF wider leadership team play a leading role in ensuring the organisation operates efficiently and key controls are operating effectively, within the wider culture.
- ❖ Support and attend the Audit, Finance & Investment committee of the Board ensuring the committees is appropriately briefed on relevant issues.
- ❖ Support the Director of Finance & Resources and CEO to ensure shorter-term business and financial plans are in line with strategic plan, flagging risks and potential variances / delays to plan in timely manner
- ❖ Ensure appropriate internal audits are conducted (as agreed with AFI committee) and actions implemented
- ❖ The role also has the potential to be expanded into other areas of the Director of Finance & Resources' responsibilities in the future, such as risk management and facilities management

PERSON SPECIFICATION

	Essential	Desirable
Knowledge, experience and abilities		
Qualified accountant, with minimum 5 years' PQE	X	
Experience across a good range of the finance areas covered in the role	X	
Experience of initiating and leading process change in an organisation	X	
Previous responsibility for some non-finance operations	X	
IT literate (good MS 365 and Xero experience an advantage) and comfortable working virtually and in remote teams	X	
Experience in not-for-profit organisations		X
Skills and Competencies		
Have a proactive and flexible approach, able to identify and take forward opportunities and work effectively in partnership with others	X	
Have a positive and can-do attitude, willing to be pragmatic, adaptable and roll their sleeves up to get into details where necessary	X	
Set a leading example in internal and external collaboration and partnership building to achieve our mission	X	
Good communication skills	X	
Be confident and comfortable operating at all levels of the organisation, from supporting the induction of junior staff team members to working directly with the Board and individual Directors	X	
Be an advocate for YFF and its mission, both internally and externally	X	
Financially literate with strong attention to detail and ability to explain financial issues to allcomers	X	
Outcome focused, with a commercial mindset and excellent business acumen whilst remaining systematic and rigorous	X	
Credible, with the experience to work effectively with senior leaders in the organisation, attend and participate in Board committees and work effectively with important 3rd party suppliers (such as auditors, IT support providers)	X	
Computer literate and a sound understanding of MS Office 365 applications, particularly Excel, Teams and SharePoint and ability to use online/remote working tools	X	

MINDSET

The ability:

- ❖ to thrive when operating in a growing and developing organisation
- ❖ a willingness to collaborate internally and externally to achieve our mission and apply commitment to Youth Futures Foundation values to everyday working
- ❖ a proactive and flexible approach, able to identify and take forward opportunities and work effectively in partnership with others
- ❖ a positive and can-do attitude, willing to roll their sleeves up to get into details where necessary

THINGS TO KNOW

This is an exciting opportunity in a relatively young organisation. Whilst all the necessary systems and controls are in place and functioning, there is an opportunity to evolve and refine many of those that were set up in the organisation's infancy.

As part of Youth Futures Foundation's safeguarding policy, all employees are subject to a basic Disclosure and Barring Service (DBS) check

The young people we aim to serve – and the challenges they face - are all unique. We are looking to

build a team that reflects this diversity. Our commitment to inclusion across race, gender, age, class, religion, identity, and experience forms the cornerstone of our work. We are an equal opportunities employer, welcoming applications from all sections of the community.

We are particularly keen to encourage people with lived experience of the challenges facing young people in the labour market, and committed to supporting you in your application. Please contact us if you require any additional support.

Internally, we encourage an open, collaborative and inclusive working environment.

Summary of Terms, Conditions & Benefits

Probationary Period

All offers of employment are subject to a three-month probationary period. Reviews will be undertaken at six and twelve-weeks.

Holiday Year

1st January to 31st December.

Holiday entitlement

28 days holiday, plus 8 statutory bank holidays. Entitlement is pro-rata for part-time employees. Holiday can be requested via the Who's Off app. We are also flexible for employees to work on occasional public holidays (except Christmas, Boxing or New Year's Day) in lieu of taking a day off to celebrate an alternative significant religious day. Please discuss this further with line manager or Head of People.

Hours of work

Full time hours are 37.5 per week, standard working hours are 9:00am – 5:30pm including one hour lunch. Core hours of work are between 10:00am and 3:00pm.

Lunch break

Lunch breaks are a minimum of 30-minutes. Refreshment facilities are provided in each of our hub locations.

Flexible working

We offer a range of different working patterns such as variable start / finish times part-time or compressed hours. Please speak with your line manager or Head of People to discuss any variation to current working pattern or hours.

