



POSITION PROFILE



Finance Director &
Deputy Chief Executive



Welcome Note from Janet Haugh, Chief Executive.....	3
Background to the Organisation.....	4
The Role.....	5
Preferred Candidate Profile	8
Remuneration	10
The Recruitment Process	10



Welcome Note from Janet Haugh, Chief Executive



Dear candidate,

Thank you very much for your interest in the newly created and business critical role of Finance Director & Deputy Chief Executive within Ypeople.

We have been at the forefront of supporting marginalised people and communities since 1824, working alongside children, young people, adults and families across Scotland to further our mission of supporting positive change in people's lives.

Although we are a long-established organisation, our focus is very much on the future. We have ambitious plans to continue to grow our mission as we look forward to our bicentenary in 2024 and beyond.

During the current Covid pandemic our values have shone ever more brightly. Our respect and compassion for the people we support and our colleagues has been at the forefront of our response, whilst we have also taken time to reflect and learn from these exceptional circumstances. Moving forward we are focused not only on recovering from the impact of Covid-19, but ensuring we thrive, and we continue to invest in our services, people and processes, allowing us to lead with confidence and integrity. The creation of the Finance Director & Deputy Chief Executive role is a key part of that plan.

This role will contribute to the future success of the organisation as it embarks on a new 5-year strategic plan, by providing strategic leadership across finance, property management and governance functions and working with the CEO to provide corporate leadership to the wider organisation. Ypeople is a unique organisation, filled with some truly amazing people who are driven by our values and the desire to support people to achieve their aims. By joining the team in this new role, you will have the opportunity be part of that and to support, coach and mentor the leaders of today and tomorrow.

If you would relish the opportunity to join an ambitious, values-based organisation focused on supporting positive change in people's lives, we would love to hear from you.



**Janet Haugh,
Chief Executive, Ypeople**



Background to the Organisation



Ypeople has been supporting positive change in people's lives since 1824 and has worked with generations of young people, families, and those in need across Scotland.

Understanding that we all have unique journeys through life, Ypeople puts the experiences of those they support first and firmly believe that listening and working alongside those with lived experience is the best way to deliver the most effective strategies. They also know how vitally important it is to offer a platform to those who so often have their experiences marginalised.

Ypeople's mission is to support positive change in people's lives across Scotland and they currently deliver services in Glasgow, Edinburgh, South Lanarkshire, East Dunbartonshire, Orkney and the Scottish Highlands. Each of these areas are unique as is the support provided in them which takes many forms including; mentoring and counselling, tenancy support and housing advice, and temporary and supported accommodation.

Ypeople's five core values are at the heart of everything they do. Being guided by these values means that positivity, respect, best practice, and celebrating diversity is central to everything they achieve.

- Respect – We treat everyone fairly and value diversity
- Integrity – We are honest, professional and our actions are guided by best practice
- Compassion – We understand people's life journey and show kindness to everyone
- Aspirational – We strive to be the best for our staff, service users and partners
- Reflective – We learn and adapt, embrace change and celebrate success

