



Trinity Homeless Projects
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#itCOULDBEME

Hi

Thanks for asking about our role of Finance Director.

We are a dynamic and professional group of people working to create a fairer society through helping to improve the lives of people suffering homelessness and preventing people from becoming homeless and we're always looking forward to welcoming new, like-minded, people into our team.

Our Executive Team support our residents through establishing why, what and how we do what we do. We create and maintain a vision of how we will make the world a better place, what values and principles we employ and what actions we will take to achieve this. We set strategy for the organisation and establish policies and procedures and we generate the resources that sustain us until the job is done.

This is an important time for us as we meet the many challenges in the sector and in the whole of society and we are always looking for ways to stay ahead of the field and to achieve more for the people that rely on our services.

To find out more about our work, go to www.wearetrinity.org.uk

If you want an exciting challenge with an aspiring organisation then please write to us and tell us about yourself and why you want to work with us and please include your current CV.

I look forward to hearing from you.

Best wishes,

Steve Hedley
CEO – Creating Exciting Opportunities

Why work for us?

The true measure of any society can be found in how it treats its most vulnerable members.

M.K. Gandhi

Trinity is all about creating a fairer society through ending homelessness.

Homelessness in Britain is the result of treating housing as a commodity rather than a human right. It is rooted in privilege, wealth and power and policies that are inconsistent with human rights – neglecting or failing to respond adequately to the needs of the most disadvantaged in response to crises or economic developments. The response should be clear: we must commit to ending homelessness. This would, in fact, be in line with the global target to ensure adequate housing for all by 2030, which was committed to in the UN's sustainable development goals.

Why work for us...? Because we believe deeply in justice and we are a community of committed people who want to make our lives count in leaving a legacy that makes the world a better place. We have deeply held values and ethics and a high degree of self-directed performance. We have a positive coaching culture and we are solution focussed. There is a genuine and deeply felt commitment to continuous improvement and an aspirational approach to the future and we will not stop until everyone has a home...or at least a bed for the night. Other reasons:

Great people

We currently have a team of 50+ gifted, friendly, funny people and in this year's staff survey half of them scored Trinity 8/10 as a place to work.

Flexible working

Some roles dictate that you've got to be somewhere at a certain time. Outside of this we value autonomy and work-life balance and we trust our people to manage their own time.

Above average local pay

Pension

Good annual leave

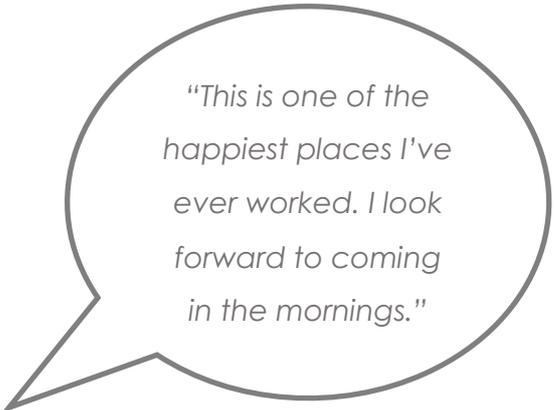
Maternity and paternity leave

We look after you when you're sick or need time off

Self-directed learning

A day off for your birthday

And an all-expenses paid holiday (Okay... no free holiday)



"This is one of the happiest places I've ever worked. I look forward to coming in the mornings."

working for a fairer society
wearetrinity.org.uk

What we do

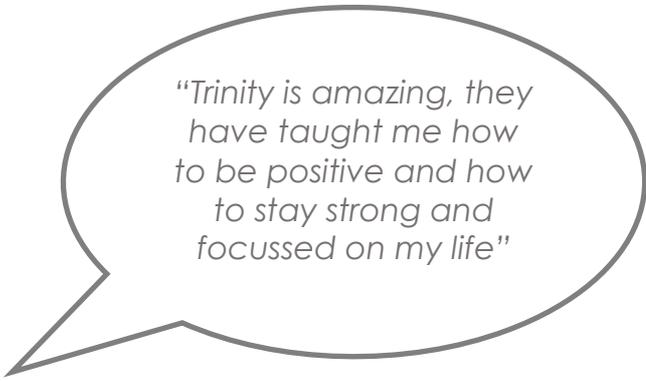
Trinity Homeless Projects (Trinity) is a registered Charity working in West London and Slough to end homelessness. Our strategy is to create local housing pathways that delivers everyone a home and ensures no one need to sleep rough even for one night.

