## **Application Pack**

## Financial Controller

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## Introduction

**Maureen Sebanakitta, Head of Finance & Resources** at Britain Yearly Meeting (Quakers)

We are looking for a Financial Controller to lead the Finance function at Britain Yearly Meeting (BYM) to deliver all the charity’s financial planning, reporting and statutory accounting needs. They will contribute to the achievement of BYM’s strategic priorities by providing advice and guidance on financial strategy, overseeing the reporting and directing the accounting operations. They will also provide financial advice and guidance to the BYM's managers and staff to enable them to achieve their objectives.

The Financial Controller is a member of our operational management team and will have the opportunity to contribute actively to all aspects of BYM’s vibrant business, including attending meetings and presenting to committees.

The Financial Controller will ensure high quality service delivery, performance and organisational reputation of three entities in this broad and dynamic remit: the registered Charity, Friends House (London) Hospitality Ltd (a trading subsidiary, trading as Quiet Company) and Friends Trusts Ltd (a custodian trustee operation). The finance function has 8 members of staff. Our turnover, which varies between £10-15 million annually, arises from trading activities, donations, legacies and investments.

This is a great role for anyone already working in the charity sector or who is looking to transfer from an in-house or private sector role to do interesting, challenging, and meaningful work. The post holder will undertake all aspects of financial management to ensure the financial integrity of the organisation and deliver timely and accurate financial information to enable strategic decision making, including the periodic management accounts, cash flows, annual report and review of controls and policies. Working with internal and external stakeholders, the post holder will strive to improve the efficiency of processes using data and digital tools to drive greater effectiveness across the charity. The post holder will also bed-down the newly implemented Microsoft Dynamics (Business Central) finance system and drive further changes within the finance function to improve efficiency and effectiveness of systems and processes.

We hope the information in this pack will fire your interest. Quakers are inspired by faith to work for a just, peaceful, and sustainable world. We seek to fill the gaps, to work where help is most needed, alone or with others – wherever we will have the greatest impact.

If you want to join our finance team and to contribute to the work of the Quakers, we look forward to receiving your application. You will find in this application pack background information about the Quakers, salary and benefits of working for us along with the job description / person specification for the post.

Kind Regards,

**Maureen Sebanakitta**

Maureen Sebanakitta

 Head of Finance & Resources

## About us

### About Quakers

The Religious Society of Friends (Quakers) is a radical faith group with its roots in Christianity. It emerged in the mid-17th century as a group with no separate priesthood, and with a form of worship based in silence.

Quakers have been committed to peace, equality, simplicity and integrity throughout history, and are known for work to bring about social change over the years, such as on the abolition of the slave trade, the relief of suffering in wartime, improving living conditions for factory workers and the introduction of same-sex marriage.

You can read more about the story of Quakers at [www.quaker.org.uk/intro-quakers](http://www.quaker.org.uk/intro-quakers).

### About Britain Yearly Meeting

Britain Yearly Meeting (BYM) is the national umbrella organisation for Quaker meetings in Britain. We provide events and support services to nearly 500 local Quaker meetings across Britain, carry out peace, sustainability & social justice work on their behalf, and work to raise public awareness of Quakerism.

All Quakers in Britain are invited to come together at Yearly Meeting (the annual sessions of Britain Yearly Meeting), which meets to explore, through worship, the issues of concern to British Quakers, and to guide the work of the national charity.

We are a registered charity with an annual turnover of between £10-15 million. Responsibility for the charity lies with the fifteen Trustees of Britain Yearly Meeting, appointed from among the Quaker community. We are based at Friends House (opposite Euston station in central London), which houses our central offices accommodating 130 staff.

