



ARGYLE  
COMMUNITY  
TRUST

# Job Application Pack

# Head of Finance





**“Our Mission  
is to inspire and make a  
positive difference to Devon  
and Cornwall Communities.”**



# ARGYLE COMMUNITY TRUST

<b>Organisation:</b>	Argyle Community Trust
<b>Position:</b>	Head of Finance
<b>Location:</b>	Plymouth
<b>Offices:</b>	Home Park, Outland Road , Plymouth PL2 3DQ Opportunity for some hybrid working
<b>Salary:</b>	£36-42K per annum
<b>Contract:</b>	Full-time Permanent
<b>Hours:</b>	40 hours per week
<b>Reports to:</b>	Chief Executive Officer

## Benefits and Opportunities

We aim to ensure we look after our staff welfare and provide fair opportunities across the charity. Argyle Community Trust offers incentives & progression based on key performance indicators, appraisals and added value to the Trust.

### Benefits

- Access to auto-enrolment pension scheme
- Relevant qualifications and training
- Ticket incentives for staff
- An opportunity to buy back on holidays
- Free access to courses for your children (immediate family) across Argyle Community Trust provisions
- Club Kit

### Other Benefits

- Holiday allowance based on service, after 5 years of service your holiday entitlement will increase by 1 day each year, enabling you to increase your holiday allowance by up to 4 days
- Private healthcare after two years of service, not contractual but based on how the charity performs

### Role Dependent Benefits

The Trust will also consider individual requirements needed to complete a role including:

- Work mobile phone with some allowance for personal usage
- Use of company vehicle for work purposes only
- Car Allowance

**Apply Now**

Closing date for applications: Thursday 31st August 2023 5pm

**Start Date:** Negotiable

## The Role

Argyle Community Trust has an exciting opportunity for an individual to join our team as the Head of Finance providing leadership and financial decision-making support to the Senior Leadership Team. This is an exciting opportunity for the right person to come into a positive and progressive environment and be able to make a vital impact on the Trust's ongoing development. The post holder will be in a position to make a difference and truly influence the impact of our programmes and charitable work within the local community.

The Head of Finance will have responsibility for managing, controlling and optimising the financial performance of Argyle Community Trust (ACT). Reporting to the Chief Executive Officer, they will be responsible for creating and managing the Trust's budgets, implementing robust financial controls, forecasting and helping to improve financial performance. In doing so, they will play a key role in achieving ACT's strategic vision. For the right person, the post represents a career-defining role and the opportunity to make a positive difference not just to ACT, but to the communities of Devon and Cornwall that the Trust represents.

The Trust has won the Football League Community Club of the Year award and employs more than 160 members of staff. The Trust is forecasting further significant expansion over the next two years following its appointment as the lead partner in the redevelopment of Brickfields Leisure Centre as a community hub.

The Trust is entering an exciting phase of expansion and currently operates across numerous sites in Devon and Cornwall. Staff are office-based at Home Park Stadium, Manadon Sports Hub, Launceston College and Carn Brea Leisure Centre with the Brickfields development providing the latest inspirational facility for the Trust.

As a registered charity, the Community Trust works in close conjunction with Plymouth Argyle Football Club and with many people across several sectors where sport has proven to be the ideal tool for creating lasting education and engagement with individuals.

## Main Purpose of the Role

- Provide strategic direction by supporting the Senior Leadership Team in meeting the Trust's objectives, increasing fiscal awareness and promoting financial efficiencies across the organisation.
- Ensure robust management of the Trust's financial performance against its strategic plan, including regular use of forecasts and the efficient use of funds.
- Ensure audited accounts are a true and fair reflection of the Trust's financial activity and position, managing the charity's restricted funds and understanding the financial implications of service collaborations and agreements.
- Ratify contracts and ensure that Trust financial policies and procedures are compliant, fit for purpose and followed in respect of service level agreements, contracted services and procurement.
- Represent the organisation in the external environment, developing highly professional relationships with funders, regulators, local authorities and other partners to enhance the Trust's reputation ensuring that all relevant stakeholders are provided with financial information and insight in a timely manner.
- Identify and make recommendations for improvements in business processes, systems and structures in order to improve the quality and efficiency of business operations.

