



The Really NEET Project

Job Description

Finance Lead

Job title: Finance Lead
Location: National (hybrid working arrangements)
Mentored by: Chief Executive Officer
Type of Employment: Full Time
Hours of Work: 40 Hours per week
Days of Work: Mon-Fri
Pay Level: £40,000 per annum

Are you a qualified accountant with a proven track record in financial strategy? Can you bring strong leadership and technical expertise to support our organisation? If so, we have an exciting opportunity for you.

The Really NEET Project seeks an experienced and creative Finance Lead.

The main areas of focus for the role will be:

1. **Financial Systems**
2. **Whole-company financial oversight**
3. **Forecasting and Reporting**
4. **Governance**

The Finance Lead will be an effective communicator who upholds and influences the seven EPIC-ARC Organisational Values within our ABC SVP culture.

Leadership Qualities we are looking for:

- **Coaching/Communication:** Individuals who can build trust and rapport and use active listening, goal setting, constructive feedback, and a strengths-based approach to leadership. As a leader, your role is not to dictate solutions but to guide and empower your team to find their path to success.
- **Strategic Thinking:** Develop and maintain a clear vision, think critically with foresight and associated risks for the organisation, be adaptable, and focus on the organisation's long-term success.
- **Delegation:** Evaluate team members' wellness and skillsets, assign tasks based on their skills and expertise, and develop a specific skill or increase experience.
- **Motivation:** Inspire and positively influence people to give their best. Invest in the development of others with autonomy, belonging and competence so people feel valued, heard, and excited about their work.
- **Creativity:** Through an explorative mindset, being able to influence people through challenges, problems and points of crisis while being self-aware of your work's impact on others.



Finance	
Overview	Financial Oversight of the whole company
	Leading on Collaboration with Company Accountancy Firm.
	Risk Planning and Risk Mitigation Plans
	The development of local site financial plans and budgets.
	Provide financial sustainability plans.
	Effective financial forecasting for each site and the whole company.
	Identify sources of funding, prepare research proposals and submit funding applications.
	Management and development of systems to support the financial infrastructure of Really NEET
	Implementation plans with key Milestones and KPIs.
	Regular reporting and reviews of the implementation process.
	Collaboration with the Change Leaders, providing effective programme-informed consultation for all new pieces of work via the decision-making cycle.
	Leading on Employee Expenses payments
	Support Change Leaders with implementation plans for all pieces of work related to Finance.

Systems	
Overview	Collaborating with the local administration teams to ensure our company's financial systems are up-to-date and accurate and can produce meaningful data for analysis, reporting, risk planning and prevention.
	Carrying out Gap analysis Audits and Improvement Plans for all systems relating to finance across the organisation.
	Develop implementation plans in conjunction with Change Leaders for all agreed actions.

Governance	
Overview	Create and present all financial governance reports to the board of trustees with accountability for any actions from the board of trustees.
	Coordinate all financial governance meetings and calendars and collate all reports and updates for the CEO and COO.

Our Values and expectations for the role

Empathy	Foster a collaborative, supportive, kind work environment and a continuous learning and development culture for everyone.
	Approach situations from a place of empathy encompassing the organisation's belief that outward behaviour reflects inward turmoil.
	Build effective, long-lasting relationships with all staff members where they see us as relatable leaders.
Purpose	How all staff advocate for themselves and others.
	How all students advocate for themselves and others.
	How all families advocate for themselves and others.
Inclusion	Hold ourselves, all staff and the organisation accountable against prejudice and oppressive practices.
	Put the needs of others ahead of our own.
	Support the development of sustainable structures to hold inclusion authentically within Really NEET.
Curiosity	Respond to critical feedback or setbacks with a lens of curiosity.
	Be curious about Really NEET, its identity, and its future.
	Encourage and support curiosity in others.
Aspiration	To help design, implement, and oversee evolving effective structures for safeguarding.
	To provide all students with a supportive, compassionate, professional experience and response.
	To support all staff with their development of your role and expertise.
Resilience	Practice and provide calm leadership.
	Take responsibility for wellbeing and model this to others.
	Fail fast and seek actual learning experiences from mistakes from ourselves and others.
Creativity	Apply creative thinking to crisis management locally and nationally.
	Harness creativity in others and allow creativity to thrive within the organisation.
	Create platforms for ideas and innovation for everyone within the organisation, including our young people and other stakeholders.

Person Specification

A = Application Form	C = Certificates	I = Interview	R = Reference / Supplementary Evidence
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Criteria	Essential/ Desirable	Measure
Qualifications		
GCSE Level 4 (Grade C) minimum in Maths and English	E	A + C
Relevant professional qualifications which support expertise in the financial and administration field (i.e. ICT, Business Management, Finance, or other relevant field)	E	A + C
Accounting/Finance Qualifications (AAT Level 4, ACCA or equivalent)	E	A + C
Professional Development		
Evidence of at least 4 years of recent experience working within a similar role	E	A + I + R
Has successfully undertaken or is prepared to undertake appropriate personal development	E	A + C
Has successfully undertaken or is prepared to undertake appropriate leadership development	E	A + C
Leadership Experience		
To have had experience in dealing with external agencies, families and a range of people from different communities	D	A + I + R
To have had experience and the ability to contribute to staff development	D	A + I + R
To have experience working within a wider network	D	A + I
Experience and Knowledge of Business administration and management		
To have knowledge and understanding of financial strategy	E	A + I
To effectively use systems and policies to monitor and support the business	E	A + I
To have experience/training in MS Office and financial system software	E	A + I

Person Specification		
Criteria	Essential/ Desirable	Measure
Skills, Qualities and Attributes		
Build and maintain quality relationships through interpersonal skills and effective communication.	E	A + I
To be proficient in Microsoft Office	E	A
To have experience working with financial system software	D	A + I
Demonstrate personal and professional integrity, including modelling and upholding our EPIC ARC (Stated below)	E	A + I
Promote good progress and outcomes by staff and students.	E	A + I + R
Fulfil wider professional responsibilities within Really NEET.	E	A + I + R
Ability to manage difficult situations, including conflict, professionally and sensitively, which demonstrates support and mutual respect	E	A + I + R
Demonstrate personal enthusiasm and commitment to make a positive difference.	E	A + I
Prioritise, plan, and organise yourself to take timely and effective action where required	E	A + I
Be aware of your strengths and areas for development, listen to and reflect constructively and act upon appropriate feedback from others.	E	A + I
Resilience and the ability to remain calm in difficult situations.	E	A + I
To demonstrate an understanding, awareness, and empathy for the needs of all students and how these could be met.	E	A + I
Professionally demonstrate, promote, and encourage effective staff and student wellbeing.	E	I