More information can be found at: <https://www.ypeople.org.uk/>



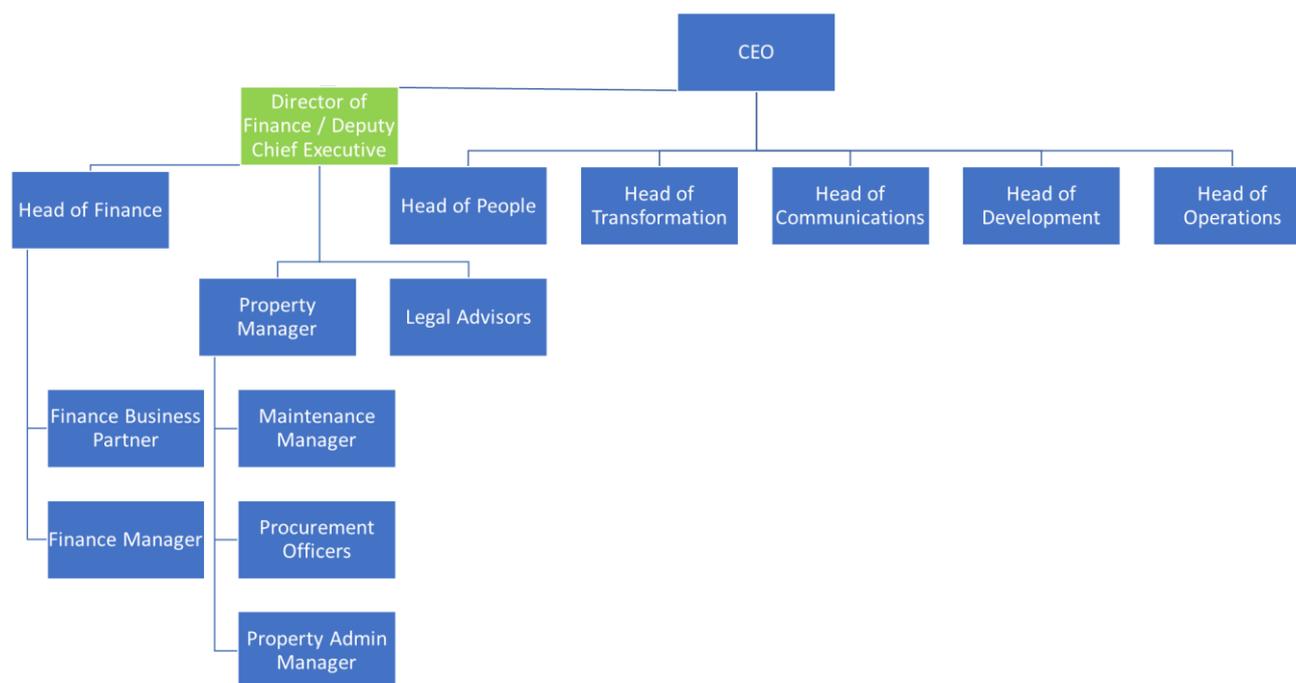


Joining Ypeople in this newly created role you will lead and develop Ypeople's financial management, property management and governance functions, directly contributing to the strategic decision making process through the provision of relevant and timely management information and professional advice. You will be entrepreneurial in your approach to delivering an excellent, customer focused service, both internally and externally, through our teams.

As Deputy Chief Executive you will also work closely with the Chief Executive in providing corporate leadership to the organisation, representing the Chief Executive at senior level discussions with external parties and will work through the leadership roles to ensure they contribute fully to all Ypeople activities to support people of all ages across Scotland to make positive changes in their lives.

NB: As an organisation Ypeople embrace agile working and whilst their main support office is in Glasgow, there is not a requirement that the successful candidate would need to be based full time in Glasgow.

Organisational Structure Chart:



Key priorities include:

- Contribute to the development and delivery of the new organisational strategy
- Take direct ownership for the successful development and oversee delivery of key strategic initiatives
- Develop and implement appropriate financial strategies to ensure Ypeople's financial stability and long-term viability



- Directly contribute at a strategic level to the capacity building, organisational development, resilience, sustainability and impact of the organisation
- Develop and implement new financial reporting and forecasting models to aid both the strategic planning and decision making processes
- Co-ordinate the use, review and development of Ypeople's risk registers to ensure a live and dynamic process of risk management at governance, strategic and operational levels
- Accountable to the Chief Executive for ensuring the effective management of key governance areas, including contracts, partnerships and investments, business cases, options appraisals and tax.
- Ensure Ypeople, its vision, mission, values and programmes are consistently presented with a strong positive image to relevant stakeholders, both internally and externally
- Support, coach and mentor Leadership colleagues in their delivery and leadership of their functions and programmes

Finance Director responsibilities include:

- Management and development of the finance function ensuring all internal and external deadlines are met and it directly supports the achievement of the organisation's strategic goals
- Accountable to the Chief Executive for the strategic development and operational management of Ypeople's financial control systems
- Oversee the monthly management and annual statutory accounts process, driving cost control and operational efficiency across the organisation through increased visibility and transparency
- Development and oversight of bespoke financial reports and analysis to the Leadership Team (monthly), Board of Trustees (quarterly) and appropriate committees
- Accountable for the strategic, business and budget planning processes, ensuring ongoing sustainability of future strategic governance
- Ensure the appropriateness of the key assumptions included in the charity's financial planning and annual budget processes. Provide advice to senior leadership colleagues on these matters whilst also monitoring and reporting progress against organisational goals and objectives
- Oversee the property management functions responsible for our growing property portfolio, ensuring teams achieve targets, relating to KPI's, Health & Safety, first time fix and cost
- Oversee the development of property standards, governance processes and performance metrics to ensure the function delivers value
- Ongoing review and development of financial systems, controls and procedures, promoting and embedding best practice as appropriate, identifying opportunities for operational efficiencies and ensuring robust financial control and sound governance
- Ensure an appropriate financial policy framework is in place to guide the charity's financial decision making
- Undertake project appraisals, identifying issues and risks and leading the development of business cases to aid decision making, including capital and revenue investments, new programmes, etc.



