

# Job applicant information pack

## Director of Finance and Operations



# About us

At Action Tutoring, we believe every child should be given the **opportunity to succeed** in school.

But in the UK today, young people from disadvantaged backgrounds are less likely to achieve the grades they need to progress in life. This isn't because they are any less able; they have less access to the tools to help them **reach their potential**.

We don't think this is fair. We know tutoring is an effective way of improving academic attainment and so we harness the **power of volunteer tutors** to bridge the gap and ensure this help can be accessed by every pupil who needs it, **not just those who can afford it**.

We specifically help pupils facing socio-economic disadvantage and who are at risk of leaving primary or secondary school without reaching national standards in their exams. We work **in partnership with schools** in nine cities and regions across the UK, delivering weekly tutoring in English or maths to those pupils who need it most.



## Our mission

Action Tutoring supports young people facing **socio-economic disadvantage** to achieve a meaningful level of academic attainment, with a view to enabling them to progress in education, employment or training.



We do this by partnering high-quality volunteer tutors with pupils to increase their **subject knowledge, confidence** and **study skills**.

Our **vision** is a world in which no child's life chances are limited by their socio-economic background.

# Our values

Our team are passionate, dedicated, professional and supportive.

We are a values driven organisation and the following **six core values** underpin what we do and how we seek to do it.

Learn more about our values at:  
[www.actiontutoring.org.uk/our-story/](http://www.actiontutoring.org.uk/our-story/)



**High standards**



**Reflective**



**Evidence based**



**Aspirational**



**Integrity**



**Collaborative**



## Our impact in 2020–21

**31,763**

sessions of  
tutoring delivered

**5,528**

pupils benefitted  
from tutoring sessions

**2,749**

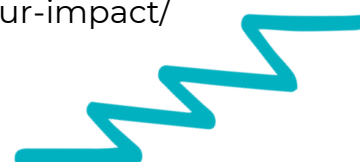
volunteer tutors  
supported our work

## The impact of the pandemic on our pupils

In **2019–20**, Action Tutoring delivered tutoring for six months until the pandemic forced schools to close. During that time, pupils made an average of +12% progress, when comparing the results of their initial assessment at the start of the programme and their progress assessment in February.

Even before the crisis, disadvantaged pupils were **already 18 months behind** their non-disadvantaged peers on average by the end of secondary school. School closures are likely to have widened this gap, reversing all progress made to narrow it since 2011. Sadly, studies suggest it could have widened **by as much as 75%**.

For more information, head to: [www.actiontutoring.org.uk/our-impact/](http://www.actiontutoring.org.uk/our-impact/)



# Director of Finance and Operations

As a charity that values and celebrates diversity and champions opportunities for all young people, we are keen to receive applications from those who have **experienced disadvantage** and from those who are of **Black, Asian and minority ethnic communities** who are currently underrepresented in our organisation.

If you are dedicated to ensuring young people from all backgrounds reach a meaningful level of academic attainment and are passionate about bringing about this change, **please apply** or get in touch for more information: [hello@actiontutoring.org.uk](mailto:hello@actiontutoring.org.uk).

## Reports to

CEO

## Line manages

HR and Safeguarding Manager, Operations Manager – Programme Team, Finance Administrator, outsourced bookkeeper. Other team members: HR and Operations Administrator.

## Salary

£60,000-£65,000 per annum pro rata.

## Contract and hours

Permanent, full-time. A full working week is 37.5 hours. We would consider 30 hours/4 days a week for the right candidate.

## Closing date

Wednesday, 18th May 2022

## Interviews

Prospectus preliminary interviews: 19th to 25th May  
First-stage interviews with Action Tutoring: 6th or 7th June  
Second-stage interviews with Action Tutoring: 9th June

## Start date

From July 2022 onwards

## Place of work

London office: The Dock, Tobacco Quay, Wapping Lane, E1W 2SF.  
We would consider remote working from England for this role for the right candidate, but occasional visits to the London office and travel to external events would be required.

## Benefits

25 days per annum pro rata (an additional day of leave will be given for each year of service up to a maximum of three extra days) plus bank holidays.  
Employer and employee contribution to pension following successful probation period, in line with auto-enrolment pension requirements.

## DBS requirement

All Action Tutoring staff must have an enhanced DBS check suitable for the child workforce. Should you be aware of any incidents, cautions or convictions that would appear in a DBS check, please notify us when you apply.

## To apply

Please submit [here](#) a CV and outline in a letter (max two pages of A4):

- 1) Tell us about three experiences you think that are most relevant to this role.
- 2) Tell us about what you would like to achieve in the first six months in post.
- 3) Tell us about how our organisational values are in line with your values.

# About the opportunity

This is an exciting opportunity to join the senior leadership team of leading tutoring charity Action Tutoring, as Director of Finance and Operations.

Reporting to the CEO, you will be responsible for leading on all non-frontline areas of operations for the charity, to facilitate the smooth running of the team and programme delivery to meet strategic targets. This will include managing finances and financial processes, IT, legal and governance functions, running of the office and HR administration. We are looking for a capable and empathetic finance leader who can play a key role in the leadership of the organisation, ensuring we remain well run and maintain a strong, healthy team culture.

