



RECRUITMENT PACK

Head of Finance and Administration
Application Pack - January 2025

THE
UBELE
INITIATIVE



APPLICATION PACK – Head of Finance & Administration



Young people in London take part in GFC partner summer activity
Photo Credit - Little Fish Theatre 2022

Job Title:	Head of Finance and Administration
Hub:	Central Hub
Reporting to:	Chief Executive Officer
Salary Range:	£57,000-£62,000 gross per annum
Location:	Ubele offers a flexible hybrid working model; for this position you will be required to work two days per week in our designated London office in Wood Green, North London.
Work Pattern:	Full Time/ 5 days per week
Contract Type	Fixed Term – two years 6 months

Background

About The Ubele Initiative

The Ubele Initiative was established in 2014 as an African Diaspora-led intergenerational social enterprise. In 2023 Ubele became a not-for-profit community interest company (CIC) and now has a turnover of £3m and a workforce team of 30.

Our mission is helping to build more sustainable Black and racially minoritised communities across the UK. Over the past few years, we have designed and delivered a wide range of local, regional, national, and international initiatives which seek to create and build community wealth. We do this by pursuing the four strategic aims of our current 5-year Strategy:

- to strengthen communities through enterprise and asset development,
- to advocate for equity and justice in our communities,
- to strengthen our infrastructure and voice,
- to develop people, groups, and organisations.

Commercially minded, creative, and innovative in approach, we develop and apply techniques and bespoke solutions that are based on research and community involvement, can be sustained locally, and that yield results.

We support community-led organisations and groups with their community assets (people, organisations, and physical space). We use social action, community enterprise development, participatory learning & skills development, and next-generation leadership initiatives.

We work closely with the private, public, and not-for-profit sectors including foundations and trusts, all who see benefit in and results from our involvement and our collaborative approach in pursuit of their objectives. This includes systems-change necessary within their areas of governance and in their connections with their communities to embed the required different ways of working.

In 2020 Ubele was appointed as the Black and minoritised community catalyst organisation for Greater London and as a result our sphere of influence has grown and we now provide more regional and national services spanning advisory, strategic, research, learning & developmental, capacity building, grant-making, and delivery.

Our story has been one of rapid growth and change. The growth is reflected in the range of initiatives we are involved in and is also evidenced by the increase of our team to 30 comprising PAYE and sub-contracted “associates”. Many are in fixed-term project-specific roles supported by a corporate ‘core’ providing typical headquarters functions that are both transactional and transformational.

This is an exciting time to join Ubele’s team. Having recently moved into our new home at Wolves Lane Horticultural Centre where we will continue to pursue, and prepare to refresh, our 5-year strategy. The 3 ½ acre Horticultural Centre is leased from the council by Wolves Lane Consortium, of which Ubele is one of two steward-members. The move will herald the start of a new phase in Ubele’s journey by creating new opportunities to further our work and to build community wealth.

You can find further information about us here: www.ubele.org

You can find further information about our new home here: <https://www.ubele.org/our-work/wolves-lane-centre>

About The Role

As the Head of Finance and Administration the post holder will be a custodian of the organisations financial and operational resources. The post holder will be knowledgeable, approachable and will be able to advise and challenge thinking internally for the betterment of the organisations practice.

Main duties and responsibilities

- To report to the Chief Executive initially
- To be a member of the Central Hub’s Leadership & Management team
- To be an internal advisor to Ubele’s Management Board providing sound technical financial advice and in the other areas within sphere of responsibility
- To be responsible for, and to lead, manage, and ensure the successful delivery of Ubele’s financial & administrative services, and in so doing:
- to oversee and to implement effective:
 - financial accounting policies, controls and procedures including treasury and audit arrangements
 - management accounting arrangements including budget setting, monitoring and control
 - contract, asset, and risk management arrangements
 - business systems including QuickBooks, Salesforce, SharePoint
 - performance reporting internally and externally
- Ensure compliance throughout with relevant legislation, regulations, standards, and all other requirements
- Contribute to Ubele-wide strategic financial planning, forecasting and risk-management
- Engage in continuous improvement initiatives within your team and Ubele-wide
- To be a key contributor to Ubele’s income generation efforts – including fundraising, grant & contract opportunities, commercial and sales
- Provide direct line management support to the finance and administration team and inspirational leadership throughout Ubele
- To be an integral member of Ubele’s senior leadership team through collaborating with colleagues to achieve organisational goals
- To act as an advocate for the Finance & Administration team and the wider organisation, attending both internal and external meetings as required
- Support Wolves Lane Consortium in the development of its Business Plan and financial strategy, and in its ongoing financial management. This within the context of Ubele’s role as the Consortium’s co-managing steward, and
- To provide financial administration services to Wolves Lane Consortium if so procured
- To undertake any other duties consistent with the post and purpose of the role, and to assist with other areas of work as required.

Inclusivity, Health & Safety, and Compliance

- Promote a workplace culture of respect, dignity, and fairness, challenging all forms of discrimination and prejudice.
- Comply with the organisations safeguarding policy and practice at all times and undertake trainings on safeguarding as required.
- Maintain awareness of health and safety, complying with Ubele’s Health and Safety policies and procedures.
- Ensure compliance with the Data Protection Act/General Data Protection Regulations (GDPR), maintaining confidentiality in all programme-related information.

