



# Finance and Operations Manager

Recruitment Pack

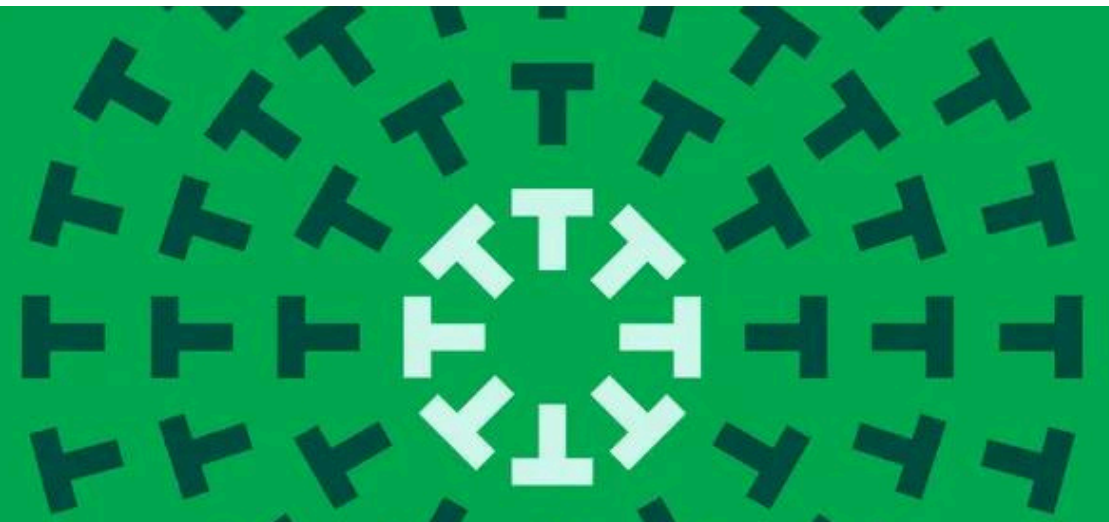


## the Tudor trust

### About Us

The **Tudor Trust** is a philanthropic organisation with a long-standing commitment to funding smaller organisations across the UK. Holding an endowment of around £250m, our annual commitment to grants historically has averaged £20m.

Following a transition from a family foundation to one that is independently led by a new board of trustees, we are bridging to a strategy with greater emphasis on racial justice. Our definition of racial justice is a vision for a world that moves beyond racism and racial inequities to one where inclusive communities thrive in all our systems and structures. We believe this is the foundation for tackling all forms of injustice, including economic, environmental and social.



## Our Behaviours and Ways of Working

We have a strong commitment to people and culture which we live through our **behaviours** framework so that we are **accountable** to each other and to our communities. Our internal practices focus on **learning** and **systems thinking** so that we can be iterative, based on how our understanding evolves about the complexity and interconnectivity between different parts of the system. We actively incorporate all of this into our JEDIB principles, policies, roles, governance and leadership.

Our agreed behaviours are:

### **Bravery**

Taking action, despite fear, uncertainty, or potential risk, fostering a culture of trust, innovation and collaboration.

### **Creativity**

Coming up with new and unique ideas or ways of doing things by using your imagination and thinking in different ways.

### **Inquisitive**

Fostering an environment of inquiry through curiosity, embracing new perspectives, engaging in ongoing exploration, and committing to continuous learning.

### **Humility**

Being modest, respectful and open to others' perspectives and feedback, fostering an environment of continuous learning.

### **Collaboration**

Work with colleagues, grantees and trustees and actively communicate ideas, offer support, and participate in collective decision-making to achieve shared goals.

### **Integrity**

Demonstrating honesty, fairness and reliability in all professional interactions and decisions creating a foundation of trust and respect.

### **Compassionate**

Showing consideration for the wellbeing of others, with an emphasis on kindness, equity and justice

# Benefits and development



## ANNUAL LEAVE

26 days annual leave per year plus Bank Holidays



## PENSION

12% pension contribution and team members are able to contribute if they wish to



## LIFE INSURANCE

Group life insurance (4x annual salary in lump sum)



## VOLUNTEERING LEAVE

Volunteering leave (3 days per calendar year)



## PROFESSIONAL DEVELOPMENT

Courses, workshops, training or mentoring that is aligned to Tudor's values and organisational objectives or that supports you in your career progression



## CYCLE TO WORK SCHEME

Employee benefit that saves you up to 42% on a bike and accessories (you pay nothing upfront and the payments are taken tax efficiently from your salary)



## CHRISTMAS CLOSURE

Between Christmas and New Year



## HEALTH INSURANCE

Vitality private health insurance



## INCOME PROTECTION

Group income protection (long term disability insurance – 67% of your basic annual salary which does not include any state benefit you may be entitled to claim)



## COACHING

3 coaching sessions with a selection of external providers in the probationary period



## WELLBEING & HEALTH

Annual budget per team member of £700



## EYECARE

Paid eye test up to £25 per year. Should you require glasses specifically for DSE (display screen equipment) work then the cost of basic glasses will also be reimbursed up to £30

# About the role

## Finance and Operations Manager

The **Finance and Operations Manager** plays a central role in ensuring that the Tudor Trust operates smoothly and efficiently, providing essential financial management and operational support. Reporting to the Head of Finance and Resources, you will lead on the day-to-day financial processes, including managing payments, maintaining accurate records, and preparing financial reports to support decision-making.

