



helps children  
communicate

**CANDIDATE PACK**

---

# Head of Finance

The rewards on offer, about the role  
& how you can apply

●●●● Interim & Permanent Recruitment

**AllenLane**

# Contents

**Welcome**

---

**About I CAN**

---

**Why Work Here**

---

**Our 3 year plan**

---

**Organisation Chart**

---

**Job description**

---

**Person specification**

---

**How to apply**

---

# Welcome

Dear Candidate,

## HEAD OF FINANCE RECRUITMENT

First of all, thank you for your interest in this opportunity.

We are looking for a new Head of Finance to join a small, yet busy, Finance team in our central London office, based in Islington. You will be the most senior finance practitioner in the organisation, be part of the Charity Finance Group and will be part of a key, highly regarded finance function. Currently, most of us are working from home but we are planning a partial return to the office in October.

The successful candidate will work closely with me and the role will involve developing and monitoring budgets, supporting the overall financial control and management of the charity, submitting financial returns, getting involved, where necessary, in bids and acquisitions, ensuring our financial policies and procedures are effective and being a key member of the Finance and Audit sub-committee of the Board.

You will be an integral partner to the organisation advising directors and other senior players on financial and commercial issues, including our two school business managers, both qualified accountants.

We are currently an £8m turnover children's communication charity with aspirations to grow and you would be joining us at a very exciting time. In short:

- We have a new three-year plan.
- We are investing in our external influencing work.
- Our special schools are consistently recognised as Ofsted 'Outstanding'!
- We are growing our speech and language advisory work.

Like many other organisations, we have produced a Covid-19 budget which we currently are on track with. Whilst this has reduced our income ambitions in this financial year, we have diverse funding streams and are therefore able to weather the storm. A good head of finance is integral here.

You can read all about who we are, why we exist, what we do, how we are structured, why we think this is a great place to work and our reward proposition in this pack. In addition, you will find more detailed information about the role we are filling.

September 2020

The post is part of a multi-disciplinary team of 10-12 people responsible for delivering support services, the marketing, press relations, and social media interventions of the charity. In addition, we are starting our thinking on digital, organisational transformation and public affairs, so an exciting time to join us

Application is by CV and a covering statement of no more than two sides of A4 aligned to the recruitment advertisement.

I very much look forward to hearing from you!

**Steve Williams**

Director of Corporate Services

# About I CAN

## Who we are

I CAN is the leading children's communication charity in the United Kingdom founded in 1888.

Our values reflect that language skills are vital for children to survive and thrive, since language is the foundation for all relationships and learning.

### Our Mission:

No child should be left out or be left behind because of difficulty speaking or understanding

### Our Vision:

A world where all children have the communication skills they need to fulfil their potential

## Why we exist

It's important to look at the statistics around speech and language to understand what we do:

- Language disorder is seven times more prevalent than Autism
- More than 1.4 million children and young people in the UK have speech, language and communication needs (SLCN)
- SLCN is the most common type of need reported in schools
- As many as 50% of children in some areas of deprivation start school without the language they need for learning
- Good language, particularly vocabulary at 13, is a strong predictor of better outcomes at GCSE.
- Only 18% of children with a language difficulty achieved expected level in reading, writing and Maths at the end of primary school compared with 64% of their classmates.
- 45% of young people referred for mental health services have communication difficulties.
- 40% of children with language difficulties struggle to make friends.
- At least 60% of young offenders have delayed language issues.
- Language disorder alone is one of the most common disorders of childhood; affecting nearly 10% of all children and young people, rising to 50% in areas of social disadvantage.

Sadly, there are now untold millions of people who are navigating their way through life with unidentified and unsupported SLCN. Many of these people struggle to find work, experience debilitating mental health issues and disproportionate numbers end up in the justice system.

## **What we do**

### **Run Special Schools**

Run two Ofsted 'Outstanding' residential special schools: one in Surrey and one in the East Midlands to support children and young people with the most severe and complex language needs.

### **Develop and deliver a range of structured interventions to children in mainstream schools**

Through our online shop and a network of licensed tutors, we develop and distribute interventions to support children with communication issues – currently implemented in over 5,000 nurseries, children's centres and schools.

### **Provide I CAN Talking Point**

Support over 1,300 parents of children with SCLN each year through a free dedicated telephone and skype enquiry service where they receive advice from a qualified speech and language therapist and access to our online portal.

### **Run a Communication Consortium**

Manage and lead The Communication Trust; a consortium of 36 charities and social enterprises with a responsibility for supporting children with SCLN.

