

# John Ellerman Foundation

## **Finance and Operations Manager** **July 2022**

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## Job Advert – FINANCE AND OPERATIONS MANAGER

<b>Role</b>	<i>Finance and Operations Manager</i>
<b>Organisation</b>	<i>John Ellerman Foundation</i>
<b>Reporting to</b>	<i>Director (equivalent to CEO)</i>
<b>Working hours</b>	<i>35 hours per week, with flexible working arrangements considered on a case-by-case basis</i>
<b>Salary</b>	<i>£55,000 per year</i>
<b>Benefits</b>	<i>25 days of annual leave (with an extra day added for each year of service after five years with a maximum entitlement of 30 days), 12.5% employer pension contribution, and other benefits of private health insurance, life assurance at three times annual salary and a season ticket loan.</i>
<b>Location</b>	<i>We have an office in Embankment, London and hybrid working is supported</i>

John Ellerman Foundation is an independent, endowed grantmaker and our organisational aim is to advance the wellbeing of people, society and the natural world. The main ways in which we achieve this are by:

1. Awarding grants of circa £5.8m to charities for work which has national significance in the arts, environment and social action, and
2. Investing and managing our funds in such a way that balances the desire to maintain grantmaking capacity, operate in the long-term and seeking to ensure that our investments are not poorly aligned to our aim and values.

We are looking for a new Finance and Operations Manager to oversee and ensure the efficient management of the Foundation's finances, investments, resources and the office. This includes: taking lead responsibility for the preparation and day-to-day management of our budget; adhering to our financial systems, processes and procedures and evolving these as needed; maintaining day-to-day contact with our fund managers and suppliers to ensure that we are receiving the information and services we need to support the delivery of our work and value for money; organising, preparing for and undertaking our annual audit with our external auditors; and ensuring that we have the policies and procedures in place we need to run the organisation and office.

In this role you will work closely with the Director, as well as the wider team and our Board. You will also be responsible for leading on the compilation of the papers for our Finance and Investment Committee (which meets four times a year) and our Risk and Audit Committee (which meets once a year), in partnership with the Director and Executive Assistant.

This is an exciting time to join us. 2022 is the first year of our new [organisational strategy for 2022-25](#). Our strategy calls on us to deliver our work with 100% of our assets – namely our grantmaking, our investing, our values and our organisational competencies, capabilities and assets.

We are looking for someone who has experience of working in a finance function and managing financial and operational processes. For this role you need to be good at working in small teams, organised, highly numerate, have great communication skills and able to manage a varied workload with a range of deadlines.

You do not need a degree for this role, but we would like to appoint someone with a recognised accountancy qualification (ACA, ACCA, CIMA, CIPFA) or equivalent, and to see demonstrable experience of the requirements we have set out in the job description and person specification.

We value diversity, equity and inclusion (DEI) within our staff team and welcome applications from everyone. You can find out more about our approach to DEI in our DEI Policy available on our website [here](#). If you have any access requirements that need to be considered in order to support your application to us, then please contact our Director, Sufina Ahmad MBE on [sufina@ellerman.org.uk](mailto:sufina@ellerman.org.uk) to discuss these further.

If you have any questions about the role, then please get in touch with our Director on [sufina@ellerman.org.uk](mailto:sufina@ellerman.org.uk). You can also look at our website for more information about our work: <https://ellerman.org.uk>

To apply for this role, we ask that you submit your CV and a supporting statement of no more than two pages to [recruitment@ellerman.org.uk](mailto:recruitment@ellerman.org.uk) by **8<sup>th</sup> September**. Interviews will take place on **19<sup>th</sup> September**.

*If you would like to submit an application as a job share, then we ask that you and the person you intend to share the role with submit your CVs and your separate supporting statements in one email to the recruitment inbox.*

## **Director's Introduction**

Thank you for your interest in the role of Finance and Operations Manager.

We are an independent endowed charity making grants totalling over £5.8m annually to UK-registered charities working in environment, the arts and social action in the UK, and in our environment category we also fund work in the UK Overseas Territories.

Since joining the Foundation in January 2020, I have worked in partnership with others to evolve and improve the work the Foundation delivers across its grantmaking, investing and wider operations. To this end, we have an exciting and ambitious new [three-year strategy](#) that focuses our efforts on our funding offer, our investment policy, our work with others and our commitment to accountability.

As a grantmaker, we are all too aware of the scrutiny and criticism that organisations like ours can face. However, we are proud to be part of a rich and diverse global philanthropic ecosystem and tradition comprising so many different forms of giving, and we know that the coming years will be critical in responding to the global climate and nature crises, alongside the political, economic, cultural and societal challenges we face. We believe that as a modern grantmaker striving for more, we can support civil society to respond to these challenges in a way that is transparent, accountable and effective. Consequently, we are looking for colleagues to join us who are ambitious about the art of the possible a grantmaker like us can deliver.