Hillingdon is one of London's largest Boroughs and we are the largest provider of Supported Accommodation in the Borough. We currently have 100 properties housing over 350 people. We employ full-time trained Coaches who offer between one and four hours coaching per resident per week depending on need and risk. Coaches are trained NLP Master Practitioners and receive monthly individual and team coaching. We map our progress through a Strengths Chart that focuses on assets not deficits and this year our ex-resident survey showed that 86% of people that move on from our Supported Housing are still securely housed after 12 months, making Trinity a long-term solution to homelessness.

We have two large furniture recycling stores that deliver employment training and saves over 2,300 tons of CO2 every year and we provide training and education to over 150 businesses, schools and colleges in an effort to prevent homelessness and rough sleeping.

We run a Reconnection Service for people sleeping rough, temporary housing for homeless families and this year we created a service helping refugees from Afghanistan. Our Day Service (SHOC) in Slough works with about 100 people every week.

We have a strategy with mapped pathways that can provide a local system where everyone can have a home or at least a bed for the night.

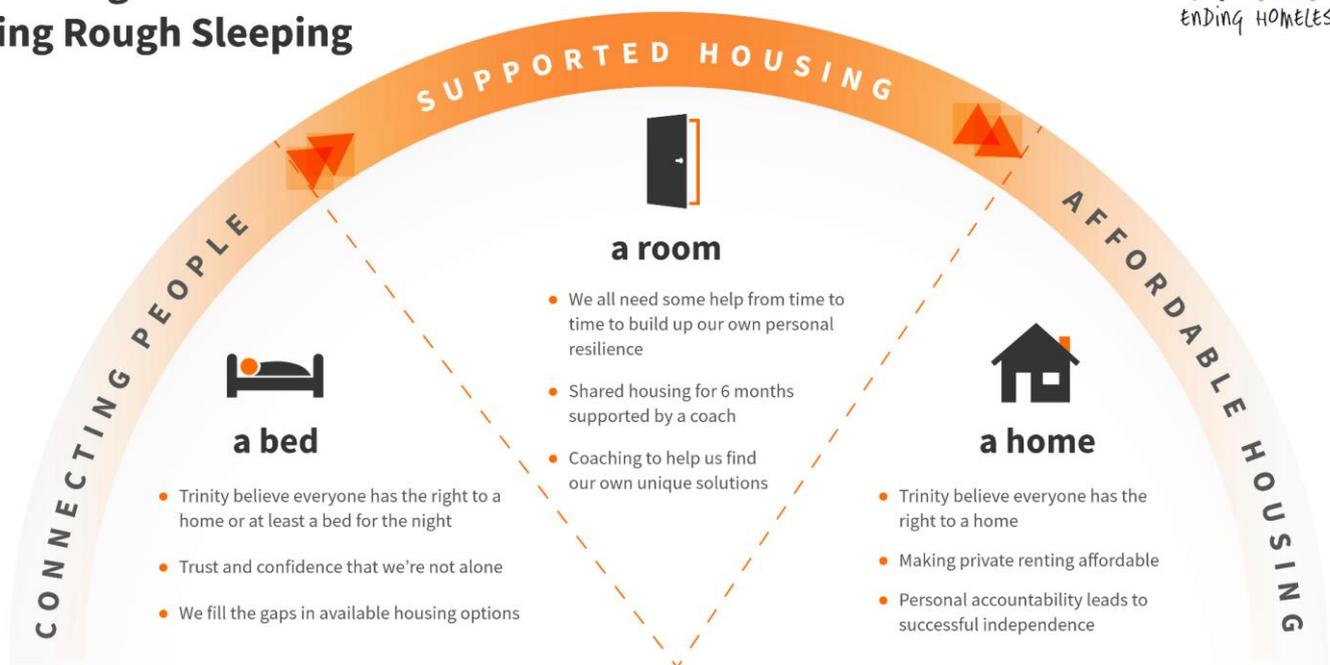


"Trinity is amazing, they have taught me how to be positive and how to stay strong and focussed on my life"

