

**Passion**  
**+ Community minded**  
**+ Care and service**  
**+ Dedication**  
**+ Talent to bring**  
**× You**

**It all adds up to**

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**Livability**

**Finance Director**

Information pack for applicants  
January 2023

# Welcome message from our CEO...



Dear Applicant,

I am delighted and encouraged that you are interested in this role as Finance Director at Livability.

We are a young-in-service Executive Leadership Team and we are looking for a confident, experienced Finance Director to provide us with a solid foundation to achieve our latest business plans. I know you will be experienced in the management of financial change and undoubtedly a good communicator. You will understand the relationship with our trustees, several of whom have held key financial positions in corporate entities.

Make no mistake, we are still turning the charity around and have robust plans in place which we are on track to achieve; these plans will require your commitment and will benefit from your experience. For several years the charity's costs have exceeded its income and we recognise that this cannot continue. The social care sector and the special education sector bring challenge and reward in equal measure, and I hope that the photos included within this pack will give you a flavour of our fabulous, high-quality services; these serve to motivate us in all that we do.

For these reasons we seek an individual who has demonstrable experience to call upon and someone who takes a confident and resilient approach.

I know you will consider our rich history (you may remember The Shaftesbury Society), our Christian heritage and our Values; these are outlined within this application pack. You will also find information about the broader context of the role.

If you feel called to apply, I would be delighted to hear from you.....

Kind regards,

A handwritten signature in black ink that reads 'Sally Chivers'.

Sally Chivers, CEO

# People + Team + Passion



## Our vision

To improve the quality of life for children, young people and adults with disabilities, so they can live a life that adds up for them.

## What motivates us to act

We are Livability - we work to change what is unlivable and help people to create a livable life, we help people overcome the barriers in their lives. We work to include everyone fully in ways of their choosing. We put the things in place that add up to living well.

## About us

What makes life livable is never down to just one thing - it's the sum of many things. From friendship to fun; from companionship to community; from a great chat to a challenge overcome – it all adds up to Livability.

Through a wide range of disability care, special education, and rehabilitation services, we promote inclusion and wellbeing for all. Together, we work to see people take part, contribute and be valued. We put the elements in place that all add up to connected lives.

## Our work

Livability supports a wide range of people through our adult care, special education and rehabilitation services. We work closely with individuals and their families across our special education and adult care services to find the best placement for everyone.

### Care Operations

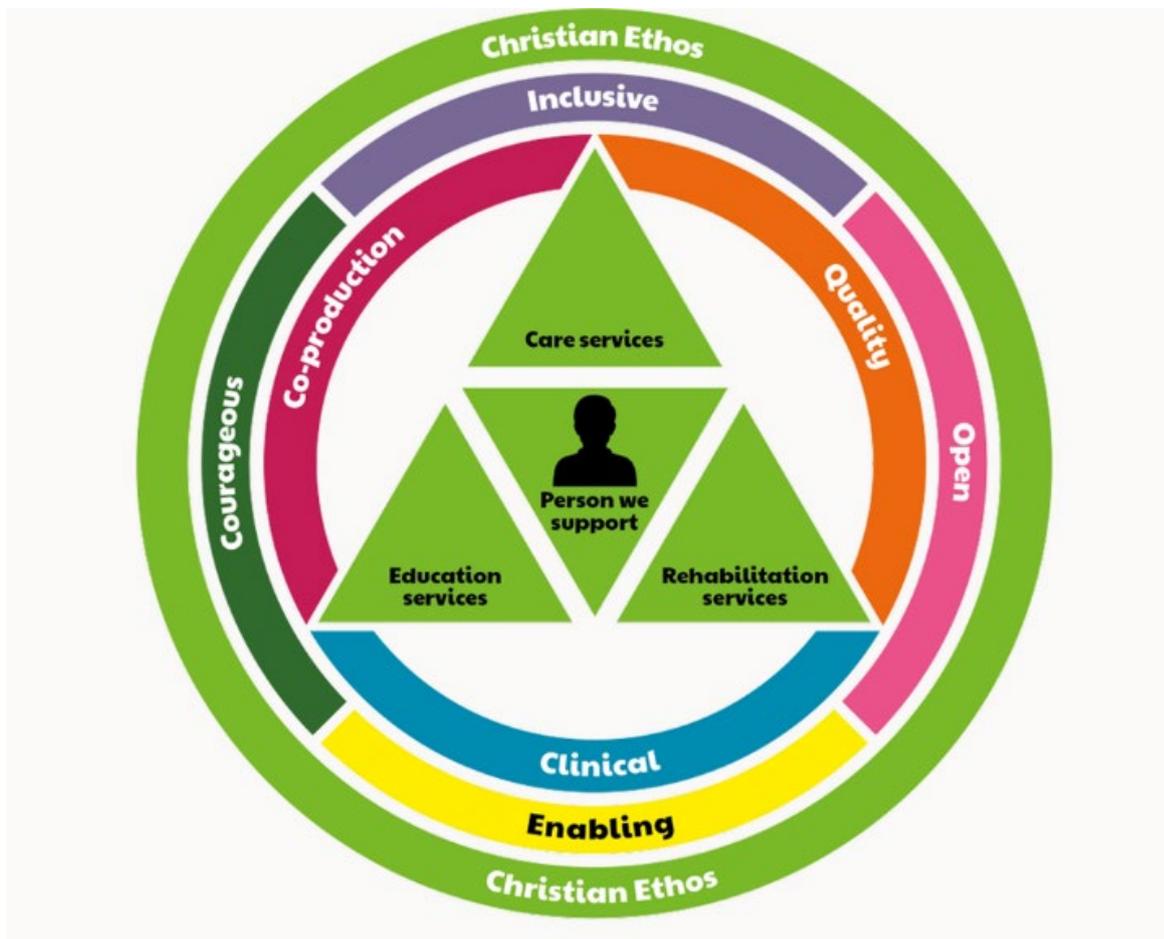
We run an extensive range of services across the UK for people with disabilities. Every day, we deliver direct services to over 1,000 people who are at the heart of everything we do. The people we support across adult care access our services by local authority referral, NHS referral or self-referral. We provide a variety of disability services for health partners, commissioning bodies, councils and CCGs/ Integrated Care Systems across the UK.