We have a highly engaged Board of eight brilliant Trustees, led by our Chair Peter Kyle OBE. The roles we have been advertising recently, apart from the Grants Manager role, are all new, and have arisen as a result of a restructure in July 2022. We look forward to building our new team in the coming months.

I hope this brief, with the information on our website, gives you a sense of how the Foundation works.

If you are interested in using your experience and expertise to deliver our strategy and advance the wellbeing of people, society and the natural world, then we look forward to hearing from you.

**Sufina Ahmad MBE**  
**Director**

## About John Ellerman Foundation

### Our strategy

John Ellerman Foundation's strategy for 2022-25 calls on us to deliver our organisational aim to advance the wellbeing of people, society and the natural world with 100% of our assets – namely our grantmaking, our investing, our values and our organisational competencies, capabilities and assets. This is our first strategy in some time, and in it we focus our efforts on:

1. **our funding offer**, ensuring that we embrace and deliver best and promising practice
2. **our investment policy**, ensuring that we invest in ways that are aligned to our aim, values and funding categories
3. **our work with others**, ensuring that we understand our stakeholders and can work with them to deliver our work together more effectively
4. **our commitment to accountability**, ensuring that we make further progress on diversity, equity and inclusion, transparency and impact and learning.

### What we fund

Details of our funding requirements can be found in our [funding guidelines](#). In 2021/22 we made 72 grants worth £6,640,195 and incurred a further £44,760 of grant-related expenditure. The average overall size of grant awarded continues to increase to £108,856, with more than half our grants for three years typically. 55 of our 72 grants were for core funding – 37 were for restricted core costs, typically a salary or a specific part of an organisational overhead cost, and 18 for unrestricted core costs.

### Our values

Our values reflect how we work.

We are a **responsive** funder, listening and responding to what applicants and our wider stakeholder network judge is important.

We have well-developed and regularly reviewed funding guidelines, enabling us to be **discerning** in our decisions about whom and what to support. This value also extends to the way in which we approach collaborative funding opportunities and make investment decisions relating to our endowment.

We value all our stakeholder relationships, including with organisations we fund and those applying to us, and seek to have a **personal touch**. Our Trustees are involved at every stage of a grant application, and we always meet an applicant before a grant is made.

We prefer to be **connected** and are in regular contact with relevant colleagues and partners in the charitable and investing worlds. We also like to keep in touch with organisations we fund, convening and connecting them with others from time to time.

We are willing to be **flexible** and may venture outside our funding criteria or our usual ways of working, if we believe a different approach would be more effective.

### Our history

We were formed from a combination of the wealth and generosity of a father and son. Both were publicity-shy, and little is known about them. The first Sir John Ellerman (1862-1933) had built up from scratch an empire of shipping and other businesses in the early part of the 20th century. At the age of 23, his son, also called John, inherited his father's baronetcy and very considerable fortune. Although in charge of the family firm, the second Sir John's real interests lay elsewhere. He became a distinguished zoologist and world expert in the study of rodents. In 1971, two years before his death, he donated the funds from the

Ellerman Lines business to form the original Foundation. In October 2021 we commissioned a year long project to learn more about our history, which is currently being delivered by a team of three historians.

We are currently governed by a Scheme, approved by the Charity Commissioners for England and Wales in March 2002. The previous Scheme brought together the funds originally donated in 1971, with a smaller trust fund set up under the first Sir John's will, and the Trustees were granted incorporation under the Charities Act 1993 as the Trustees of John Ellerman Foundation. The Scheme provides wide powers for the Trustees to carry out their duties.

## **JOHN ELLERMAN FOUNDATION JOB DESCRIPTION**

**Job title:** Finance and Operations Manager

**Job purpose:** To oversee and ensure the efficient management of the Foundation's finances, investments, resources and the office.

**Responsible to:** Director

### **Lead areas of responsibility:**

#### **Finance**

1. Work with the Director, the Finance and Investment Committee and the Risk and Audit Committee to ensure appropriate financial and accounting policies, procedures and controls are in place and are being adhered to, including acting on feedback from external auditors.
2. Prepare and monitor the Foundation's annual budget.
3. Deliver the Foundation's financial systems and procedures to the highest standards, which includes paying invoices and making grants payments in a timely way and according to the electronic systems that are in place.
4. Ensure all financial record keeping, including management accounts, monthly bank reconciliations, credit card reconciliations, cash flow forecasts, payment records etc. are logged on our financial accounting software in a timely and accurate way.
5. Liaise with fund managers to ensure that they are providing regular reporting and analysis of our investment portfolio and activity.
6. Ensure that the Foundation's cash flow is managed in order to support our operations as needed.
7. Ensure the effective and accurate administration of payroll and other employee benefits.
8. Prepare the statutory accounts and liaise with the auditors to ensure there are processes in place that allow for a timely and effective annual audit, and the efficient production of the Annual Report and Accounts.
9. Ensure that the Foundation complies with relevant legal, accounting, tax and charity regulations.
10. Act as the lead contact for the auditors, bank, tax and other relevant authorities and manage the relationships.
11. Provide financial support to colleagues and Trustees as required, including supporting with queries they may have on the finances of applicant charities.