You can download our Trustees Annual Report & Financial Statements here: [www.quaker.org.uk/annualreport](http://www.quaker.org.uk/annualreport)

The work of Britain Yearly Meeting is carried out through five departments:

* Quaker Life supports Quaker meetings in their life and worship, oversees Quaker outreach, provides training, and organizes events for children & young.
* Quaker Peace & Social Witness runs programmes supporting peace, economic justice, sustainability and criminal justice, through campaigning, training, placements, community empowerment and by supporting Quakers in local activity.
* Quaker Communication & Services promotes public awareness of Quakerism, provides advocacy, media, web and publications services to the organisation, and oversees fundraising from Quakers, Quaker meetings and Trusts.
* Quaker Finance & Property oversees the budget and finances of BYM, including our ethical investment portfolio and properties.
* The Recording Clerk’s Office is responsible for the governance and management of the charity and the wider Quaker church.

Our wholly-owned trading subsidiary, Quiet Company, operates Friends House as a major conference venue and runs the building facilities.

The company also runs Swarthmoor Hall, a historic house with accommodation in Ulverston, Cumbria ([www.swarthmoorhall.co.uk](http://www.swarthmoorhall.co.uk)).

You can read more about the governance structures of the Quaker organisation in Britain at [www.quaker.org.uk/structure](http://www.quaker.org.uk/structure).

### A Quaker workplace

We aim for our workplace to be consistent with Quaker values - broadly the same as most well-run progressive organisations. For example:

* We expect staff to respect each person regardless of age, race, religion, gender, transgender status, sex, sexual orientation, disability, marital or civil partnership status
* We avoid unjustifiable and unlawful discrimination in our employment practices
* We follow good employment practice, with clear and supportive line management
* We have a 1:4 ratio between the lowest and highest salaries
* We aim to be open and honest in all our work
* We avoid titles such as ‘Mrs.’ or ‘Mr’.

Very few jobs with BYM are restricted to Quakers, although about 1/3 of the staff are Quakers or linked to Quakers in some way.

### About Quakers

The Quaker way is based on silent worship, as a way to help people connect directly to God. Quakerism began in Britain in the 17th Century. Its roots are in radical Christianity, although today not all Quakers call themselves Christian.

Quakers share a way of life rather than a set of beliefs. We seek to experience God directly, within ourselves and in our relationships with others and the world around us.

Quakers are ordinary people, who try to live their values they can. This leads many Quakers to work for a better world.

Values that are important to us include truth and integrity; simplicity; equality; peace; and sustainability.

You do not need to be a Quaker to worship with us at one of our meetings.

You can find out more:

* From our website - [www.quaker.org.uk](http://www.quaker.org.uk)
* By reading Advice and queries which is an introduction to Quaker belief (<http://qfp.quaker.org.uk>)
* By visiting the Quaker Centre at Friends House, which has leaflets and books, and volunteers who can answer questions
* Or ask for a free information pack – [www.quaker.org.uk/more-information](http://www.quaker.org.uk/more-information)

## About the team

### Operational Management Team

The Operational Management Team (OMT) is a group of twelve managers who, between them, oversee the day-to-day operation of Britain Yearly Meeting and Quiet Company. They work closely with Management Meeting (the senior leadership team of the organisation) to deliver the strategic priorities agreed by the Trustees and Meeting for Sufferings (the standing representative council of Quakers in Britain).

The OMT develop BYM’s operational plan, ensuring close collaboration between teams across the organisation. They are responsible for assessment and routine management of operational risks, and for reporting on the work of their team to other parts of the organisation, to committees and to Trustees.

OMT members manage the staff of their teams, ensuring a consistent approach is taken to maintaining an organisational culture which is rooted in our organisational values and ensures the work is delivered to a high standard.

### Finance Team

Included in the Finance Team are: the Financial Controller, Finance Manager, Grants Officer; Secretary to Friends Trusts Ltd; Finance Assistants (x3) and a Finance Administrator. The Financial Controller reports to the Head of Finance.

## Our Values

### Our Values

How we act as Quakers goes together with what we believe.

Quakers don’t have a fixed creed because we have found that the search for truth can lead us to new expressions of values as well as confirming existing ones. We call these values ‘testimonies’. Today we focus on equality, peace, truth, justice and simplicity, and how they relate to one another.