### **Influence Government Policy**

Provide clear and robust evidence from our work to government and policy makers to influence practice and policy across the UK, in support of all children who have language difficulties. Bercow Ten Years On is an example of a campaign we ran within the last three years. We work in partnership with other organisations campaigning for better information, advice and improved services to many children and their families not receiving the speech, language and communication support they badly need.

### **Deliver bespoke government contracts**

Deliver speech and language programmes aimed at the nation's workforce responsible for the education and care children with SCLN.

# Why work here

I CAN is changing day by day so there's never been a more exciting time to join us. We need talented individuals to help shape our future and truly make a difference in the lives of children and young people with communication difficulties. Here are some of the benefits in place.

## Good benefits

We have a range of benefits in place:

- Salaries regularly benchmarked against market rates
- 25 days annual leave plus 3 days at Christmas, with an additional day in 2020
- Travel expenses paid on claiming
- Employee assistance programme providing a confidential helpline
- Supportive and paid sick leave, if needed
- Free flu jab in the Winter
- Contributory pension scheme
- Life assurance cover
- Enhanced maternity and paternity leave
- Free eye test
- Interest-free annual season ticket loan

## Access to over 270 exclusive discounts

We also provide our employees with access to our Perkbox employee benefits programme:

- Free mobile phone insurance
- Free coffee once a month
- Discounted gym membership
- Discounted cinema tickets
- Discounted holiday deals
- Opportunities to reduce grocery bills

## Working together

We value collaboration so that the whole can be better than the sum in parts

- Flexible working hours and access to flexible ways of working
- Clear objectives and organisational plans – we know where we're going!
- Regular performance development reviews providing clarity and support
- A structured induction programme, including visits to each of our schools
- Employees trained in first aid
- Structured cascade briefings once a month
- Respect for privacy in our dealings with you
- Business partnering and collaborative working philosophy

## Room for personal growth

Things are developing rapidly, so we need our people to do the same. We adopt the 70/20/10 model of learning and development. Namely:

- 70% through on the job experience, challenging assignments and applying learning in real situations.
- 20% from developmental assignments such as mentoring, coaching and professional networks.
- 10% from structured programmes, courses, e-learning, seminars and masterclasses
- We see development as owned by our employees and supported by their line managers.

For our candidate privacy notice, please go to:

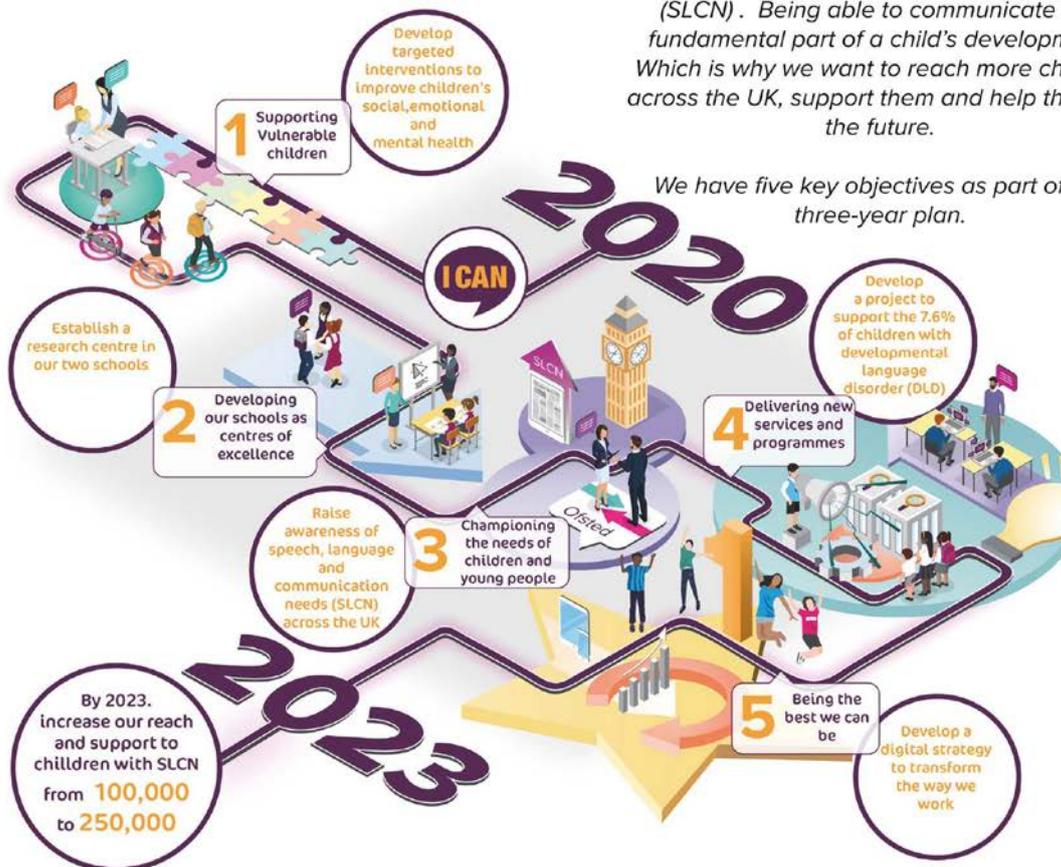
<https://www.ican.org.uk/media/1235/i-can-candidate-privacy-notice.pdf>