#### **Investments**

1. Work with the Director, the Head of Research and Impact, our investment advisers and the Finance and Investment Committee to implement and monitor the agreed investment strategy and other relevant aspects of the Investment Policy.
2. Liaise with fund managers and our advisers as needed to deliver our investment strategy and all other relevant aspects of the Investment Policy.
3. Carry out the management, administration, reporting and recording of all aspects of the investment portfolio.
4. Ensure accurate and timely analysis and reporting of investment performance and the portfolio.
5. Work with the Director and Head of Research and Impact to develop and implement the approach to social and impact investments, including ensuring appropriate due diligence is carried out on the proposals under consideration.
6. Work with external advisers, the Director, the Head of Research and Impact and the Finance and Investment Committee to support the appointment or termination of fund

managers and the periodic sizing of their mandates to support the delivery of our Investment Policy, including our Investment Objective.

### **Resources**

1. Research and ensure the purchase, installation and maintenance of equipment, furniture and office supplies.
2. Ensure the office is well organised, health and safety requirements are met, arrange insurance and manage relevant external contracts.
3. Act as key contact for the Foundation in day-to-day matters relating to the building.
4. Ensure the Business Continuity Plan is accurate and kept up-to-date.
5. Ensure IT systems run smoothly and act as the point of contact for the support company.
6. Take lead responsibility for the Foundation's cyber resilience and data protection.
7. Lead on a quarterly review of the Foundation's risk management framework, and report on this annually to the Board and the Risk and Audit Committee.
8. Work with the Director and Executive Assistant on the Staff Handbook, including assuming responsibility for policies relating to information technology, risk management, health and safety, financial and investment matters and employment.
9. Work with the Foundation to ensure the delivery of the Sustainability and the Diversity, Equity and Inclusion Policies.

### **Governance**

1. Lead on the compilation of papers to agreed deadlines for the Finance and Investment Committee and the Risk and Audit Committee, with support from the Director, Head of Research and Impact and the Executive Assistant as needed.
2. Work with the Director and Executive Assistant to ensure that the Foundation meets its Charity Commission obligations, and support with any updates to the Foundation's Scheme.
3. Develop independently, or in partnership with our financial advisers as needed, financial models, scenario planning, financial and investment reports and other relevant data to support decision-making and analysis.
4. Keep abreast of relevant developments in relation to finances and HR in civil society and the wider environment to ensure that the Foundation is adhering to best and promising practice.

### **Supervision**

1. Manage and develop staff as required.
2. Support with recruitment as required.

### **General**

1. Undertake any other duties in support of the Foundation's business as may be reasonably required.

## **FINANCE AND OPERATIONS MANAGER PERSON SPECIFICATION**

### **Experience**

1. Recognised accountancy qualification (ACA, ACCA, CIMA, CIPFA), or equivalent, and experience of working in a finance function and managing financial and operational processes.
2. Demonstrable ability to develop, improve and maintain effective financial processes and systems for a small organisation
3. Excellent skills and demonstrable experience of using financial accounting systems, such as SAGE (which is the programme that the Foundation currently uses), spreadsheets and documents, and relaying this data to expert and non-expert audiences.

4. Positive track record of preparing annual reports and accounts and undergoing external audits.
5. Confident with using IT, including different database systems, and able to consider how to maximise the potential of these for the benefit of an organisation.
6. Interest in and knowledge of investment management and administration, including ESG investing.
7. Understanding and ideally experience of social and impact investing.
8. Understanding and experience of working with teams to ensure HR and governance systems are in place and being used.