Our testimonies encourage us to work for a more just, peaceful and sustainable world. It’s not always easy to live this way, but as Quakers we encourage each other to keep trying.

### Equality and justice

Quakers believe everyone is equal. This inspires us to try to change the systems that cause injustice and that stop us being genuine communities. It also means working with people who suffer injustice, such as prisoners of conscience and asylum seekers. We were campaigning for independent juries in the 17th century, for marriage equality in the 21st, and for a range of things in between.

### Peace

Quakers are perhaps best known for our peace testimony. It comes from our belief that love is at the centre of existence and that all human life is of equal worth. It has led Quakers to refuse military service and work creatively for peace. This has ranged from practical work in areas affected by violent conflict to developing alternatives to violence at all levels. This could be personal or international.

### Truth and integrity

Quakers try to live according to the deepest truth we know, and we connect most deeply to this in the stillness of worship. This means speaking the truth at all times, including to people in positions of power. As we are guided by integrity, so we expect to see it in public life.

### Simplicity and sustainability

Quakers are concerned about excess and waste in our society. We want to make sure our use of natural resources is sustainable. We try to live simply and to find space for the things that really matter: the people around us, the natural world, and our experience of stillness.

The process of living out our faith is often called Quaker Witness – you can find out more about Quaker work by listening to our podcast: [www.quaker.org.uk/our-work/podcast](http://www.quaker.org.uk/our-work/podcast)

## Salary & benefits

### Salary Band C

£52,137 - £59,828 per annum - London

### Location

Hybrid / London office

### Hours of work

35 hours per week. There is some flexibility over the daily start and finish times.

### Flexible working options

While the role is London-office based, we are open to discussions about flexible working patterns such as working from home or compressed working patterns.

### Holiday

27 days a year pro rata plus bank holidays and three days for Christmas closure.

### Sabbatical scheme

Staff are able to take a nine-month unpaid sabbatical leave after five years’ continuous service.

### Subsidised café

We have an on-site café which provides subsidised meals as well as a bookshop selling ethically sourced goods.

### Cycle to work scheme

We offer a cycle to work scheme which helps you save money on a new work bike and spread the cost of the bike over monthly tax-free instalments.

### Annual Season Ticket Loan

We will provide with a loan of up to £7,500 to cover the cost of your season ticket repayable in 11 monthly instalments.

### Pension scheme

Quakers have a generous pension scheme where we contribute 8% of your salary and you contribute 3% of your salary.

You have the option to increase your contributions should you wish and to pay your contributions via salary sacrifice.

### Sick pay scheme

We have a very generous sick pay scheme:

* If you have less than 12 months service, you are entitled to full sick pay for 3 weeks followed by three weeks at half pay.
* After 1 years’ service, you are entitled to full sick pay for 3 months followed by 3 months at half pay, subject to a maximum of six months since the start of your service
* After 4 years’ service you are entitled to full sick pay for six months followed by six months at half pay, subject to a maximum of 12 months.

### Income Protection Insurance

If you are off work due to sickness for more than 52 continuous weeks you will be eligible, subject to requirements of the scheme, to sick pay.

### Employee Assistance Programme:

Quakers offers access to an independent, confidential employee assistance programme, which is available 24 hours a day.

### Family Friendly Policies

Our family friendly policies give enhanced maternity and adoption leave. Once you have one year’s service by the 15th week before your baby is born or you adopt, you will be entitled to six weeks at full pay, 20 weeks at half pay and 13 weeks at SMP.

## How to apply

Please visit [www.quaker.org.uk/jobs](http://www.quaker.org.uk/jobs) for the application form.

* **Closing date for applications is 30 May 2022.**
* **1st Interview: 8 June 2022**
* **2nd Interview at Friends House, London, 15 June 2022**

The principles of equality and diversity are important to Quakers in Britain in all aspects of its work. The information you provide will help them to monitor and refine their employment practice and respond to the needs of the diverse range of people that the organisation comes in to contact with.

All applications will be considered immediately after the closing date.

## Apply online at www.quaker.org.uk/jobs