### Education Settings

Children and young people access our special education settings via local authority referral and we work closely with our commissioners to ensure we can meet the needs of all the students placed with us.

# Strategy summary

At the heart of Livability is the disabled person we support. We meet that person through our services and we support them to create a liveable community which adds up for them. We understand that what makes life add up is different for everyone.



# Our values

Our values underpin all that we do:

## Open

- We are warm-hearted, straight-forward and honest
- We create opportunities
- We accept feedback and learn from each other

## Enabling

- We give everyone an opportunity to grow and flourish
- We empower people
- We make things possible for people

## Inclusive

- We break down barriers for people
- We value everyone equally
- We want everyone to be treated fairly and be part of a community

## Courageous

- We speak up when we see something is wrong
- We overcome barriers and make things better for others
- We hold ourselves and others to account, we do what we say we will



# Our strategic aims

## **Wellbeing-focussed**

We will provide flexible, adaptive, exceptional services for the people we support as measured by how effectively we enable fulfilling life outcomes, promote positive wellbeing and form meaningful community connections.

## **Meaningful collaboration**

We will build mutually beneficial partnerships with those who share our values, particularly with the Christian church, in order to grow our combined impact in making community more livable for disabled people.

## **Going deep**

We will develop our services, programmes and relationships with the view that being deeply involved in a locality in multiple ways is better than being too thinly spread across disconnected geographical areas.

## **Well organised**

We will have robust systems and processes in place to be able to work in more agile and responsive ways in a rapidly changing environment.

# Our strategic objectives

## People

Develop a motivated, values-led and skilled workforce, committed to continuous improvement and contributing to Livability's cause

### Measures:

- Halve the number of vacancies
- Reduce sickness absence to under 5%
- Reduce agency spend

## Quality

Build a continuous improvement quality system that reflects what people we support say is important for enabling them to live full and flourishing lives regardless of the barriers they face

### Measures:

- Embed a continuous improvement quality system that actively supports the delivery of 100% of services at 'good'
- Development of the delivery of services towards 'outstanding'
- Defined and measured according to what people say is important for enabling them to live full and flourishing lives

## Engagement and Stakeholder Relationships

Develop collaborative relationships with key stakeholders, particularly the Christian church, to increase our impact, raise our profile, increase financial support and build mutually beneficial partnerships

### Measures:

- Growth in fundraised income to exceed £5m per annum
- Meaningful and ongoing engagement with at least 50 organisations and 5000 individuals

