



Independent Finance Support Tender for Services

1. Introduction

Welcome to our Information Pack and thank you for your interest. We are an energetic independent local charity working for older adults in the London Borough of Waltham Forest.

In line with our policies and procedures to ensure good governance and value for money, we are reviewing our use of independent contractors and suppliers. As a result we are re-tendering for our independent finance support and this pack gives you information about what we are looking for. For an informal discussion about the role contact our Chief Executive

2. About Age UK Waltham Forest

Founded in 1982, we are an independent local charity supporting older people in Waltham Forest and a member of the Age UK Federation. We are a trusted and respected organisation with a good reputation in our Borough for quality; and demand for our services is rising. We help older people lead good quality, enjoyable and fulfilled lives, ensuring that in their later years they are supported to live independently, safely and comfortably at home for as long as they wish. We aim to make later life a more fulfilling and enjoyable experience and provide support when the right help can make a significant difference.

Our beneficiaries are older people (aged 60+) living in Waltham Forest, including those who are housebound, lonely, frail, without digital skills or access to technology, needing help with benefits and knowing their rights. In terms of outcomes, our range of services provide older people with increased knowledge and confidence along with decreased social isolation; promoting independent living and wellbeing. Outcomes include improvements in self-confidence, mood, health, interpersonal relationships and cognitive ability.

Our recent history and today's position

We faced some challenging times between 2013 and 2016, we are now in a much stronger position as demonstrated by our financial records. We are a growing and rapidly changing organisation, we are developing new services and diversifying our income streams and we will need our independent finance support sub-contractor to help us with that.

| Financial year end | Income | Spending |
|--------------------|----------|----------|
| 31 March 2020 | £543,430 | £464,900 |
| 31 March 2019 | £505,600 | £354,660 |
| 31 March 2018 | £372,959 | £261,330 |
| 31 March 2017 | £254,640 | £212,600 |
| 31 March 2016 | £274,600 | £261,320 |
| 31 March 2015 | £314,335 | £339,219 |
| 31 March 2014 | £400,886 | £433,405 |

For more information on Age UK Waltham Forest please visit: <https://www.ageuk.org.uk/walthamforest/>

3. The role, abilities and skills we are looking for

The majority of the day to day finance functions are carried out in-house by an employed member of staff. However we use an independent contractor to provide senior finance functions, provide additional support when required and ensure impartiality.

We are keen for the sub-contractor to work with and train our existing Finance Officer to further develop her skills and we will need you to help us develop our social enterprise income streams. We need you to be experienced, personable and responsive, able to respond to our requests and also suggest best practice and improvements. Applicants for this post will need to be skilled in the use of Sage. Reasonable travel expenses will be paid for duties related to this role and will be agreed in advance.

We are keen for the sub-contractor to engage with Age UK Waltham Forest, its CEO and board. The role isn't just about the figures but it's about engaging with us and presenting figures in an informative, readable format which helps fill out the detail of what we're about and guides our decision making.

Main tasks (in no particular order)

- Work with the Finance Officer, assist as necessary and produce Management Accounts from trail balance as required by Chief Executive and Board
- Prepare annual budget with Chief Executive and update forecasts through the year
- Produce accounts to agreed standard throughout the year
- Prepare the accounts for audit, liaising with auditors and attending meetings
- Produce statutory accounts for AGM and for filing
- Supervise the operation of the payroll function, including managing PAYE and pensions as required
- Work collaboratively with the Chief Executive to develop new income streams, providing appropriate financial advice for new projects and enterprises
- Produce reports for the Board that are intelligible and straight forward especially for people from a non-financial background
- Respond to queries from members of Age UK Staff and Trustees and provide relevant support as required

In addition we are looking for a sub-contractor who has:

- vision for our charity and ability to help us develop and grow
- ability to work collaboratively with our Trustees, Staff and Volunteers
- an understanding of the charity sector and it's practices

Frequency of work / timescales

- Attend office once a month (post pandemic), with additional days to reflect the annual accounts cycle schedule as agreed in advance with the Chief Executive. Any days over this amount to be agreed in advance by the Chief Executive.
- Attend Quarterly Trustee meetings to present Management Accounts. Meetings take place on a Thursday afternoon for approximately 2 hours.
- Be available by email and telephone between visits. Some hours will be worked at home to take account of queries and support required by the organisation and will be charged on an hourly basis as appropriate.
- Contract reviewed initially after 3 months and annually in August by the Chief Executive to ensure relevance for both parties.

Notice Period

3 months' notice required by either party unless a different notice period is agreed.

4. The recruitment process – next steps

If you would like a conversation about the role please contact Emma Tozer, our Chief Executive at e.tozer@ageukwalthamforest.org.uk or by telephone: 020 8558 5512.

To apply, please send a proposal of up to 4 sides of A4, outlining how you would fulfil this role with a breakdown of fees (including VAT) and an example of a quarterly financial report that you would present to our Board.

We are open to receiving applications until 31st July 2021. Once we have reviewed your proposal we will let you know whether we can take your application forward. If so the next step will be an interview with our Chief Executive and two of our Trustees

We look forward to receiving your application.