



Head of Finance

Information Pack

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Contact for enquiries

For an informal and confidential discussion about the role, please contact:

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Head of Finance

£53,000-£58,000

Full-time, permanent

Romford

Blesma – The Limbless Veterans is the national charity and membership association for limbless serving and ex-service men and women and their dependants. It exists to help its people to lead independent and fulfilling lives.

We help all wounded servicemen and women who have lost limbs, the use of limbs or eyes, to rebuild their lives by providing rehabilitation activities and well-being support.

Blesma campaigns for our veteran's rights and looks after individuals and their families by offering a comprehensive grants and welfare system. Rehabilitation, support, counselling and care are the four principle foundations of our organisation. Together, we can help our men, women and their families face the challenges ahead with renewed confidence and self-belief.

The Head of Finance is a pivotal role within Blesma, leading a team that delivers efficient and effective financial support to the Association as a whole. The main purpose is to hold lead responsibility for the delivery of financial and some governance and administrative support services to the Association and its staff in order that Blesma can deliver its rolling five year strategic plan.

With a turnover of £6.6m in 2016, we needed to raise in excess of £3.5m the following year in order to continue to deliver our activities and adapt to changing needs. As a charity, we are committed to ensuring that every penny we receive is spent wisely and meticulous financial management is essential in pursuit of that objective.

Reporting direct to the Chief Executive, the **Head of Finance** will play an important part within Blesma as part of the Executive Management Team, based at Elizabeth Frankland Moore House, Chadwell Heath.

They will lead and develop a finance team that delivers efficient and effective financial and some governance and administrative support to the Association and its staff, facilitating the Blesma rolling five year strategic plan, compliant with legislation and regulation in keeping with good governance and transparency.

This is a fantastic opportunity for an experienced finance professional to join an inspiring organisation in an established high performing team where you will have the chance to help shape the charity's financial administration for the future.

We seek to attract and employ the best people from the widest talent pool, as well as those who reflect the diverse nature of our society. Blesma encourages a culture where people can be themselves and be valued for their strengths. With an increasingly agile workforce, we are open to flexible working arrangements where appropriate.



Welcome

Thank you for your interest in applying to join Blesma The Limbless Veterans in a professional post.

Blesma has a long history going back to the end of the terrible First World War when some 44,000 returning amputees struggled to live, work and support their families. Their response was to support one another and this Member to Member ethos prevails today. Blesma is a specialist Service charity, an Association. Its Members are the war wounded and disabled veterans, and their dependants. It resolves to be the Association for the Service disabled of limb, acknowledged as experts. Its defining purpose is to assist its people to live independent and fulfilling lives, to help realize their fullest potential. Should you decide to apply, and you are successful, you will have an important role in the provision of this assistance. We are a lean team, deliberately, and every post counts significantly. Supporting the Membership is always paramount and the Association defends its values most strongly. Seeing a Member reach true potential is immensely rewarding.

I hope this pack will be useful in helping you to decide if you have the passion and skills for this post, and if so we look forward to hearing from you.

A handwritten signature in blue ink that reads "Barry J Le Gry". The signature is written in a cursive, flowing style.

Barry J Le Gry

Chief Executive

About Blesma

The First World War led to the birth of nearly 18,000 charities supporting veterans, of which around 10 exist today. Blesma is one.

Forty thousand Service men lost limbs or eyes during the First World War – and lived to return to a “land fit for heroes”. They were swiftly disillusioned. Amputation techniques were in their infancy, artificial limbs primitive and, with mass unemployment the order of the day, 90% of the nation’s war limbless could not find work.

During this period the limbless gathered together in groups determined if society would not help them, they would help themselves. So the Limbless Ex-Service Men’s Association was born and grew, finally achieving national status in 1932 as the British Limbless Ex-Service Men’s Association – Blesma.

Since its creation Blesma has lobbied successive governments to achieve improvements in pensions, in standards of artificial limbs and in the provision of suitable motor transport and employment opportunities. Residential homes have been opened, wide ranging health and well-being services initiated, sporting activities undertaken and innovative research commissioned, all helped by the ceaseless fund-raising activities of devoted members and supporters.

Blesma has helped over 62,000 amputees since 1932 and we have been the only national Armed Forces Charity that supports limbless veterans for the duration of their lives. Modern medicine transforms the physical injury, but it is a complicated process to treat the emotional trauma and related lifelong health problems.

Blesma is a specialist Service charity, an Association. Our Members are the war wounded, and disabled veterans and their dependants. We work tirelessly to meet the challenges of injury, to bring comfort, and to help realise individual potential.

We are not a charity provider that has beneficiaries in the normal sense; we are an Association with the Membership (contributors and beneficiaries) central to our existence and purpose. Each year we support over three thousand Members and Widows.

As a matter of principle and as far as practicable, Member is encouraged to help Member; this is applied from Board level, half of the current trustees are amputees for instance. The membership's interests are pursued in 4 principal ways, termed Lines of Operation, these being: security, identity, connectivity and resourcing.