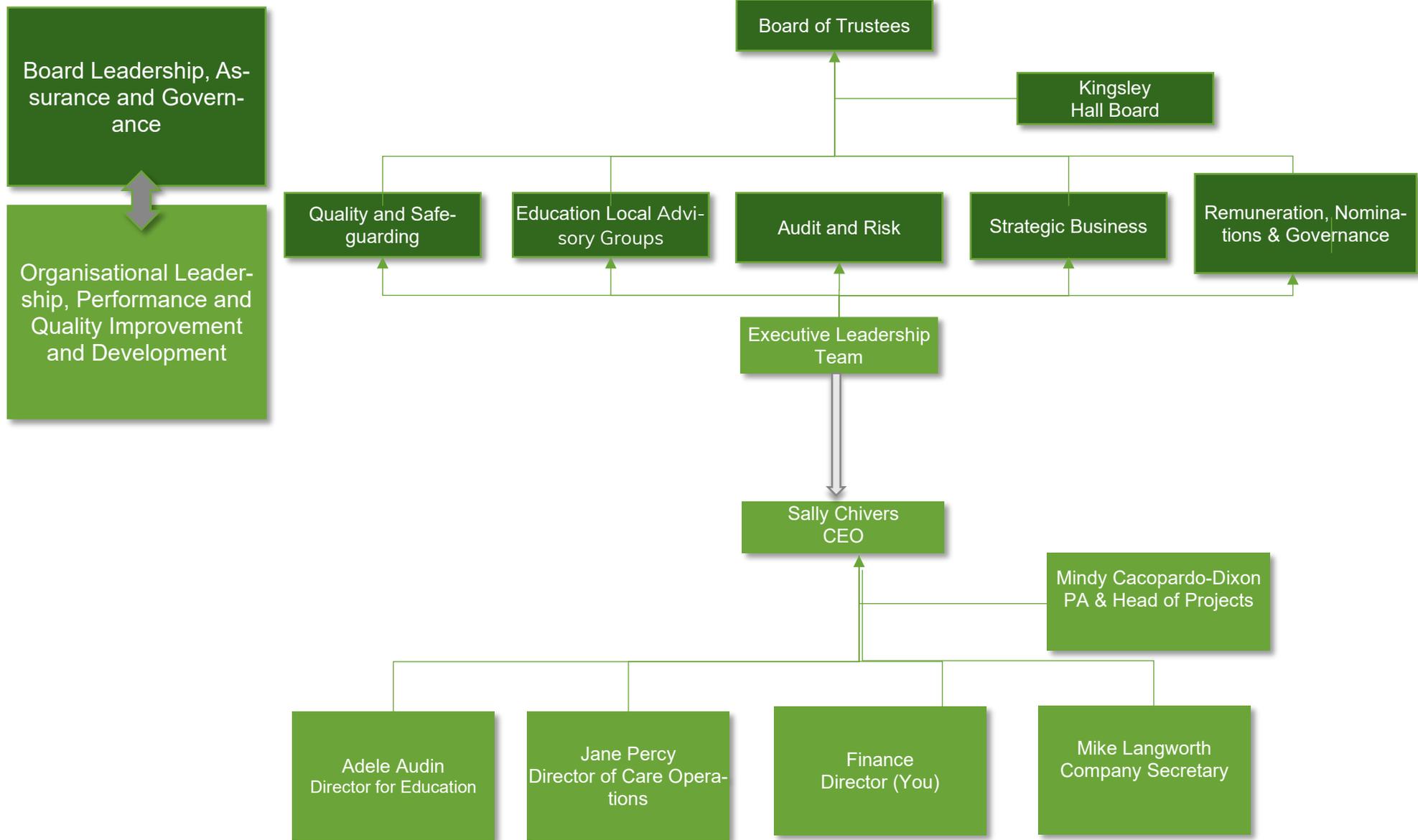
## Resources and assets

Implementing systems and process changes that ensure we have a robust infrastructure that supports the business to be sustainable, efficient and agile

### Measures:

- Digitally enabled charity
- Improved business and commercial model that contains overheads of less than 13%
- Reform estate through collaborating with housing partners and targeted capital developments
- Reduce overheads and costs

# Governance





# Job description

Job title: Finance Director

Directorate: Executive Team

Reports to: CEO

Supervises: Finance Team

## Purpose of the Job

- To produce accurate and timely financial information for the organisation.
- To lead and manage your team and to lead and manage change within your directorate.
- To implement the financial action plan arising from the latest Cost Reduction Plan.
- To lead the financial management, financial control, policy, planning, reporting and the financial transaction processes across Livability, ensuring a high standard of financial services.
- To ensure Livability is in full compliance with all statutory and regulatory reporting requirement in relation to finance, payroll and pensions/Pensions administration.
- To support Livability's property/asset management strategy in line with the corporate strategy and other key players.
- To work closely and collaboratively with the executive colleagues in shaping strategic thinking and contributing to the collective and strategic management of Livability.