# Our 3 year plan

## Together, we can do more

When it comes to spoken language for children, we're the UK's leading communication charity. But we want to do more. Much more.

1.4 million children in the UK have long-term speech, language and communication needs (SLCN). Being able to communicate is a fundamental part of a child's development. Which is why we want to reach more children across the UK, support them and help them for the future.

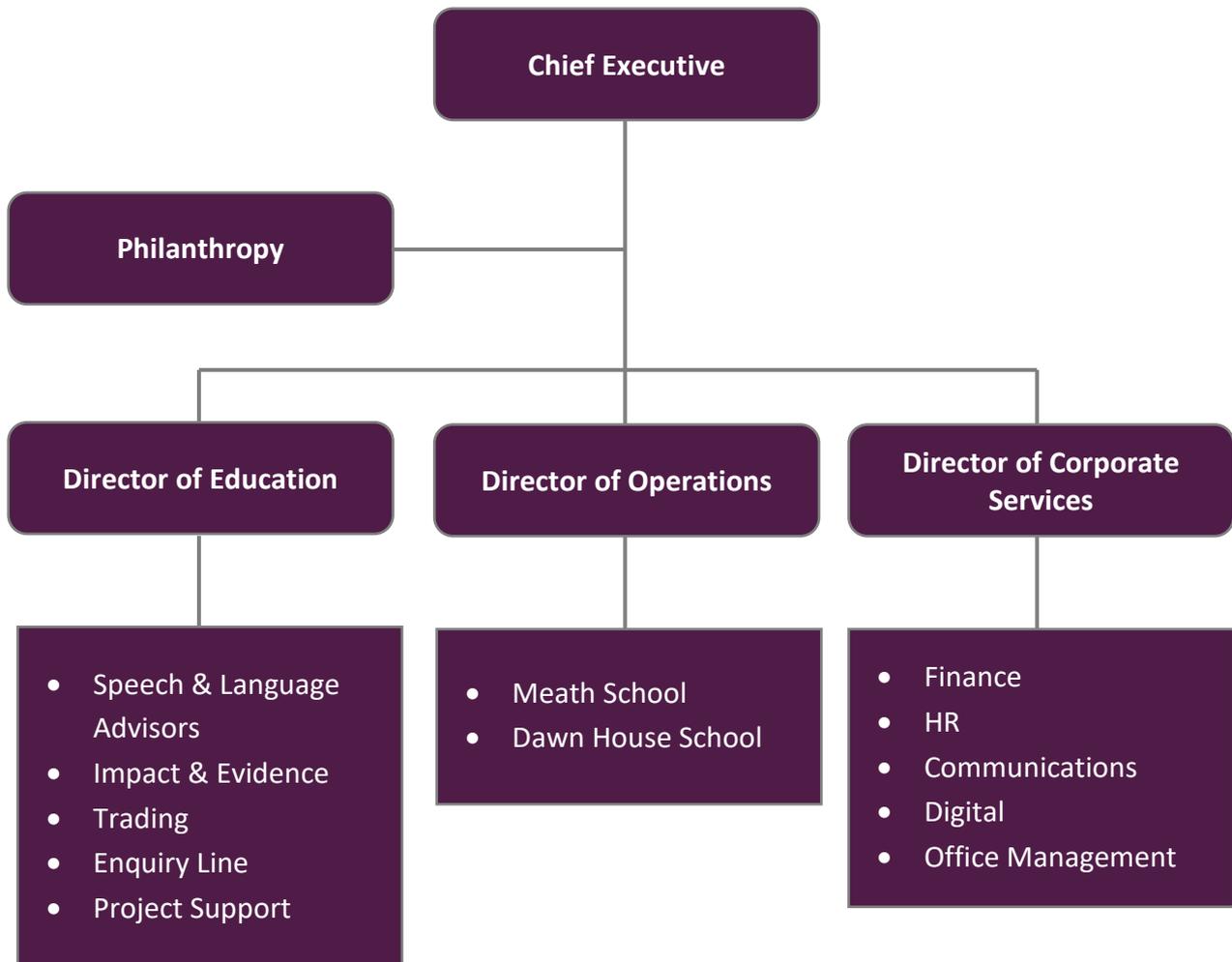


We have five key objectives as part of our three-year plan.

<p><b>1</b></p> <p><b>Supporting vulnerable children</b></p> <p>We will:</p> <ul style="list-style-type: none"> <li>Find new partners to help reach more children.</li> <li>Give children with mental health issues the support they need.</li> <li>Develop targeted approaches to help vulnerable children at high risk of SLCN.</li> </ul>	<p><b>2</b></p> <p><b>Developing our schools as centres of excellence</b></p> <p>We will:</p> <ul style="list-style-type: none"> <li>Increase pupil numbers.</li> <li>Create outward-facing schools and share our expertise for the benefit of all.</li> <li>Develop a thorough and effective school improvement cycle for both schools.</li> </ul>	<p><b>3</b></p> <p><b>Championing the needs of children</b></p> <p>We will:</p> <ul style="list-style-type: none"> <li>Hit the headlines to increase the profile of SLCN.</li> <li>Work with Ofsted to produce a model for language and communication.</li> <li>Reach new audiences via the Communication Consortium.</li> </ul>	<p><b>4</b></p> <p><b>Delivering new services &amp; programmes</b></p> <p>We will:</p> <ul style="list-style-type: none"> <li>Create a Young Persons' Ambassador programme to ensure their voice is heard.</li> <li>Develop a research centre.</li> <li>Create targeted school-based programmes to support children with DLD.</li> </ul>	<p><b>5</b></p> <p><b>Be the best we can be</b></p> <p>We will:</p> <ul style="list-style-type: none"> <li>Build one organisation, one culture, one mission.</li> <li>Go digital and incorporate it into our strategy.</li> <li>Increase our impact with a new brand refresh and business development strategy.</li> </ul>
--	---	--	--	--

By working together, we can make a real difference to the lives of children by equipping them with the speech and communication skills they need to succeed and thrive.

# Organisation Chart



# Job Description

<b>Job Title</b>	Head of Finance
<b>Location</b>	I CAN, 31 Angel Gate, Goswell Road, London EC1V 2PT
<b>Reports to</b>	Director of Corporate Services
<b>Contract type</b>	Permanent, Full Time.