Our mission - enabling limbless veterans to lead independent and fulfilling lives.

Blesma, The Limbless Veterans aims to:

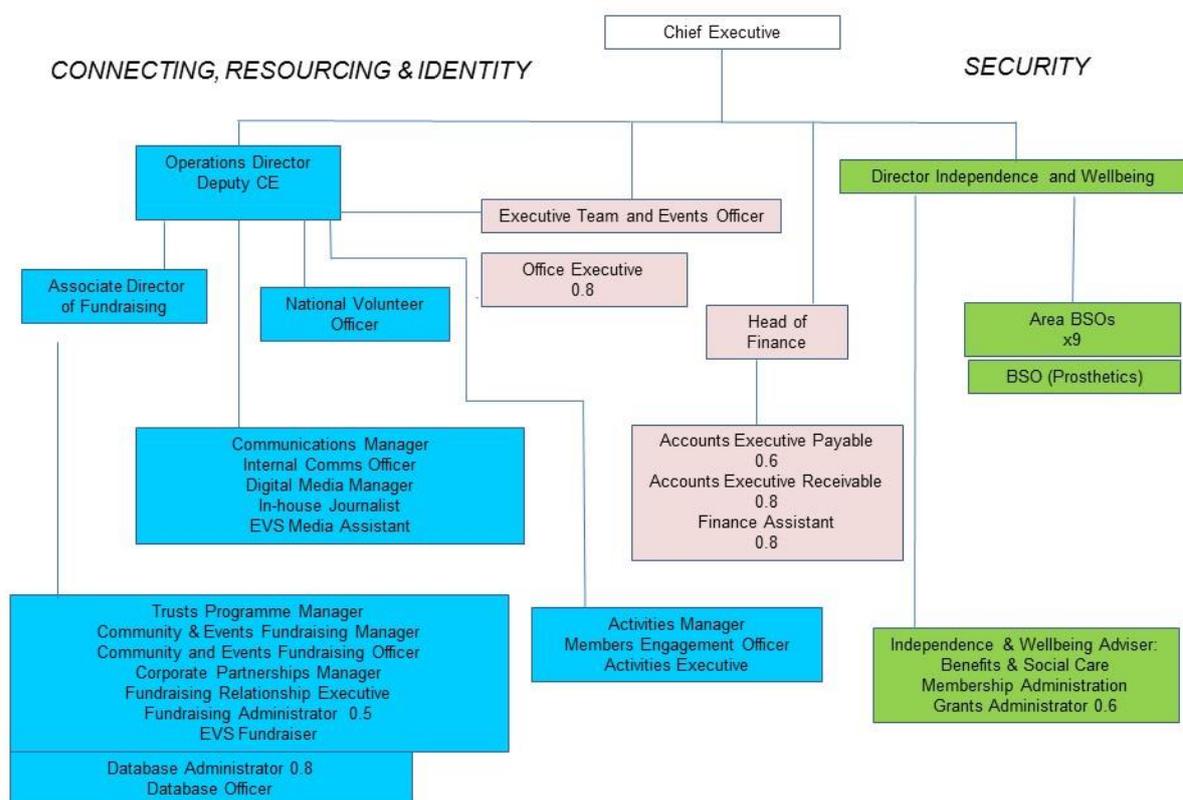
- Be relevant to every limbless veteran and their family
- Be a strong advocate on behalf of Members
- Ensure Members' needs are met
- Draw on our history and heritage to build a successful future for our Members
- Be supported and cherished by Members
- Retain its position as the expert armed forces charity on living with limb loss

For more information

There is a wealth of information about what we do on our website: www.blesma.org

You can also read our latest Annual Report: <https://blesma.org/news-media/annual-report/>

Organisational Structure





Job Description

Title: Head of Finance

Accountable to: Chief Executive

Location: Chadwell Heath - Frankland Moore House, 185-187 High Road, Chadwell Heath, Romford, RM6 6NA

Salary: £53,000 to £58,000 depending on experience and qualifications

Blesma offers a contributory pension scheme – employer's contribution of 5% and a suggested employee's contribution of 5% and a Death in Service insurance benefit equal to one times annual salary.

Contract: Permanent, Full time

Holidays: 25 days per annum, plus statutory holidays.

Equal Opportunities: Blesma is an equal opportunities employer and commitment to this is expected.

Full details of Conditions of Employment are set out in Blesma's Employment Contract, the main features of which are standard for all staff.

We seek to attract and employ the best people from the widest talent pool, as well as those who reflect the diverse nature of our society. Blesma encourages a culture where people can be themselves and be valued for their strengths. With an increasingly agile workforce, we are open to flexible working arrangements where appropriate.

Job Summary

Primary Purpose

To lead and develop a finance team that delivers efficient and effective financial and some governance and administrative support to the Association and its staff, facilitating the Blesma rolling five year strategic plan, compliant with legislation and regulation in keeping with good governance and transparency.