- Directly support the identification of alternative revenue streams, constructively challenging senior leadership colleagues as appropriate
- Overseeing all risk management activities encompassing regular reporting and engagement with the Audit and Risk Committee

Deputy Chief Executive responsibilities include:

- Directly contribute to the development and promotion of Ypeople's vision and strategic objectives, actively support the ethos of the organisation; initiating ideas to add social value and maximize Ypeople's contribution to the communities it serves
- Directly support the Chief Executive and working in collaboration with the wider leadership team, shape the strategy and direction of the organisation to ensure it meets its business and performance objectives
- Work across all Functions / Departments promoting shared understanding and awareness of initiatives across the organisation, identifying where synergies exist and encouraging integrated approaches
- Work alongside the Chief Executive to support major Board decisions and their development ensuring full consideration of staff and the people we support during the process and that timescales incorporate high regard for consultation and involvement
- Actively promote buy-in to the vision, mission and values of Ypeople and the work the organisation does and directly support the Chief Executive and Leadership colleagues in the continued engagement and involvement of staff and volunteers
- Working with the CEO and Leadership team you will:
 - support the continued engagement and involvement of staff and volunteers
 - Identify opportunities for growth utilising intelligence gleaned from a strong external presence, assess viability and adapting as required before wider application





A qualified Accountant, you will be a highly visible and collegiate leader and continuous promoter of Ypeople values with a proven track record in financial management, strategic planning and supporting non-financial operational managers within a commercial, public or voluntary organisation.

With relevant experience of leading multi-disciplinary teams, it is imperative you also bring direct involvement in contributing to both the strategic and operational planning and decision-making processes. An accomplished communicator the successful candidate will have instant credibility when engaging with both internal and external stakeholders.

Key Experience, Knowledge & Skills:

- Proven track record in strategic planning and supporting the decision-making process through the provision of meaningful financial information and analysis
- Excellent understanding of financial governance and risk
- Highly analytical with the ability to get “behind the numbers” to allow well-informed and commercial decisions
- Relevant experience of developing and translating strategy and policy into effective operational plans
- Direct involvement in providing both financial and commercial advice, guidance and support to operational staff
- The ability to think and act strategically, developing practical, innovative and creative solutions to the management of strategic issues
- Experience of continuous improvement and developing robust financial controls and procedures
- The ability to analyse complex issues and identify potential solutions
- Excellent stakeholder management experience (including internal customers, Board Trustees and external parties)
- Previous involvement in effectively representing an organisation externally, conducting discussions and negotiating with a diverse range of senior stakeholders
- The capacity to accommodate and prioritise a variety of complex tasks and initiatives at any one time, and work effectively under pressure
- Experience of successfully driving change initiatives from inception through to conclusion
- The ability to support, coach and mentor people to help them develop their full potential



Personal Attributes:

- Open, supportive and visible management style which develops confidence, respect and the necessary team working that delivers high performance
- Solution orientated, self motivated and results driven
- A pragmatic problem solver with intellectual flexibility and agility to move easily between significant details and the bigger picture
- Highest standards of professional integrity with colleagues and other professionals
- A catalyst for change (where necessary), with a willingness to challenge convention
- A self-starter, able to take the initiative and push projects forward
- Cultural sensitivity with an ability to work well with a diverse range of people
- A strong ethos to succeed and a belief that difficult challenges can be solved
- Demonstrable commitment to Ypeople's mission and values





Salary:	c. £70,000
Pension:	Stakeholder Pension Scheme
Holidays:	30 days holiday (including public holidays) and rising to 40 days per year in the second year

The Recruitment Process

For more information, interested candidates should contact Douglas Adam, Head of Public and Not for Profit Practice, at Livingston James on 0131 220 2209.

Interested candidates should provide a tailored CV and covering letter, explaining your motivation for applying, to douglasadam@livingstonjames.com