Location

Each employee will be given a hub location as their place of work, however there is a requirement to visit or work from other hub locations as necessary, including to attend the periodic face to face, all staff away days (which involve an overnight stay). The hub locations are London, Birmingham and Leeds.

Hybrid working

We currently offer an arrangement that allows you to work three days per week from home (which can be averaged out over a few weeks). However, if your home working situation or general working preference means that you prefer to work in an office, there is no upper limit to the number of

days working in the office. We provide all relevant home office equipment to ensure you are properly equipped to work effectively from home. A catalogue of equipment is offered for you to select the required equipment.

Volunteering days

We offer three paid volunteering days per year, pro-rata for part time employees, unless otherwise agreed at our discretion each year (January to December) to allow employees to undertake voluntary/charitable work. This time can be split into half days. Volunteering time can be logged on the Who's Off app.

Personal/professional training allowance

A personal training allowance of £750 is allocated to each employee per year to use in a variety of methods such as conferences, events, books, journals, professional subscriptions/memberships, contribution to qualifications, coaching, to support with CPD, and £250 per head for functional teams to pool and engage in collective training.

Salaries

Paid via BACS direct into bank accounts on the 25th of each month, where the 25th falls on a weekend, payment will be made the Friday before. Payslips are issued electronically via Xero.

Enhanced Maternity Pay

Weeks 1 to 26 on full pay, weeks 27 to 39 on Standard Maternity Pay (SMP), weeks 40 to 52 unpaid (eligible at 6 months service).

Enhanced Paternity/Partner leave

Three weeks at full pay.

Absence reporting

Employees are expected to contact their line manager and/or Head of People to notify of any absence at your earliest possible opportunity and by no later than 10:00am.

Sickness absence payments

Employees with less than six-months service will be paid at the current SSP (Statutory Sick Pay) rate, where eligible. More than six-months but less than 1 year is four weeks full pay, more than one year but less than five is up to 12 weeks full pay. After this period the below income protection policy will then apply.

Travel card loan

The company can provide financial support to purchase travel cards. This is then deducted on a monthly basis from salary for an agreed time period.

Income protection

Provides replacement income if an employee is absent from work through long-term illness or injury. After 13 weeks of absence, the income protection plan provides 75% of basic salary for a two-year period.

Pension

There is an auto-enrolment pension scheme provided by People's Pension. If you meet the auto-enrolment criteria, you will automatically become a member of the scheme. Youth Futures Foundation pay an employer contribution of 6%, with an employee contribution of 5% of salary. An opt in to an additional 2% matched contribution can be made with a contribution totalling 15%. Membership details will be issued to you upon commencement. You can choose to opt out the scheme should you wish.

Employee Assistance Programme

A 24-hour helpline with access to a range of legal, consultancy, 24/7 crisis assistance support and signposting. Provided by Assured Health.

Health Cash Benefit

A cash plan insurance policy that helps cover the cost of everyday health care, such as dental, optical and therapies. The plan reimburses some or all of the cost of routine and/or unforeseen healthcare costs and appointments. Full details of entitlements and support available will be issued to you direct from the provider Medicash. Totalling £995/year.

Group Life Assurance

A policy which enables employees to provide a tax-free lump sum benefit payment, and/or a longer-term income to their family and dependants in the event of death whilst in Service. Cover provided by Aviva. Payment is based on 4 x basic salary.

Season Ticket Loan

An interest free loan for a 6 month or 12-month season ticket with monthly deductions from salary.

Cycle to Work Scheme

Allows you to buy commuter bikes and cycling accessories through us, so you spread the cost and making savings through a tax break.

Expenses

Reasonable expenses incurred in line with the Travel & Expense Policy will be reimbursed against receipts. Expenses can be claimed back via the Zoho app.

Dress Code

We do not have a dress code. It is expected that you will dress appropriately for the work in which you are carrying out.

How to apply

To apply for this role :

Please follow this [link](#) to BeApplied

Recruitment timetable

Deadline for applications: 27 March 2023, 12pm

Interview dates: TBC

If you require this document in an alternative format, please contact lisa.metcalf@youthfuturesfoundation.org

Questions

If you any questions or wish to find out more details about this opportunity please contact:
Lisa Metcalf
Head of People
lisa.metcalf@youthfuturesfoundation.org



