

February 2022

Dear Applicant,

RE: Finance and Operations Manager

Thank you for your interest in this role which is funded by the National Lottery Community Fund.

In this Application Pack you will find:

- An introduction to CLASS and the Community Savers network
- A Role Profile (including job description and person specification)
- Guidance notes for filling in the application form

Please note that the application form is a separate file that requires downloading or can also be requested by emailing recruitment@class-uk.com. The application form contains an Equal Opportunities monitoring form which is optional to complete and will be removed from your application before shortlisting.

The deadline for submission of completed applications is **Friday 4th March at 5pm.**

Please return completed applications to: recruitment@class-uk.com.

If you have not heard from us within four weeks of the closing date for applications, please assume that on this occasion your application has not been successful.

Please note that as a small charity we do not have the capacity for individual feedback on applications or informal discussions with candidates in advance of job applications. If you have specific questions about the application process itself, please direct these to recruitment@class-uk.com and we will endeavour to respond within 3 working days.

Interviews will take place in Manchester on **Wednesday 23** or **Thursday 24 March.**

Yours faithfully,

Sophie King
Director, Community Led Action and Savings Support

CLASS and the Community Savers network: An introduction

Community Savers is a network of women-led savings groups that brings communities together to share ideas, experiences, and strategies for reducing poverty in their neighbourhoods, towns and cities. Community Savers leaders have been learning from the approaches of a women-led movement called Shack/Slum Dwellers International (SDI) since 2016.

Each of the member groups in the network is its own independent organisation with committee members who form the network leadership. Community Savers leaders work in alliance with CLASS but the groups and network leaders plan and make decisions independently of CLASS and other supporters and partners.

Savings: Savings is about trust and creates a glue that keeps people coming together. When a savings scheme begins, it is usually among an informally connected group of women who already know each other and want to try it out, or an existing group interested in new ideas. They begin holding weekly savings meetings. By saving small amounts together they build trust and financial resilience but also mutual aid and confidence. When women meet, they share problems which promotes health and wellbeing. If anyone is missing, the group gets in touch to make sure they are okay. Over time, members recognise that many women have the same problems and some of these are linked to gaps in services or community assets. Members also share ideas for positive action and making money work for them collectively. Examples from existing groups include markets, food cooperatives, co-financing community space renovations, trips away for families or children, and fundraising or consultation events.

Women-led: Savings is open to anyone, but the approach appeals the most to women who are often the ones managing household finances and the ones involved in community action. These ideas first began circulating in Greater Manchester after a series of exchanges between South African and Kenyan SDI activists whose membership is 85% women.

Savings-based organising is about ensuring that low-income women - who are often the most active at a community level but have limited influence over local decision-making - are able to come together to advance their own interests and those of their households and wider community. In some savings movements, members also believe that women are more reliable when handling money!

Learning exchanges and collective voice: Savings groups work together to think about what is available and what is missing in their area with regard for a diversity of women and families. They look for what is already there and seek to work with and build on those strengths, and to network initiatives together for a stronger local and united voice.

Savings groups also build up an awareness about common experiences and challenges between people living in low-income areas through learning exchanges with groups in their own and other similar neighbourhoods. New savings groups also emerge after learning exchanges with existing savings groups. Savings-based organising is strongly rooted in communities teaching and learning from each other based on their own experiences.

Savings groups continue to network with each other, eventually neighbourhood-wide and city-wide networks of groups emerge, and groups begin to form alliances with key agencies and professionals who can work with them to advance their interests. Capacity emerges for resident-led (and particularly women-led) neighbourhood planning and developments which have local ownership and work well for low-income women and families. These developments contribute to poverty reduction.

The Role of CLASS

CLASS is a small charity with an annual turnover of approximately £150,000 and we will have a team of three staff members by April 2022. We also provide opportunities for volunteers and student placements to gain experience of working with Community Savers groups. CLASS is governed by a board of seven trustees including two representatives from the Community Savers leadership and the Director of SDI Kenya.

Based on the SDI model, professional support agencies like CLASS, perform five key roles. We recently reviewed and confirmed these as holding true for the processes underway within the Community Savers-CLASS alliance.