## Main Duties

- Lead the implementation of the financial sections of Livability's Cost Reduction Plan.
- Control budgets appropriate to the needs of the organisation.
- Prepare the organisation's annual budget and business plan and ensure that regular management accounts and financial performance indicators and financial advice are submitted to the CEO, Executive Team and Board of Trustees.
- Manage the organisation's cash flow.
- Ensure compliance with statutory accounting and registration requirements in so far as these relate to financial matters (including payroll and pensions/pension administration).
- Ensure Livability's annual accounts are prepared in accordance with relevant statutory and accounting guidelines and a timetable previously agreed with the Board. Ensure that the accounts and financial affairs of the organisation are subject to an external audit, filed on time.
- Champion the drive for improved efficiency and value for money, including implementing an effective procurement process.

- Lead the strategy for treasury and loans management and the organisation's pension funds/schemes and advise on the potential for loans, borrowing, lease finance and capital investment including leading partnerships with external shareholders and partners.
- Manage the organisation's cash, investments and loans in order to maximise income and minimise costs but always having regard to protecting the organisation's assets from inappropriate risk. Ensure that Livability has adequate finance to fund its activities.
- Deliver a full range of financial and related support services to all departments of the organisation and work to raise the standard of financial management and understanding in all Operational Directorates and across support services.
- Provide financial support for tendering and other methods of growing new business and ensure the organisation has a clear understanding of financial commitments made when bidding for new work.
- Lead the provision of management and financial information including ensuring collation of management information to reports to the Board of Trustees (KPI's, monitoring of business plans, corporate strategy, etc.).
- Work closely with the relevant staff on the accounting processes for Fundraising ensuring that voluntary income is properly accounted for in line with UK accounting standards; the distinction between restricted and unrestricted funds is managed and properly reported; Gift aid processes are managed and timely claims are made.
- Undertake line management functions and responsibilities for the IT Team, including an understanding of the IT Budget and IT Strategy for Livability. (Dependent on skill base)
- Lead the production of statutory accounts, monthly and quarterly management accounts ensuring compliance with Charity Commission, Companies House, Auditors and Corporate Bankers.
- Provide effective tax compliance and planning service using a mix of in-house resource and external expertise as required, ensuring tax planning is incorporated into the charity's finance strategy.
- Develop and maintain an effective system of internal financial control, seeking to minimise the risk of fraud and lead the process to keep updated financial policies and procedures and delegations of authority.
- Work across functions with other senior managers to support a range of systems and process improvement initiatives and projects, ensuring the effective financial appraisal of investment opportunities.
- Ensure that the Finance function undertakes wide ranging analysis of business-related data and delivers insight as business partners.
- Ensure Livability delivers an efficient and effective payroll service including the administration of all pension schemes within the organisation's portfolio.
- Attend and present financial reports and performance indicators to relevant committees and at board meetings.
- Set the corporate standard for back-office services ensuring the Finance function operates to agreed quality and performance criteria and defined process model.

- Lead, manage, and performance manage the Finance Team members, ensuring that employees are recruited, inducted, trained, supervised and appraised in line with Livability policies and procedures.
- Evidence your own personal development by undertaking relevant training, attending meetings, conferences and events ensuring that you are updated in all matters relevant to the role within your Personal Development Plan agreed with your manager.
- Represent Livability at external events as and when required.
- To carry out additional duties and tasks that may be required within the range of the responsibilities of the post.

## Working Relationships

### Internal

Employees at all levels of the organisation, but CEO in particular, Executive Directors, Service Managers, Heads of Education as well as your own departmental team.

### External

Trustees, Commissioners, Charity Commission, Companies House, Pension Trustees, HMRC, Corporate Banks, suppliers, and other external Stakeholders as required.



# Person Specification

## Essential Experience

### Qualifications

- Qualified CCAB accountant.
- Degree educated.
- Evidence of continued professional and personal development.