Main Duties

- To provide effective leadership to the finance team
- Ensure accuracy and completeness of the Association's financial records. Check and authorise journals and bank reconciliations
- Monitor and check the finance assistants' duties have been completed accurately and on time
- Prepare final annual combined accounts for auditing
- Check and prepare Blesma Branch Form 7 returns for consolidation annually
- Correspond with solicitors/executors and appropriate authorities where legacy to Blesma has been confirmed. Maintain and update the Legacy Pipeline Report
- Maintain and record investment transactions. Reconcile with quarterly reports from the investment managers
- Maintain and record purchase and disposal of all fixed assets for the Association. Ensure monthly depreciation charges are in agreement with main register
- Maintain and update staff life assurance policy records
- Administer Blesma pension schemes to include monthly payment of contributions and ensure reconciliation on a monthly basis. Ensure compliance with appropriate legislation
- Process the monthly payroll and produce and file all necessary documentation with HMRC monthly and end of year returns as required
- Produce monthly management account reports for Directors, CE and Trustees, including a fundraising report
- Process and claim Gift Aid tax due to Blesma
- Administer Blesma credit cards
- Implement Blesma policies and processes including Human Resources and Information.
- Provide support to the Trustees through the CE to contribute to the good governance of Blesma
- Provide support to the Directors and matters of finance and accounting
- To act as deputy for the CE on matters of finance when required and brief the Trustees personally on accounting and audit issues

The Main Duties above are issued for the purpose of guidance and may be subject to variation.

Work Context

A member of the Executive Management Team, office based at Elizabeth Frankland Moore House, Chadwell Heath with a requirement for travel to meetings and events to represent Blesma. With a preparedness to work out of office hours, there will be times when there may be the need to work outside of the standard working week.

First Reports

Finance Assistant, two Accounts executives.

Autonomy and Decision Making

Accountability for delivering:

- Annual combined accounts for auditing
- Asset register
- Employer life assurance policy
- Employer pension schemes
- Monthly payroll
- Monthly management accounts
- Correct tax position as a charity
- Full financial compliance
- Investment portfolio reconciliation

Your Skills and Experience

Essential

- Qualified at ACA, ACCA or CIMA with three years' experience
- The ability to deliver timely and accurate financial transactions and records for an organisation of substance and high reputation
- Strong commercial acumen with both a proven and recent ability to increase efficiency and reduce costs
- A successful track record at a senior management/executive level to deliver the vision and mission of an organisation, presenting strategic and operational information and reporting impact
- First class communication skills, both written and verbal.
- Well-developed negotiating and influencing skills, with the ability to persuade in a complex stakeholder environment and act as an effective ambassador for Blesma
- Experience of implementing organisational change having the ability to evaluate regularly the efficiency of the Association's business procedures and apply improvements
- Strong leadership and motivational skills with a track record of success in building effective teams and leading a team of staff
- Highly opportunistic with the ability to take the initiative on his/her own when the situation demands it
- Analytical and organised, able to deal with a range of complex issues across Blesma's internal and external environments
- Knowledge and understanding of effective governance
- Understanding of the not-for-profit sector
- Highly competent in MS Office, including Excel and other programmes, good knowledge of Sage 200 accounting system and sage 50 payroll

Desirable

- A successful track record of working effectively within the charity/nfp sector and with Boards, Trustees, Committees to deliver the vision and mission of an organisation, presenting strategic and operational information and reporting impact
- Knowledge of charity sector governance and financial reporting requirements, e.g. SORP, and other regulation affecting charity financial management, e.g. GDPR

Personal Qualities

- Empathy and a genuine interest in the work of Blesma
- Innovative ideas for improving services and the facility to think beyond traditional boundaries and ways of doing things
- Well-developed interpersonal, representational and influencing skills with the ability to lead and deliver outcomes in a climate of change
- Sound judgement and calm under pressure
- Open minded and a willingness to learn
- High level of intellect, personal presence and determination
- A robust, resilient and resourceful leader who sets high standards and is constantly seeking innovation and improvement
- High standards of personal conduct, credibility, honesty and integrity that encourages and inspires colleagues, members and stakeholders alike
- An inclusive team player who can work across boundaries, harnessing and valuing individual differences, and achieving results through others

This job description covers the main tasks expected to be involved in undertaking the job and the main characteristics and qualities required of the jobholder. It is not meant to be all embracing and other tasks may be assigned to the jobholder as necessary and/or operational needs dictate.

How to apply

For an informal and confidential discussion about the role, please contact:

Simon Lloyd, Director

T: 020 7096 90339

E: simon.lloyd@nfpconsulting.co.uk

Application is by way of a CV and a Supporting Statement

Selection process and timescales:

Closing date: **10.00 a.m. Monday 12th March**

First Interviews: **Tuesday 20th March**

Second interviews: **Thursday 5th April**

Accessibility:

Please let us know if you have any special requirements which we might need to consider in relation to the selection process, e.g. attending interview.

Any requests will not be taken into account in the selection process.