1. Raising money.
2. Partnerships: Building relationships that open constructive partnerships for communities and acting as translator between formal/professional and informal/community perspectives and ways of working.
3. Documenting and communicating learning and achievements: creating space for groups to learn from what they are doing and build on it; capturing learning by documenting and writing about it; supporting groups to write and speak about it; attracting new audiences; creating platforms for amplifying community voice and demonstrating the value of community-led and co-productive approaches.
4. Technical assistance: listening to community needs and then providing technical assistance or identifying and bringing in technical assistance.
5. Strategic facilitation: working with groups and the network leadership to create space for reflection and learning, and for strategizing on how to advance the priorities of their communities and the network.

For further information about our alliance and activities try the 'News' and 'Watch' sections of our website: www.communitysavers.net.

Role Profile

Job Title:	Finance and Operations Manager
Salary:	£11,097-£11,831 (£27,741-£29,577 pro rata)
Hours:	15 hours per week / 0.4% FTE
Duration:	Fixed term for 2 years
Location:	Working from home or in community settings in Greater Manchester and Sheffield
Reporting to:	CLASS Director
Line management duty:	Volunteers and student placements

Purpose of role:

To ensure the effective management and development of all financial and operational systems of the charity and provide capacity-building support on financial governance to Community Savers leaders, working in alliance with the Community Savers leadership.

Benefits:

- 28 days annual leave plus public holidays
- NEST pension scheme with 10% employer contribution
- Flexible working welcome

Duties and Responsibilities

Financial Management

General management of all financial systems, processes and procedures of the organisation which may include but not be limited to the following:

- Management and ongoing development of all financial and accounting systems
- Providing finance guidance and support throughout the organisation and to group leaders affiliated to the Community Savers network.

- Maintaining a clear record of financial transactions in accordance with organisational and legal requirements
- Managing and improving systems for effective cash flow, asset monitoring and for the processing of invoices, petty cash and expenses
- Managing all aspects of payroll and NEST pension contributions
- Working with the Director to set, monitor and update annual budgets and project budgets as required.
- Conducting a monthly reconciliation of all bank accounts and project budgets.
- Review and develop finance and policy systems and controls to meet the current and future requirements of the charity.
- Prepare and present monthly management accounts to the Director.
- Prepare and present quarterly management accounts to the Director and Board of Trustees, including a narrative report that highlights key issues and variances.
- Comply with all statutory reporting requirements such as for the Charity Commission and HMRC including end of year processes to facilitate the audit and preparation of financial statements by charitable accountants.

Operations Management

General management of all operations of the organisation which will include, but not be limited to:

- Assisting the Director to develop and administer effective systems for the supervision, management and professional development of CLASS staff, student placements and volunteers, and lead on relevant sections of inductions.
- Coordination of staff, student and volunteer recruitment, induction and probationary processes.
- Supervision of a small number of volunteers and/or students on placement.
- Ensuring CLASS is achieving best value in the ICT systems and subscriptions we make use of, and monitor ICT needs internally and across the Community Savers network.
- Managing procurement and contract management processes and coordinate resources allocation including managing relationships/agreements with external partners.

- Assisting the Director with all aspects of fundraising including identifying new opportunities, preparing budgets and costings, and managing partnership agreements.
- Working closely with the CLASS Director to ensure the effective monitoring and evaluation of CLASS and Community Savers activities, outcomes and impacts, including timely reporting and effective communications on impact.
- Ensuring CLASS has appropriate and up to date policies in place in line with our charitable objectives, activities, size and scope, and that these policies are being proactively implemented with particular regards for safeguarding, health and safety, equality, diversity and inclusion, and data protection.
- Act as the CLASS Data Protection Officer, leading on our information governance procedures and practices including all matter relating to Data Protection and GDPR.
- Act as the CLASS Health and Safety Officer, ensuring the effective implementation of the CLASS Health and Safety Officer.
- Lead on the identification and management of risks within the organisation in consultation with the Director.
- Ensuring all CLASS policies are regularly reviewed and updated in line with current legal frameworks and statutory guidance.