Our Theory of Change

Everyone has the right to a home...or at least a bed for the night

Increasing Life Expectancy
Preventing Homelessness
Ending Rough Sleeping



Life expectation in the UK currently stands at 80 years. If you are sleeping rough that almost halves to 43 years. Where we work the average time someone will have to sleep rough is 1.3 years and an analysis of the services currently being provided shows that the vast majority are designed to maintain people living on the streets rather than accessing housing. We believe everyone has the right to a home or at least a bed for the night and our pathway is designed to ensure no one has to sleep rough and to increase equality in life expectation, ensuring everyone has the opportunity for a full and fulfilling life.



Finance Director

"If you have come here to 'help' me, you are wasting your time. But if your struggle for liberation is bound up with mine, then maybe we can work together."

Lilla Watson 1985

The purpose of the Finance Director.

The Finance Director ensures we make the best financially related business decisions to achieve our aims. It's important everyone understands what the budgets are, how the charities are performing and what needs to be achieved. As the Finance Director you'll be leading this. You'll be working with all departments to help them plan and manage their budgets and you'll also work closely with the CEO and the Senior Management Team to help them manage the overall business. You will lead on managing financial risk and reporting at every level and on compliance with financial policy and procedures.

Trinity and SHOC have a single vision...end homelessness.

We believe that housing is a human right as outlined in the Universal Declaration of Human Rights and the way to end homelessness is to ensure that everyone has a home or at least a bed for the night. To do this we share our vision, provide leadership and create sustainable partnerships with all our stakeholders, internally and externally. Your role is to help get this done...well.

When someone wants to change their life, trust in someone or something is an essential step. To be able to transition into a new place takes resilience and the only way this is sustainable is if we are personally accountable for our own lives. The main purpose for everyone at Trinity is to model these values; Authenticity, Resilience and Trust, the ART of Trinity.

We work with people's own strengths and nurture the development of resourceful strategies. The experience we have gained in working with people has shown us that the most effective form of support is one where we build authentic relationships and have a clear outcome. This comes through

regular, quality communication and identifying an agreed pathway that someone wants to take and is faithfully supported to achieve the outcome they want.

We work to build strong team relationships and seek to add value in everything that we do and give support and learning at all times. We work flexibly and informally but at all times draw from a strong foundation of measurable outcomes and indicators of success.

Our approach is solution focused and we fundamentally believe people have the solutions to their own problems. This presupposition means that we avoid being the 'expert', instead we coach people to discover their own unique solutions. Implicit in this, is a sort of 'golden rule', that our ongoing personal development and life processes are linked with our work. This gives us the ability to model resourceful states and ensures equality as we share our journey together.

Are you the right person?

Naturally, the success of our approach depends on commitment to our purpose and having the right people in the right place doing the right things. In this role, it really matters what kind of person you are. Building trust and creating a team that all pulls in the same direction, where you know everyone is working to their strengths and will have each other's back demands both professional skills and excellent personal qualities. It requires specialist knowledge and an understanding of human behaviour, reliability; loyalty, honesty, enthusiasm, creative thinking; flexibility; responsiveness and a genuinely positive approach. Authenticity in team members is essential and while there are necessary boundaries in this work, these should be applied with sensitivity and discretion. For the right person this can be an exciting, rewarding, inspiring, enriching and satisfying career which is also very socially beneficial.

Thanks for taking to time to absorb all this. The following Role Profile outlines the specific details of the job. If this is for you, I really look forward to hearing from you.

