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Director of Finance & Operations

Candidate Briefing Pack



Welcome to Pace

Pace is a ground-breaking charity which provides world class and highly specialist education and therapy services for children and young people with neurodisabilities, such as cerebral palsy. We are committed to ensuring that every child with a neurodisability can reach their fullest potential in life and to continually advancing best practice in our field. We've been growing and developing our practice, and expanding our impact, over three decades – and we have a really exciting vision for the future.



Pace delivers a highly specialist school service for children aged 4-16, a sessional therapy provision that focuses on supporting babies and toddlers with complex neurodisabilities and their families, and a growing therapy provision delivered into three local special schools. We support around 500 children and their families from Buckinghamshire and the surrounding counties. But in addition to that hands-on work, we are committed to encouraging the development of best practice nationally – to promote the systemic change that will enhance the life potential of the thousands of children and young people with neurodisabilities across the UK.

Our [current strategy](#) outlines five key priorities:

- Developing and growing our **Early Intervention** practice, and using it to deliver systemic changes in provision across the UK.
- Delivering our **SMART Programme**, which will harness the transformational benefits of assistive technology for Pace children and for other children with complex disabilities across the UK.
- Developing **Pace Digital**, our means of reaching many more families and practitioners nationally and internationally through the power of digital.
- Continuing to develop our **Impact Reporting** frameworks and techniques, so that we can continue to learn and to demonstrate what works and what doesn't.
- Delivering a change in the **Pace Brand**. This work is complete – and the new brand is reflected in this candidate brief and throughout our new website: <https://thepacecentre.org/>. We hope you like it!

As our new Director of Finance & Operations, you will be deeply involved in all of these exciting programmes. You will have the opportunity to collaborate with me, our talented Leadership Team and our committed Board of Trustees, in enabling children with neurodisabilities to reach their full potential in life, supporting them as they take their place in the world. I look forward to receiving your application!



Ian Sansbury
Chief Executive

Overview

Full time / Part-time:	Either – but with a minimum of four days per week (0.8 FTE)
Reporting to:	Chief Executive
Direct reports:	Accountant, IT Services Manager, Facilities Manager
Location:	Aylesbury / Hybrid
Holiday:	30 days, excluding bank holidays

Our Values and Habits

Pace is a values-led organisation. We continually encourage all of our Pace employees and volunteers to live and breathe our values. We are and always seek to be:

- Child and family centred
- Innovative
- Specialist
- Dedicated
- Compassionate
- Aspirational



From these values we have articulated twelve Pace habits, which align with our values: Focus, Empathy, Creativity, Problem-Solving, Curiosity, Learning, Passion, Commitment, Compassion, Respect, Positivity and Ambition. These habits are critical to who we are and what we do and form part of the person specification for all of our roles.

Job Purpose

The Director of Finance and Operations is a member of Pace's Leadership Team (which currently comprises the Chief Executive, Director of Education, Director of Clinical Services, Director of Finance & Operations, Director of Fundraising & Communications and HR Manager), working collaboratively to direct the work of the charity. The role is strategic and commercial, providing leadership of Pace's Finance, IT, Facilities and Health & Safety functions and line managing the staff within those teams.

The person in this role will be commercial and strategic, with a genuine sense of empathy with Pace's purpose and values. They will provide financial leadership to Pace as a whole, and advice to its Board and its Leadership team. They will also be an effective and highly collaborative business partner to each part of our charity, and to the Directors that lead them. They will take overall responsibility for all aspects of financial compliance and control, including all statutory and regulatory accounting requirements.

Key Responsibilities

Your key responsibilities will include:

Commercial Finance Support

- To be the commercial heartbeat of the charity, with the ability to balance risk and reward and to work collaboratively with the Leadership Team in driving Pace forward sustainably.
- To partner with and support the Directors of Education, Clinical Services and Fundraising in managing and developing their businesses and to develop them in their financial and commercial capabilities.
- To work with the Chief Executive and Director of Education to set and negotiate fee levels for school placements and to ensure that fee income from Local Authorities is properly levied and collected.
- To work with the Chief Executive and Director of Clinical Services to set fee levels for commissioned services to other schools, outreach therapy services and family therapy services and to ensure that those fees are properly levied and collected.
- To support the Chief Executive, Director of Fundraising and the Trust Fundraising team, in costing projects and functions for grant applications and to ensure compliance with donor-imposed restrictions.
- To monitor and manage supplier relationships and contracts and to ensure value for money in purchasing all goods and services for Pace.
- To lead on legal and insurance matters.