## The Role

### Job Purpose

As the most senior finance professional in the organisation, you are responsible for supporting overall financial management, business analysis and financial control of the charity, ensuring ongoing viability and submitting financial returns in line with the charity's mission, vision and values and appropriate legislation.

The role will also involve the oversight and ongoing performance management of a number of outsourced services around payroll and invoicing, statutory audit and IT service delivery.

The role manages a Finance Manager and a Finance Officer and you will work closely with School Business Managers, who often have an accounting, banking and/or financial background.

## Job Responsibilities

Accountable to the Director of Corporate Services, the post-holder is responsible for:

### Financial Management

- Providing an accurate and timely financial management service, including leadership and support in the setting and monitoring of budgets, forecasts, cash flow analyses, management and financial accounts and business analysis services to support evidence based decision making at all levels.
- Ensuring that the Director of Corporate Services and Chief Executive are appraised of key financial issues that need to be discussed with the Senior Management Team and the Board of Trustees, and its sub-committees, to enable them to fully understand the financial position of the charity.
- Managing the annual financial planning process, together with the Director of Corporate Services who will provide leadership on the business planning process, ensuring that budgets are realistic and reflective of the overall strategic plan and any legislative requirements.

- All statutory reporting, compliance, annual accounts, VAT management, including statements of recommended practice (SORP) and statements of financial activities (SOFA) in accordance with charity regulations.
- Developing and maintaining appropriate financial policies and procedures and ensure that these are consistently being followed, including customer and supplier contracts, purchase orders, credit cards and ensuring timely invoicing.
- Managing the annual audit process with our designated auditors to ensure statutory accounts are produced, agreed and registered within the required deadlines.
- Ensuring that budget, forecasts and management accounts accurately reflect business activity, that accounts and other adjustments are being made correctly, that variances for agreed budgets and other issues are investigated, understood and resolved or mitigated.
- Providing support to the Finance and Audit Committee ensuring that agendas, papers and action points are all completed in a timely fashion, acting as the organisation's most senior accounting professional with the ability to exhibit the required technical expertise.
- Providing out of line support to financial management and administration resources in the schools.