## Equality, Diversity and Inclusion

Argyle Community Trust is an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

## Safeguarding

Argyle Community Trust is committed to safeguarding and promoting the welfare of all participants on our programmes and promotes robust policies to ensure that our staff and volunteers adhere to safe practices. The successful candidate will be subject to undertaking enhanced DBS checks prior to employment.

## Job Description

### Strategy and Direction

- Support the Senior Leadership Team to deliver its objectives and to increase financial awareness across the organization.
- Review financial policies and procedures, alongside business systems and structures ensuring that they are fully compliant and reflect best practice.
- Work closely with CEO & Head of HR to ensure the people plan for the Trust is fully understood and built into financial plans.

### Development and Partnerships

- Conduct financial analysis relating to new project opportunities, assessing what delivery can be achieved within the scope of funding and work with team members to analyse project plans and funding bids, assisting in completion and post programme delivery reports.
- Work with Budget Holders to understand and manage expenditure on a monthly basis and assist them with the budget and reforecast process.

### Financial Management and Accountabilities

#### Budgets

- Lead and manage the annual budgeting and reforecasting cycles for Trust and it's proposed Trading Subsidiary, maintaining and improving the system and providing variance analysis.
- Manage the production and review of individual cost centre monthly management reports provided to the assigned budget holder, meeting as required to discuss any risk areas, key changes and variances.
- Review departmental pricing decisions, working with managers to ensure optimal financial decisions and compliance of contracts and service level agreements.
- Manage expenditure and cash flow by preparing cashflow models and monitoring and controlling debtors and accruals.
- Monitor restricted funds and allocate to respective cost centres monthly.
- Complete monthly payroll payments including the production and posting of payroll journals.
- Manage Trust treasury function, including bank deposits.

#### Reporting and Accountabilities

- Manage the annual audit process and liaise with appointed auditors.
- Produce monthly management accounts and provide analysis of variance against budget/ reforecast in line with the requirements of the organization and relevant governing bodies.
- Complete monthly VAT return to HMRC and review performance to determine Corporation Tax liability.
- Provide engaging quarterly financial reports and present to the ACT Trust Board.

### Quality and Impact

- Assist in the development of management information, including performance against financial KPI's.
- Use skills to develop staff and their understanding of financial requirements and considerations.
- Provide monthly reports to support individuals across the organisation, including ad hoc reports that may be required for funding organisations or governing bodies.

Key Internal Relationships	Key External Relationships
CEO & COO Senior Leadership Team Head of HR Head of Facilities Head of Business Development Finance Assistant Remit Managers Chair of Finance Committee (Trustee)	Plymouth Argyle Football Club Premier League Charitable Fund English Football League Trust HMRC Designated Auditor Plymouth City Council / Devon County Council Cornwall Council Other Trust funders

## What we are looking for in our Staff?

- Lead by example
- Treat all colleagues with respect
- Be open and honest
- Bring new ideas to the way we do things
- Listen to and learn from others
- Support and encourage each other to develop
- Embrace new thinking and technologies
- Look out for each other
- Give it everything you've got



## What we are looking for in this role.

Qualifications and Experience	Essential Desirable
An ACA, ACCA, ICAEW, CIMA, CIPFA qualification	E
A successful track record gained managing the finance function of a relevant business in terms of scale and commercial activity.	E
Experience may be within football or charity sector, but those with a successful finance background in other industries are also encouraged to apply.	D
Knowledge and Understanding	
Knowledge of charity and commercial accounting with particular emphasis on reporting and control of restricted funds	D
Knowledge of partial exemption VAT tax requirements	D
Thorough knowledge of obligations regarding information sharing and GDPR.	E
Excellent project management skills - Be organized, and have good time management skills	E
To have due regard for safeguarding and child protection policies, including the welfare of children and young people.	E
To behave in an inclusive and respectful way, representing the positive EDI values of the Trust at all times	E
Proven management skills and the energy and initiative required to contribute to the execution of ACT's strategic vision.	E
Qualities	
Must be a consistent team performer and able to forge excellent working relationships	E
Ability to think creatively and generate new ideas, in order to grow business and enhance revenue and profitability for the group	E
Can offer solutions to problems, using initiative and common sense	E
Be flexible to meet the requirements of the needs of the business	D
Respond positively to feedback and strive for high standards and excellence	E
Challenge non-compliance and uphold Trust policy and procedures	E
IT and Communication:	
Ability to build effective working relationships and influence across the organisation and with external partners to improve practices	E
Good standard of English in both written and verbal communication.	E
IT literate, with the ability to use the full suite of Microsoft Office package and XERO	E
Ability to accurately convey meaning and deliver information in a concise and engaging way	E
Respond to email and other written correspondence in a professional manner in line with Trust Standards and Communication Guidelines	E