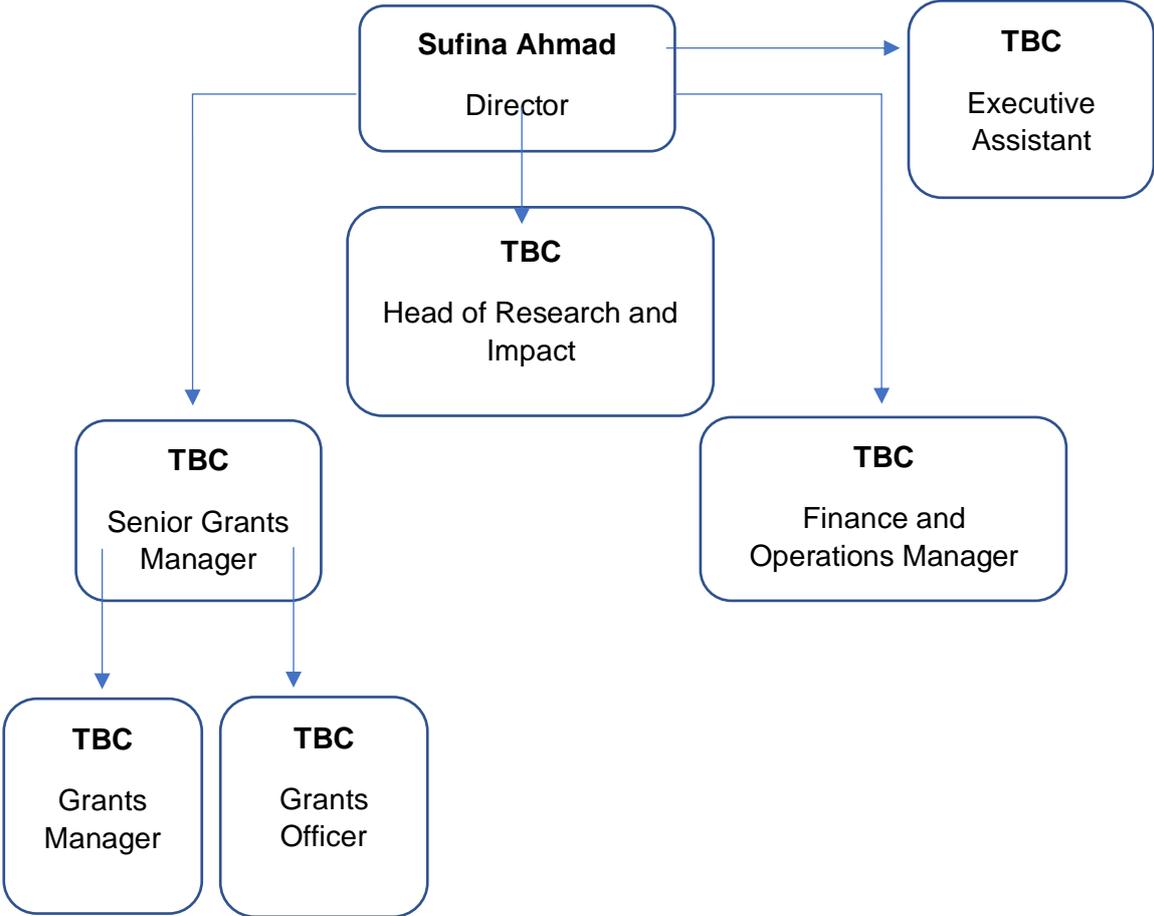
### **Skills**

1. Highly numerate and accurate while working to and meeting deadlines.
2. Ability to collate information and to write clear, concise reports to explain financial issues to staff and Trustees with and without a financial background.
3. Highly organised and able to prioritise and plan ahead to meet deadlines.
4. Confidence to work with little or no supervision across a wide range of tasks.
5. Excellent communication skills, including the ability to present complex information clearly and concisely in oral and written form.
6. Strong interpersonal skills, including the ability to work well with others including Trustees, staff and relevant external colleagues.

### **Qualities**

1. A positive attitude and a willingness to get involved.
2. Able to work confidentially and handle sensitive information appropriately.
3. Flexible and responsive, willing to lead on and undertake a range of tasks in a small and busy office.
4. Understanding of and genuine interest in the charitable sector and a commitment to act in the best interests of the Foundation in accordance with its aim and values.
5. Highest standards of honesty, integrity, objectivity and professionalism.

**John Ellerman Foundation's Organisational Structure Chart, July 2022**



## **How to apply**

To apply, please email your CV and a supporting statement, both of which should be no more than two sides of A4, to [recruitment@ellerman.org.uk](mailto:recruitment@ellerman.org.uk) **by 5pm on 8<sup>th</sup> September**.

In your supporting statement, please explain why you are interested in the role and provide evidence of your suitability against the criteria outlined in the Job Description and Person Specification.

We also require the names, positions, organisations and telephone contact numbers of two referees, relevant to this role. References will only be taken once your express permission has been granted.

Finally, please flag any dates when you will not be available or might have difficulty with the recruitment timetable.

If you have any queries about the role or the application process, please contact the Foundation's Director, Sufina Ahmad MBE, on [sufina@ellerman.org.uk](mailto:sufina@ellerman.org.uk).

**Recruitment Timeline – FINANCE AND OPERATIONS MANAGER**

<b>Advert goes live</b>		2 August 2022
<b>Closing date for applications</b>		8 September 2022 (at 5pm)
<b>Interview dates</b>		19 September 2022
<b>Next Steps/Decisions</b>		Week beginning 19 September 2022