### Knowledge

- Proven experience at Director level in a multi-site organisation including:
  - Development and monitoring of internal financial controls.
  - Development of computerised accounting systems.
  - Technical accounting lead responsibility.
  - Detailed knowledge and experience of charity accounting and the charity SORP.
  - Detailed knowledge of relevant Tax and VAT law and regulations affecting charities and the health and care sector.
  - Advanced knowledge of Access systems or equivalent.
  - Detailed knowledge of treasury and banking arrangements including loan agreements.
  - Finance function performance management.
  - Revenue assurance in a complex contracts-based organisation.

### Experience

- A track record of successful financial management and strategic financial management over a number of years.
- Social Care and/or special education (Schools, College) sector experience.
- Demonstrable experience of leading change at Director level, preferably within a similar environment.
- Advanced Excel skills.
- Experience of setting finance and accounting policy and of establishing clear priorities.
- Demonstrable experience of leading and managing teams.
- Experience of leading and advising at Board level on a range of financial issues including aspects of legislative, policy and regulatory change.
- Experience of working under pressure, setting priorities and of holding your team members to account for delivery.

### Technical/work based skills

- Ability to lead, motivate and address poor performance within a professional finance team and to achieve strategic outcomes on financial and non-financial issues.
- Ability to present and explain complex financial and other management information in the development of a Corporate Strategy and Business Plans to a wider audience.
- To provide solutions and foster a can-do culture. An ability to take a problem, think through the issue from different angles and present workable solutions.
- To be able to work under pressure with ability to meet deadlines and targets.

### General skills and attributes

- To be committed to the Charity's Mission, Values and Christian ethos.
- To hold all members of your team to account for their individual and collective performance.
- To commit to the corporate values of being Open, Enabling, Inclusive and Courageous.
- To understand how you fit into a team and the virtues of being a team player.
- To undertake a DBS check, the result of which must be satisfactory to the organisation.

### Desirable Experience

#### Qualifications

- Charity finance qualification.

#### Knowledge

- Treasury management.
- Bank debt and loan agreement negotiation.
- Procurement process design and supplier agreement negotiation.

#### Experience

- Extensive Social Care and/or special education (Schools, College) sector experience.
- Experience of IT strategy and policy.
- Costing and pricing of complex services.
- Exposure to local authority and government contract.
- Coaching and developing high performing professionals and teams.

**This job description and person specification is not exhaustive and amendments and additions may be required in line with future changes in the post holder duties.**

# Our corporate commitments

## Safeguarding

Livability is committed to safeguarding and promoting the welfare of adult, young people and children and expects all employees to share this commitment and follow our safeguarding policies and procedures.

## Equality and diversity

Livability is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Livability aims to create and sustain an inclusive work environment which provides equality of opportunity for everyone and reflects the diversity of the communities we serve. The post holder is required to uphold the Equality and Diversity policy and comply with the code of conduct which sets out our standards of behaviour towards those who use our services or work within them.

## Christian ethos and values

The post holder must carry out all duties in a manner which is consistent with Livability values which are based on an inclusive Christian ethos. This post may be considered as having a Genuine Occupational Requirement for the post holder to be a Christian.

## Policies and procedures

The post holder must also maintain the policies, procedures and practices of the organisation and as far as possible, must ensure that all activities within the work setting are consistent with those values, policies, procedure and practices.

## Confidentiality

The post holder must ensure that any information relating to employees, service users and volunteers (future, current and past) is treated in strictest confidence and must be discussed only within the confines of the work setting with the appropriate members of the team or managers.

## Health and safety

The post holder must be familiar with Livability Health and Safety policies and guidelines. All work should be undertaken so as to be consistent with these, and so as to ensure own health and safety and that of others affected by their work.

**For further information or if you have any questions, please contact: [PeopleAdmin@livability.org.uk](mailto:PeopleAdmin@livability.org.uk)**

# Terms of Appointment

Remuneration: circa. £100-£110,000

Pension: 15% employer contribution

Location: Our Finance Director can be based in either our London or Gateshead office.

Flexible working can be discussed and agreed in advance.

## How to apply

Saxton Bampfylde Ltd is acting as an employment agency advisor to Livability on this appointment.

Candidates should apply for this role through our website at

**[www.saxbam.com/appointments](http://www.saxbam.com/appointments)**, using code: **UAGAHD2**

Click on the '**apply**' button and follow the instructions to upload a CV and cover letter.

Cover letter should be no longer than 2 A4 pages and should describe why you would like to join Livability.

The closing date for applications is noon on **20 February 2023**.

### GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please **do not** include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

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**Livability**

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