## Who we are...

We are the leading sport for social good charity in Devon and Cornwall, operating over 2,700 square miles.

We utilise the prestige of football and the reach of the club to inspire, engage, and help people of all ages, genders, races, and socioeconomic statuses, with a vision to 'provide opportunities to all people within our local communities by inspiring and empowering them through sport'.

## Our Values

We endeavour to uphold six core organisational values:

**Professionalism** - our staff are role models, coaches, mentors, and teachers and must conduct themselves professionally.

**Inclusivity** - we believe in fair play and having open access for all. We aim to celebrate diversity and focus on the needs of each individual and community.

**Respect** - we respect our partners, people, and communities and aim to gain the respect of others.

**Excellence** - we strive for excellence in all we do to support our beneficiaries and ensure they reach their full potential.

**Honesty** - we are open and transparent in all our work and with the communities we serve.

**Pride** - we are proud of what the organisation and its parent club represent.

## What we do...

Our work across Devon and Cornwall focuses on removing barriers to participation and offering opportunities that are accessible to all communities in our operational area. We maintain a focus on disadvantaged and isolated communities, underrepresented groups, at-risk children, young people, and adults.

We strive to work ethically and transparently in everything we do.

## Our Mission

Our mission is to inspire and make a positive difference to Devon and Cornwall communities through the power of sport and the brand of Plymouth Argyle Football Club. In short 'We are One Argyle.'

Our work strands focus on six key areas, all aligning with our strategic aims which are to:

**Empower people** in the communities of Devon and Cornwall to overcome inequalities and raise aspirations by providing opportunities and accredited attainment.

**Promote physical participation and wellbeing** by encouraging healthier lifestyles and removing barriers to participation.

**Inspire supporters** to engage with our community outreach programmes.

**Improve our systems** and structures to ensure we provide quality, efficient services that are value for money.

**Understand and measure the impact** of our programmes on the community.



# How to apply:

If you can meet the specifications and would like to become part of the Argyle Community Trust team, please complete our online application form <https://forms.gle/Lr5x7kHHEndy7jAL6>  
You will be given the opportunity to upload a covering letter and CV should you wish to do so however, for safer recruitment purposes, we do not accept application by CV only

In your covering letter you should draw on relevant aspects of your experience, including paid employment and voluntary work or training to demonstrate how your skills, experience and personal qualities match the requirements of this job specification.

If you would like further information or wish to discuss the post contact [Actrecruitment@pafc.co.uk](mailto:Actrecruitment@pafc.co.uk)

For more information about the work of Argyle Community Trust and our strategic aims visit <https://argylecommunitytrust.co.uk/about-us/>

Closing date for applications:  
Thursday 31st August 2023 5pm

## A final word from our staff...

"I love working with different communities every day and seeing how our work makes such a huge difference to peoples' lives. I wake up each day knowing that it'll be totally different to yesterday and that can only be seen as an exciting place to work."

What do you love most about working for the Trust?

**"The range of work that happens with opportunities created for diverse groups of people is amazing."**

"Every day is different and I enjoy seeing the progress month upon month, year upon year."

**"I felt valued and part of something since the first day I started."**

"I love being able to make a positive change to peoples' health and lives whether it be mentally, socially or physically. It's always been very rewarding to see somebody progress and excel knowing that you have supported them. It's also great working in and around a football environment and the Club."

**"The team we have in my department is absolutely brilliant, they daily go above and beyond what is expected of them, and I love that every day is different."**