### **Risk Management**

- With the Director of Corporate Services, ensuring that the Board of Trustees and Finance and Audit Committee regularly and adequately assess and document risks faced by the charity in line with the requirements of the Charity Commission.

### **Outsourced Services**

- Pro-actively managing a number of outsourced suppliers in payroll, invoicing, audit and IT ensuring that these services are each fit-for-purpose.

### **Management Information**

- Ensuring that key performance indicators (KPIs) developed with Directors are quantifiable, accurately reported and assist the organisation in taking key business decisions.

### **Procurement**

- Developing and maintaining coherent supply management protocols to ensure that the organisation achieves value for money from any supplies received. This includes the design and maintenance of any procurement and purchasing policies and procedures and advice to the organisation.

## **Organisational Responsibilities**

- Covering for your colleagues as and when required.
- Promoting collaborative working relationships and effective communication.
- Promoting I CAN's mission, vision and values in all aspects of your work.
- Abiding by all I CAN policies and procedures and in particular ensuring the protection of children in I CAN's services are followed at all times.
- Safeguarding at all times confidentiality of information relating to children, staff and I CAN's work.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

This job description is subject to regular review and appropriate modification.

# Person Specification

Essential (E), Desirable (D)

## Qualifications

- Qualified Accountant – relevant graduate qualification and equivalent business experience. (E)
- Relevant post graduate qualification(s). (D)
- Knowledge of charity business operations and financial regulations. (E)

## Experience

- Significant experience in the preparation of management and annual accounts, business analysis and management information. (E)
- Financial planning experience. (E)
- Demonstratable experience in cash flow and trend analysis. (E)
- Experience of meeting deadlines with external auditors and the management of an annual audit process. (E)
- Experience of developing financial management policies and procedures (E)
- Experience in working to a finance business partnering model (E)
- Experience in line managing, coaching and mentoring other employees (E)
- Experience in contributing to bids and tenders (E)
- Experience in a senior financial management position. (D)
- SORP experience (E)
- Experience in a school setting (D)
- Experience in designing and delivering finance training for non-financial managers (D)
- Contract management experience (D)

## Skills and Knowledge

- Ability to convey complex financial information in an accessible and people friendly way. (E)
- Ability to understand business operations and to ensure this is reflected in advice and information provided. (E)
- Strong grasp of detail, coupled with an ability to think 'big picture' (E)

## Personal qualities

- A good team player (E)
- Good communication skills, in writing, in face to face situations and over the telephone (E)
- Ability to roll up sleeves and get things done (E)

## Other factors

- Committed to the overall aims of I CAN and to developing and delivering I CAN's Vision and Strategy. (E)
- Evidence of continuing professional development. (E)
- Understanding and commitment to equal opportunities and empowerment. (E)
- Ability and willingness to travel when needed, mainly to our two schools in Surrey and the East Midlands (E)
- The ability to travel to attend occasional meetings out of normal working hours. This will not be a major requirement. (E)

# How to apply

## To Apply

Please send your CV and cover letter to [ICAN@allenlane.co.uk](mailto:ICAN@allenlane.co.uk).

## Timeline

Please note that these dates are only indicative at this stage and could be subject to change.

We will try and offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the below timetable, exercising flexibility through the recruitment and selection process.

The anticipated timetable is as follows:

<b>Advert Closing Date</b>	Sunday 27 <sup>th</sup> September
<b>Shortlisting</b>	Thursday 8 <sup>th</sup> October
<b>Stage 1 Interviews</b>	12 <sup>th</sup> and 13 <sup>th</sup> October
<b>Stage 2 Interviews</b>	Week commencing 19 <sup>th</sup> October

## Contact

We encourage all candidates to discuss the role further before submitting an application. If you would like to discuss the role in more detail, please contact:

**Bryony Feeney**

Senior Consultant

020 3542 8393

[bryonyfeeney@allenlane.co.uk](mailto:bryonyfeeney@allenlane.co.uk)

**Allen Lane Recruitment**

33 King Street, St James's

SW1Y 6RJ

[www.allenlane.co.uk](http://www.allenlane.co.uk)