General

- To attend and participate in internal and external meetings including staff meetings and meetings with key stakeholders.
- To attend relevant training to fulfil the requirements of the job.
- To undertake other duties which may from time to time be required and which are appropriate to the responsibilities of the post.
- Ensure that The Ubele initiative internal policies and procedures are followed through in all areas of work. They will also treat with confidentiality any information that could be deemed as personal, private, or sensitive and comply with the organisations GDPR and Safeguarding requirements.

Person Specification

Skills

- The ability to operate at the strategic and the tactical / operational level in the planning and delivery of Ubele's finance and administrative activities.
- The ability to work independently as well as collaboratively, using initiative and sound judgement.
- Excellent communication skills, both verbal and written and the ability to build strong relationships with both internal and external stakeholders.
- Positive and can-do attitude. Willingness to undertake a range of activities and a flexible approach to working in a small growing £3m turnover not-for-profit business
- Excellent organisational and time-management skills with the ability to prioritise conflicting demands while maintaining accuracy and attention to detail.
- A track record of problem solving.
- Analyse and present complex information in a relevant and comprehensible way, including interpreting accounting data for non-accountants

Qualifications

- Qualified professional accountant and member of an accountancy institute/body that is recognised in the UK, with significant demonstrable post-qualification experience.
- Educated to degree standard or equivalent work experience.
- Solid, up-to-date and practical understanding of SORP and of third sector finance management.
- High level of proficiency with accounting software (Ubele currently uses QuickBooks)
- Excellent Microsoft Office IT skills, including expertise in Word, Excel, and Outlook.

Experience

- Significant experience of accountancy and financial management at a senior level including but not limited to budget preparation, cashflow management, and the management and delivery of year end and audit processes.
- Substantial relevant professional experience within a finance function, providing and presenting insightful financial information and commercial analysis to influence leaders across the organisation.
- Experience of presenting financial information in a meaningful way and explaining complex finance matters to a non-finance audience.
- Experience of establishing and operating an effective controls environment.
- Experience of line managing staff and ensuring support is provided appropriately across the team.
- Ability to inspire, coach and develop financial skills in colleagues.
- Ensure compliance with data protection, information security and confidentiality principles.

Specific Experience

- Excellent understanding and experience from the sector Ubele operate within
- Excited by and experience of making best use of information technology for business and corporate-wide systems e.g. Salesforce
- Eager to learn and to continually improve to keep up to date in the fast-paced digital space
- A positive and flexible approach to the work
- To be responsible for and to keep-up to date in retaining professional qualifications and to engage in continuous professional development

Specific requirements

- To have a satisfactory DBS (Standard)
- To act as an ambassador for Ubele at all times, focussed on pursuing Ubele's purpose, and demonstrating through behaviours and practice Ubele's values and principles

We can offer:

The Ubele Initiative fosters a caring intergenerational creative and flexible work environment that promotes collaboration, team wellbeing, respect, and professional development.

Salary

£57,000 to £62,000 gross per annum (full time)

Weekly hours

37.5 hours per week.

Pension

After successful completion of probation, employees are auto enrolled on the Ubele workplace pension scheme dependant on eligibility.

Holidays

20 days annual leave and 8 UK bank holidays for full time employees, pro-rated for part time.

Flexible Working Location

We are open to applications from candidates across the UK that are willing to travel regularly. to our London office based in North London. We currently operate a 2 days per week office minimum for full time staff with Thursdays being the anchor day where all staff should attend the office.

Learning

Ubele encourages professional development as a part of our culture and values. Ubele provides, opportunities for training in mental health and first aid, collaboration, and mentorship. Ubele hosts away days, annual retreat, local and international courses, learning sessions and social events.

Support

Access to Bright Wellbeing 24hr advice line and counselling service.

Access to Health Assured App

Access to Bright Safe Health & Safety management software and a variety of training courses.

How to apply:

Instead of a traditional cover letter, please share your CV and minimum two sides of A4 as a supporting statement detailing why you are applying for the job and how you think you meet all the criteria listed in the person specification. Please illustrate your statement with examples drawn from your skills, knowledge and achievements gained in past employment or other activities relevant to this particular role.

Applications should be sent to recruitment@ubele.org with **"Head of Finance"** in the subject line. Applicants must be legally eligible to work in the UK. The deadline for applications is **28 February 2025**. Interviews will be shortly after.

After application you will be sent a link to our online diversity monitoring form, this form is anonymous and does not record your name, the responses are voluntary and are not attached to the application process but help us monitor the diversity statistics of our candidate pool as part of our broader diversity work.

The Ubele Initiative CIC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We particularly encourage applications from communities that have historically been excluded from philanthropy and from underrepresented groups including candidates who are LGBTQ+, from Black and racially-minoritised communities, with a disability, impairment, learning difference or long-term condition, with caring responsibilities, from different nations and regions, and from less advantaged socioeconomic backgrounds. Please notify us if you require any reasonable adjustments to be made to the recruitment process by sending an email to recruitment@ubele.org with your request.

The job description is a broad picture of the post at the time of preparation. It should not be seen as an exhaustive list of all possible duties and will be subject to review from time to time. The post holder may be required to undertake such other duties as may be required.

This vacancy may be closed early if sufficient applications have been submitted.

It is our policy to review all applications within two weeks of the stated closing date. All candidates will be informed of the outcome of their application.

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@ubeleinitiative

ubele.org

