



Finance and Resource Manager Recruitment Pack

Foreword from the CEO

Dear Prospective Finance & Resource Manager,

For over 35 years, Streets Ahead has been at the heart of the Scottish Borders, supporting individuals with learning disabilities and others to live independent and fulfilling lives in their communities. Our work is driven by a passion for creating opportunities, fostering inclusion, and empowering individuals.

I am looking forward to welcoming a dedicated and compassionate individual whose insight, expertise and commitment can help us continue to deliver exceptional services and support.

As part of the Senior Leadership Team, you will work closely with me, Directors and the Business Support

team on good governance, financial sustainability and effective processes. You will be someone who is excited about making Streets Ahead's funding and resources work as hard as possible to achieve excellent outcomes for supported people and to maintain our reputation as an employer of choice.

Together, we can build on our achievements and remain a vital resource for those who need us most.

Warm regards,
Heather Boyce



Welcome

We are delighted you are considering joining the team at Streets Ahead.

This pack outlines our organisation's vision, mission and values, and the key role the Finance and Resource Manager plays in helping us achieve our aspirations. We hope it gives you a clear understanding of the contribution you can make to the organisation.

About Us

Streets Ahead provides social care, supported living and community connections, primarily for people with learning disabilities, to help them live their lives fully. Our dedicated team works collaboratively to ensure that the needs of vulnerable people are met with dignity and respect.

Our Ambitions

As we create our next strategic plan, we aspire to grow our services, reaching more people and developing new ways to empower individuals in the Scottish Borders.

By building stronger community ties, generating new opportunities, and leading the way in accessibility and inclusion, we aim to provide life-changing support to those who need it most.



Our Vision

A Scottish Borders where everyone can live independent and fulfilling lives within their local communities.

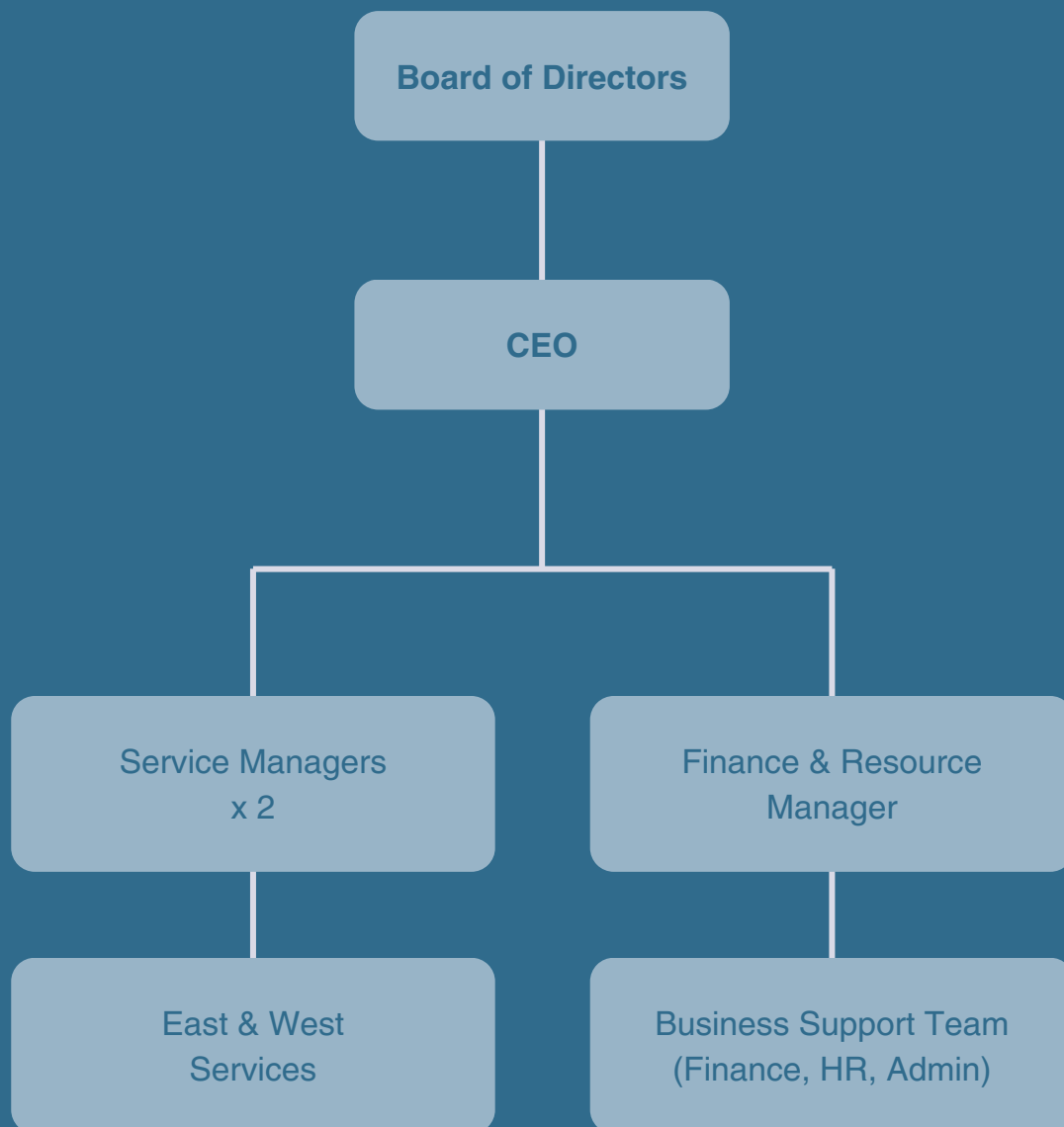
Our Mission

Streets Ahead provides tailored support, guidance, and practical assistance to individuals with learning disabilities, mental health challenges, and dementia. We are committed to helping people achieve personal growth, independence, and inclusion within their communities.