Finance Systems and Processes

- To maintain, develop and enhance Pace's financial systems and processes and financial controls and ensure that they are up to date and operating effectively and efficiently.
- To develop appropriate management information to enable the Trustees, Chief Executive and Leadership Team to make timely and effective decisions.
- To produce the charity's annual financial statements and coordinate the annual audit.
- To manage relationships with the Finance Committee, auditors and bankers.
- To manage Pace's bank accounts and investments, and ensure that payments are made in accordance with Pace policies.
- Working with the HR Manager, to ensure the effectiveness and accuracy of Pace's payroll systems and processes.
- To line manage the Accountant.

Strategy, Planning and Leadership

- To collaborate with the Leadership Team as we jointly develop and articulate Pace's strategy and as we lead the charity.
- To prepare annual business plans and budgets and monitor performance against them (including cash flow management and reporting).

Governance and Risk Management

- To report to the Board of Trustees on all matters relating to Finance, IT, Facilities and Health & Safety.
- Working with the Chair of the Finance & Operations Committee, Treasurer and Director of Fundraising & Communications, to manage the agenda and work of the Finance & Operations Committee (a board sub-committee).
- To monitor and manage risk across the charity, to maintain the risk register and report on risk to the Board as appropriate.

IT

- To have overall responsibility for Pace's IT Strategy.
- To line manage the IT Services Manager.

Facilities

- To have overall responsibility for Pace's Facilities Strategy.
- To work with the Facilities Manager to ensure that facilities-related expenditure is conducted efficiently and within budget.
- To line manage the Facilities Manager.

Other

- To promote Pace to different audiences and help to raise its profile at local and national events.
- To attend external meetings, conferences and training as required.
- To deputise for the Chief Executive as and when appropriate.
- To undertake such other duties as may reasonably be expected.

Pace is a regulated organisation and as such all postholders must have enhanced DBS.



Person Specification

E=Essential D=Desirable

Education	<p>Degree level, or equivalent (D).</p> <p>Qualified finance professional (ACA, ACCA or CIMA) (E).</p>
Experience	<p>Proven leadership experience (E).</p> <p>Commercial and strategic finance experience (E).</p> <p>Charity experience (D) and/or strong empathy towards the charity sector (E).</p> <p>Exposure to working with a Board (E).</p> <p>Experience leading IT, Facilities and Health & Safety functions (D).</p>
Skills and abilities	<p>Ability to assess and interpret complex commercial and financial data and to communicate it clearly to non-finance professionals (E).</p> <p>Excellent interpersonal skills with the ability to establish trust and respect with people from a wide range of backgrounds and professions (E).</p> <p>Strong team player and collaborator (E).</p> <p>Strong communication skills (verbally and in writing) (E).</p> <p>Ability to partner with colleagues to develop collaborative responses to business opportunities and challenges (E).</p> <p>Highly organised and personally effective (E).</p> <p>Attention to detail (E).</p> <p>A positive 'can do' attitude (E).</p> <p>Strong IT skills (E), with practical experience of general ledger (E) and CRM systems (D).</p> <p>Ability to negotiate effectively, with local authorities, other commissioning organisations and suppliers (E).</p>
Knowledge	<p>Understanding of, and ideally practical working knowledge of, UK charity finance, law and regulation (D).</p> <p>An understanding of charity fundraising (D).</p>

About the Pace Leadership Team

The Pace Leadership Team comprises the Chief Executive, Director of Education, Director of Clinical Services, Director of Finance & Operations and Director of Fundraising & Communications. Meetings are also attended by Pace's HR Manager. It is a collaborative team that directs the work of the charity as a whole, reporting to the Board of Trustees. Members of the Leadership Team represent their function and the contribution it makes to Pace, but every member of the Leadership Team is a leader of Pace in its entirety.

Although members of the Leadership Team are specifically responsible for particular areas of activity, we take collective responsibility for:

- The impact and outcomes we achieve for children, young people and families
- The long-term sustainability of the charity (particularly financial and reputational)
- The welfare and long-term development of our staff
- Child protection and safeguarding
- Health & safety and fire safety

The Leadership Team works collaboratively and as much as possible through consensus. That collaboration is informed by our Leadership Charter which informs the way we seek to work together.

How to Apply

Please apply online at <https://thepacecentre.org/work-for-pace/>, attaching your CV and supporting statement (max 2 sides A4) to your application. As part of our safer recruitment process, if you are shortlisted you will be asked to complete an application form.

For an informal discussion about this role, via Teams or phone, please contact Ian Sansbury, Chief Executive, at ian.sansbury@thepacecentre.org.

We actively encourage the widest possible range of candidates and welcome applicants regardless of race, age, disability, faith, gender and sexual orientation or other categories protected by law.

Closing date: Friday September 2nd, 2022

First Interviews: w/c September 12th, 2022

We look forward to hearing from you!

Apply now