My very warmest regards,

Steve Hedley
CEO

	Role Profile		
Role	Finance Director		
Reporting to	CEO		
Responsible for	Finance Team		
Purpose	Ensuring sustainability		
Salary	£50 – 70,000 depending on experience	Hours	40

Main Purpose and Scope

The Finance Director ensures we make the best financially related business decisions to achieve our aims. It's important everyone understands what the budgets are, how the charities are performing and what needs to be achieved. As the Finance Director you'll be leading this. You'll be working with all departments to help them plan and manage their budgets and you'll also work closely with the CEO and the Senior Management Team to help them manage the overall business. You will lead on managing financial risk and reporting at every level and on compliance with financial policy and procedures.

Main Duties

1. Monitoring and reporting business performance
2. Leading on financial controls and risk management
3. Experience of helping to raise capital in the private or third sector
4. Ensuring compliance with accounting regulations
5. Monitoring cash flow
6. Overseeing and monitoring the budgets
7. Assisting with investment and grant management
8. Working with departments and teams
9. Supervising your own accounts team
10. Preparing accounts
11. Developing financial models
12. Planning for the future
13. Writing and training financial policy and procedures
14. Strategic planning

General Duties

1. Understand and uphold our values, ethos, aims and objectives.
2. At all times adhere to relevant legislation, good practice and Trinity policy and procedures.
3. Represent the organisation, raise its profile and promote its cause.
4. To maintain professional boundaries at all times.
5. Prepare for and participate in supervision and appraisals.
6. To work to safeguarding legislation and policies for vulnerable adults at all times.
7. Keep up with developments in legislation and practice relevant to the organisation.
8. Seek to improve personal performance, contribution, knowledge and skills.
9. Attend and participate in staff meetings and team meetings as required.
10. Work within and be familiar with Trinity's policies and procedures.
11. Maintain and enhance our service and reputation.
12. Provide written records and reports as required by stakeholders and the organisation.
13. Work flexibly.
14. Undertake suitable training and such other duties as reasonably requested by your manager.

Person Specifications

Qualifications, Knowledge and Experience

- Qualified accountant (ACA, ACCA or CIMA).
- Substantial experience strategically managing the finances of a small to medium size organisation
- Providing long-term financial planning and cost analysis.
- Experienced senior leader, able to challenge effectively as a member of the Executive Team.
- Experience of financial reporting for a group of companies and several cost centers services.
- Experience reviewing, enhancing and developing financial management systems.
- Experience of supporting good governance and reporting to boards and committees.
- Track record of delivering exceptional performance and innovation in processes.
- Experience in the recruitment, development, mentoring and management of staff.
- Up to date knowledge of latest changes in legislations and experience of implementing change.
- Up to date knowledge of charity accounting and SORP.

Skills and Abilities

- Sharing Trinity and SHOC values and a personal commitment to live them.
- Strategic thinker and planner, with the ability to be hands on when required.
- Ability to generate financial models and translate them into tangible tactics as well as execute them.
- Strong interpersonal and communication skills; ability to communicate and influence others.
- Results driven and able to measure and quantify own outcomes.
- Ability to work under own initiative with little supervision.
- Enthusiasm, flexibility, energy and stamina.
- A determined proactive approach to deliver winning solutions and strategies.
- Ability to work non-standard hours.

Core Competencies

Job Knowledge	Understanding of duties and accountabilities. Level of knowledge and skills acquired. Evidence of continuing technical or professional development. Application of knowledge and skills in practice.
Work Quality	Achievement of targets / objectives. Speed of work. Quality of output.
Communication	Able to convey appropriate and relevant information clearly, accurately and convincingly through speech and/or in writing.
Workload	Able to plan and organise work. Reliability in carrying out duties on time and to required standards. Flexibility to deal with changing priorities.
Responsibility	Ability, confidence and willingness to take or accept responsibility. Exercise of sound judgment. Constructive suggestions for service / department improvement.
Procedural Awareness and Compliance	Understands and acts within approved service / departmental policy and procedure guides, financial management and health and safety procedures.
Working with Others	Able to establish and maintain positive, productive and professional working relationships with everyone you work with. Contributes actively to a working environment in which colleagues work co-operatively with each other.