Key Facts

Streets Ahead (Borders) is a registered charity and company limited by guarantee. We have a turnover of just under £4 million, employ 140 people and provide 144,000 hours care and support annually.

Organisational Structure





Why people love being part of Streets Ahead

We are seeking an experienced and motivated Finance and Resource Manager to join our team. Working closely with the CEO, this role forms part of the Senior Leadership Team and heads up the Business Support Team so excellent interpersonal skills will be needed.

This key role will oversee the financial management, planning, and resource allocation for the charity's operations, ensuring that financial processes are efficient and aligned with our mission and ambition for growth.

The role will also involve managing financial compliance, budgeting and forecasting, as well as providing strategic advice on resource management for the charity's existing and evolving services.

Key Responsibilities:

1. Financial Management and Reporting:

- Oversee the preparation of timely management accounts and annual financial reports.
- Manage the charity's budgeting and forecasting processes, ensuring that all financial resources are used effectively.
- Ensure compliance with all financial regulations, including Charity SORP, VAT, and HMRC requirements.
- Monitor and control cash flow, ensuring the charity's financial stability and sustainability.
- Provide accurate and timely financial advice and support to senior management and the Board of Directors.

2. Resource Allocation and Planning:

- Assess resource needs and allocate resources accordingly to support the charity's services.
- Develop and implement resource planning models to ensure the efficient use of staff, equipment, and facilities.
- Monitor staffing levels, ensuring that the charity remains within budget while maintaining the quality of service delivery.
- Assist in the recruitment, training, and development of staff to meet operational needs.

3. Compliance and Governance:

- Ensure the charity adheres to financial policies, standards and regulations.
- Conduct financial audits and reviews, managing external audits when necessary.
- Ensure the charity maintains the highest standards of governance and transparency.
- Work with the Treasurer and Board of Directors on financial matters, providing regular updates on financial health and resource management.

4. Operational Support:

- Line-manage and oversee the work of the Business Support Team ensuring they are quipped to carry out their roles effectively and in line with the needs of Streets Ahead.
- Collaborate with fellow senior leaders to support decision-making processes with financial and resource-related insights.
- Project manage infrastructure and governance improvements.
- Develop and maintain financial systems and processes to ensure accurate record-keeping and reporting.
- Implement and manage cost-saving initiatives while improving service efficiency and quality.
- Oversee and manage financial systems, software, and other tools to support the charity's operations.

5. Fundraising and Grant Management:

- Support fundraising efforts by providing financial insights and analysis to guide decision-making.
- Help maximise and diversify our income streams.
- Manage and track the finances of restricted and unrestricted grants, ensuring funds are allocated appropriately.





Essential Qualifications and Experience:

- A degree in Finance, Accounting, or a related field (or equivalent professional qualification).
- At least 3 years of experience in a financial management role, preferably within the charity or public sector.
- Strong knowledge of financial reporting, budgeting, and resource management.
- Experience with financial systems, spreadsheets, and accounting software.
- Proven ability to work within a team and manage multiple tasks and deadlines.
- Strong communication skills and the ability to liaise effectively with staff, Directors, and external stakeholders.
- Ability to think strategically and adapt to changing circumstances.
- Line management skills.

Desirable Skills:

- ACA, ACCA, or CIMA qualification.
- Experience in social care or charitable service delivery.
- Knowledge of charity finance regulations, including SORP and VAT.
- Understanding of fundraising principles and grant management.
- Experience of resource procurement and management of IT, telecoms and utilities.
- Experience of working at a senior level.

Application Process

We would be delighted to hear from you.

Role Details

Job Title: Finance and Resource Manager

Location: Hawick/Scottish Borders/Hybrid

Contract Type: Part time 21 hours per week, permanent.

Salary: £24,900 to £27,300 pro-rata depending on experience (FTE: £41,500 to £45,500)

Benefits:

- Competitive salary and pension scheme
- 6% pension contribution
- Company sick pay
- Training and development opportunities
- Supportive and collaborative working environment
- Flexible working arrangements
- Employee Assistance Programme
- Bike2Work scheme
- Death in service lump sum
- Retail discounts
- Free PVG check

Thank You

Streets Ahead is committed to promoting equality and diversity in the workplace. We encourage applications from individuals of all backgrounds and are happy to discuss reasonable adjustments required for the recruitment process and for the successful candidate when being appointed to the role.

Together, we can continue to build brighter futures for the people we support.

How to apply

Please submit your CV and a short cover letter explaining your interest in the role and the skills you'd bring to the organisation to **recruitment@streets-ahead.org.uk** by no later than Monday 21 April.

Shortlisted candidates will be invited to interview. Successful applicants will undergo reference checks and a comprehensive induction process.





Unit 2, Annfield Business Centre,
1 Teviot Crescent, Hawick, TD9 9RE



01450 377924



info@streets-ahead.org.uk



www.streets-ahead.org.uk