The successful candidate will have outstanding organisational skills, an ability to think strategically and manage projects, and will have excellent interpersonal skills. You will need outstanding numeracy skills and strong written and verbal communication. You will have an eye for detail and a desire to drive improvements. A real commitment to the work and mission of Action Tutoring is important, along with a desire to help shape the charity. As a member of the senior management team, you will be good at managing the detail whilst bringing initiative and a passion for working in a fast-growing charity tackling educational disadvantage.

## Duties and responsibilities

While not exhaustive, the following description gives an overview of the role.

### **Finance**

This role is responsible for financial management and financial control of the organisation: you will work closely with the finance administrator and bookkeeper to produce and monitor monthly management accounts; manage the school invoicing process and monitor school and grant income (including as part of the National Tutoring Programme); oversee finance reports to funders; develop annual budgets and quarterly forecasts in collaboration with the senior management team and ensure that the charity's operations continue to be underpinned by a sustainable financial model. You will report to the treasurer and board of trustees on finance matters and prepare the annual accounts and oversee the audit process. Funding and cash management includes managing and forecasting cash, managing payment of supplier and customer accounts and supporting the CEO in fundraising through budget planning.

## **Operations**

This role has oversight of operational matters to ensure compliance and smooth running of the organisation; including IT infrastructure, organisational risk management, managing the Data Protection Officer relationship, legal, health and safety and office facilities, including hybrid working and any future office expansion or move. You will develop and lead the implementation of effective, fit-for-purpose processes for the above to enable the organisation to continue growing and reach its strategic goals.

## **HR and Payroll**

The role involves supporting the management of the growing team by developing and maintaining strong HR systems, policies and processes, working closely with the HR and Safeguarding Manager and HR and Operations Administrator. You will oversee and manage the payroll process, ensuring staff are paid correctly and on time. With a staff team of over 70, it will be essential to work closely with the HR and Safeguarding Manager to ensure strong HR processes and a healthy team culture are maintained.

## **Legal compliance and governance**

The role ensures legal compliance of the organisation. You will need to keep abreast of any governance and legislative changes relevant to the charity, including Charity Commission guidance and data protection guidance. You will lead on submissions to Companies House and the Charity Commission and ensure adequate insurance is maintained, plus review contracts and agreements for legal compliance and financial risk. You will plan and prepare paperwork for two board subcommittees — the HR Committee and the Audit, Finance and Risk Committee (two meetings of each committee per year) plus the quarterly board meetings.

## **Line management**

This role has direct line management responsibility for the HR and Safeguarding Manager, the Operations Manager – Programme Team, and the Finance Administrator. You will also manage relationships with external support agencies including: the outsourced bookkeeper, IT support company, Data Protection Officer, and HR and employment law consultancy. This role also plays a key part in a number of internal working groups, including leading the GDPR and IT working group and joint leadership with the CEO of the inclusion and diversity working group.



# Person specification

## Qualifications criteria

- Right to work in the UK.
- Strong academic qualifications; educated to degree level.
- Recognised accountancy qualification.

## We are looking for some of the following attributes, though you might be more experienced in some areas than others

- A strong track record in delivering results in a growing environment at management level.
- Experience overseeing finances and managing budgets; able to demonstrate a high level of understanding about financial management.
- Ability to manage and deliver long-term projects through to completion; self-starter with strong ability to take initiative to drive change.
- Broad experience with the full range of business functions and systems, including budgeting, finance, legal, IT and human resources.
- Understanding of developing policies and procedures; experience of good governance practices.
- Proven track record of working well with a team.
- Strong numeracy and interpersonal skills.
- Committed to ensuring young people from all backgrounds reach a meaningful level of academic attainment.
- Committed to equality, diversity and inclusion.
- Committed to promoting and safeguarding the welfare of children.

## You will be likely be more successful in this role if you have

- Additional formal qualifications relevant to the role (e.g. MBA, CIPD Level 7).
- Experience or knowledge of safeguarding procedures.
- Experience of the charity sector; particularly charity legislation and accounting.
- Experience of monitoring and evaluation processes and/or school data.
- Experience improving systems and processes.

# Our benefits



## Hybrid working

We offer a **flexible** combination of office and home based working.

## Flexitime and TOIL

We have a flexible policy for working hours, and offer TOIL where staff have to work particularly early in the day or late in the evening, so that they can **reclaim those hours** at another time.

## Pensions

We have a workplace pension scheme with a **3% employer contribution**.

## Knowledge-sharing

Lots of opportunities to **learn** from others in the organisation, including policy briefings, shadowing colleagues and peer-to-peer development.

## Proofreading support

As well as checking the accuracy of all content Action Tutoring shares with external audiences, our proofreading team **supports individuals** who would value an extra pair of eyes on their writing.

## Holiday

25 days holiday a year (plus UK public holidays), increasing by a day for each complete year of service (up to three extra days).

## Team away days

The whole team across the UK gets together three times a year. The days are filled with **knowledge-sharing** and skills development opportunities and also give a chance to catch up and socialise with colleagues through fun activities.

## Culture of celebrating

Regular **thanks and praise** and monthly recognition of 'heroes' to celebrate employees going above and beyond.

## Socials

Team socials around team days, regular bring-and-share team lunches and other activities.

## Ad hoc projects

Interested in other **exciting topics** relevant to our charity? Then join one of our working groups (including policy, diversity and inclusion, curriculum and training, socials, data and insights) and support with ongoing projects.





# ACTION TUTORING

[www.actiontutoring.org.uk](http://www.actiontutoring.org.uk)

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