General duties

- Participation in CLASS and Community Savers network meetings including sharing responsibility for minute-taking across the staff and volunteer team.
- Participation in regular supervision meetings with the CLASS Director and proactive management of working hours and leave entitlements.
- Adherence to the CLASS code of conduct and all aspects of the CLASS Policy Framework.
- To deputise for the CLASS Director as required.
- Willingness to undertake training as needed and if resources are available.
- Other duties as required by the CLASS Director.

Person Specification

EXPERIENCE	Assessment
<i>Essential</i>	
Experience of effective management of a charitable organisations' accounting and finance systems	Application form Interview
Experience of preparing and presenting management accounts	Application form Interview
Experience of preparing, monitoring and reporting on organisational and project budgets	Application form Interview
Experience of managing payroll and pension payments	Application form Interview
Experience of developing effective systems for the management of invoices, petty cash, expenses, and fixed assets	Application form Interview
Experience of either designing or implementing effective monitoring and evaluation systems for charitable projects	Application form Interview
Experience of preparing reports for charitable trusts and foundations.	Application form
<i>Desirable</i>	
Experience of developing effective systems for human resources management of staff and volunteers.	Interview
Experience of organisational policy development and review within a charitable organisation	Interview
Experience of fundraising for charitable organisations.	Application form
Experience of procurement and contract management	Application form
Experience of working with community groups in disadvantaged urban areas	Interview

EDUCATION/QUALIFICATIONS	Assessment
<i>Essential</i>	
AAT Diploma at Level 3 or above; or significant equivalent experience of managing charity accounts	Application form and checks if appointed

SKILLS AND ABILITIES	Assessment
<i>Essential</i>	
Ability to manage own workload effectively amidst conflicting priorities and time pressure	Application form
Ability to explain complex information in simple terms for a non-technical audience.	Interview
Excellent information and communication technology skills including MS Office, Cloud and accountancy software such as Xero or Quickbooks	Application form Interview
Confident to supervise volunteers and student placements	Interview
<i>Desirable</i>	
Experience of uploading and editing content on <i>WordPress</i>	Application form
Ability to work occasional evenings and weekends	Interview
Ability to work from home	Interview

KNOWLEDGE	Assessment
<i>Essential</i>	
A good working knowledge of Charity Commission and HMRC regulations for charity financial governance.	Interview
A good working knowledge of Data Protection regulations in the UK and how these are implemented in practice within charitable organisations.	Interview

PERSONAL QUALITIES	Assessment
<i>Essential</i>	
Committed to advancing social justice	Interview
A compassionate and non-judgemental approach to working with others	Application form
Works well under pressure	Application form
Excellent attention to detail	Application form

Guidance Notes

Please read through the following notes before completing the application form.

It is important to read the job description and person specification carefully before filling in the application form. A panel will shortlist candidates by comparing the information each candidate gives in their application form to the points listed for assessment by application form in the person specification. Those short-listed for interview will be the candidates who best demonstrate that they meet the points listed in the person specification section of the Role Profile.

Experience, Skills/Abilities and Personal Qualities

These are the most important parts of the application form, and it is essential that you complete this as fully as possible. We cannot assume any skills, experience, skills or qualities that you have and therefore you need to explain how your experience, skills and personal qualities match the points in the Person Specification.

Try to give specific examples so that those shortlisting have evidence as to how you meet the Person Specification. For example, do not simply say: "I can take initiative" "I have good communication skills". Give an example of when you have done this, how you did it, what you achieved and how your past experience will help you in the post you are applying for. Try to show that you have thought carefully about how the specification applies to you, and your abilities.

Do include details of relevant skills and experience you have gained outside formal work, or in other countries, and through training.

Pay attention to maximum word lengths and note also that the question boxes are not fixed: you can expand the question boxes as you type and extend them into the next page of the form where necessary.

Employment and Volunteering

Please give brief details (dates, job title if appropriate, main duties) of any work experience (paid or unpaid). Do also refer to your work experience (paid or unpaid) in the remaining sections of the application form. Please list these with your current/most recent post first and continue to list in reverse chronological order.

Do not send a CV - please fill the form in.

Education and Training

Please give brief details of your Education and Training listing courses/qualifications in reverse chronological order with the most recent first.