In addition to finance, this role oversees the operational functioning of our hybrid workplace. From managing the building and IT systems like SharePoint, to ensuring seamless logistics for team and trustee days, workshops, and events, your work will be integral to creating an environment where our team can thrive. You will also take responsibility for facilities management, procurement, and compliance with health and safety regulations, ensuring the smooth running of our office and operations.

Collaboration is key in this role, as you'll work closely with internal and external stakeholders, including trustees, team members and suppliers, to support our mission and values. Whether you're organising catering for an event, coordinating travel arrangements, or ensuring the reliability of our IT tools, your proactive approach will help Tudor Trust maintain an inclusive, high-performing, and well-organised environment.

As part of our evolving organisation, you will have the opportunity to contribute to meaningful change initiatives and implement efficient processes, working closely with the Head of Finance and Resources to adapt and grow within the role.

### **Salary**

£45,000 per annum  
pro rata

### **Location:**

Hybrid working (3  
days/week in office if  
full time, 2 if part time)

### **Hours:**

28-35 hours/week

### **Contract:**

Permanent, full time

### **Reports to:**

Head of Finance and  
Resources



## Key Responsibilities

### Finance Management

- Ensure all financial transactions, including payments to suppliers, grant recipients and any staff expenses, are accurate, authorised, and recorded in the finance system (currently Sage 50).
- Prepare weekly and bi-weekly BACS payment runs and maintain the cash book and purchase ledger.
- Reconciliations of all control accounts on a monthly basis to ensure an accurate trial balance, and preparation of the management accounts.
- Update the cash book and carry out bank reconciliations of all bank accounts.
- Preparation of timely, accurate financial information as required to support decision making.
- Oversee grant administration and related financial records.
- Support preparation of the annual accounts and liaise with the external auditors to ensure any queries are handled in a timely manner.
- Ensure that the fixed asset register is updated and reconciled on a monthly basis.
- Undertake other finance-related duties as required and agreed with the Head of Finance and Resources.
- Maintain the finance inbox and ensure that any invoices are passed to the relevant budget holder for approval.

### Operations/Office Management

- Lead the day-to-day office management and administration to ensure smooth running of our office including facilities management, office supplies procurement, and equipment maintenance.
- Manage and process purchasing of goods and services, such as stationary, IT equipment, licences (such as Zoom, Miro, web hosting, and more), insurance, membership and subscriptions.
- Develop and implement efficient processes and procedures to enhance operational effectiveness.
- Coordinate with suppliers, contractors, and service providers to ensure seamless operations.
- Ensure compliance with health and safety regulations, data protection policies, and governance standards.
- Handle general administrative tasks, including managing office supplies and maintaining SharePoint.

## Administrative Support

- Proactively manage calendars, schedule meetings, and coordinate travel arrangements.
- Attend meetings to take notes and capture actions and next steps.
- Organise events, workshops, and training sessions, handling logistics, invitations, and follow-ups.
- Coordinate logistics for board and committee meetings, ensuring smooth execution and communication.

As our organisational change initiatives progress, the Finance and Operations Manager role will evolve, facilitated and managed by ongoing reviews conducted in collaboration with the Head of Finance and Resources.



## Person Specification

### Skills, Experience and Knowledge

- Experience in financial management, including maintaining accurate financial records and processing payments.
- Proficiency in using finance systems, ideally Sage 50.
- Proven ability to prepare financial reports, budgets, and cash flow forecasts.
- Administrative skills, with experience supporting senior leaders or boards.
- Competence in facilities management and operational planning.
- Communication skills, both written and verbal.
- Experience in coordinating with suppliers, contractors, and service providers to maintain smooth operations and address any operational issues promptly and effectively.
- Organisational skills and the ability to effectively manage multiple tasks and priorities.
- Proficiency using Microsoft 365 tools, including PowerPoint, Excel, SharePoint and Teams,
- Understanding of best practices in operations administration, including facilities management, procurement, and health and safety regulations.
- Knowledge of/interest in or understanding of Justice, Equity, Diversity, Inclusion and Belonging.

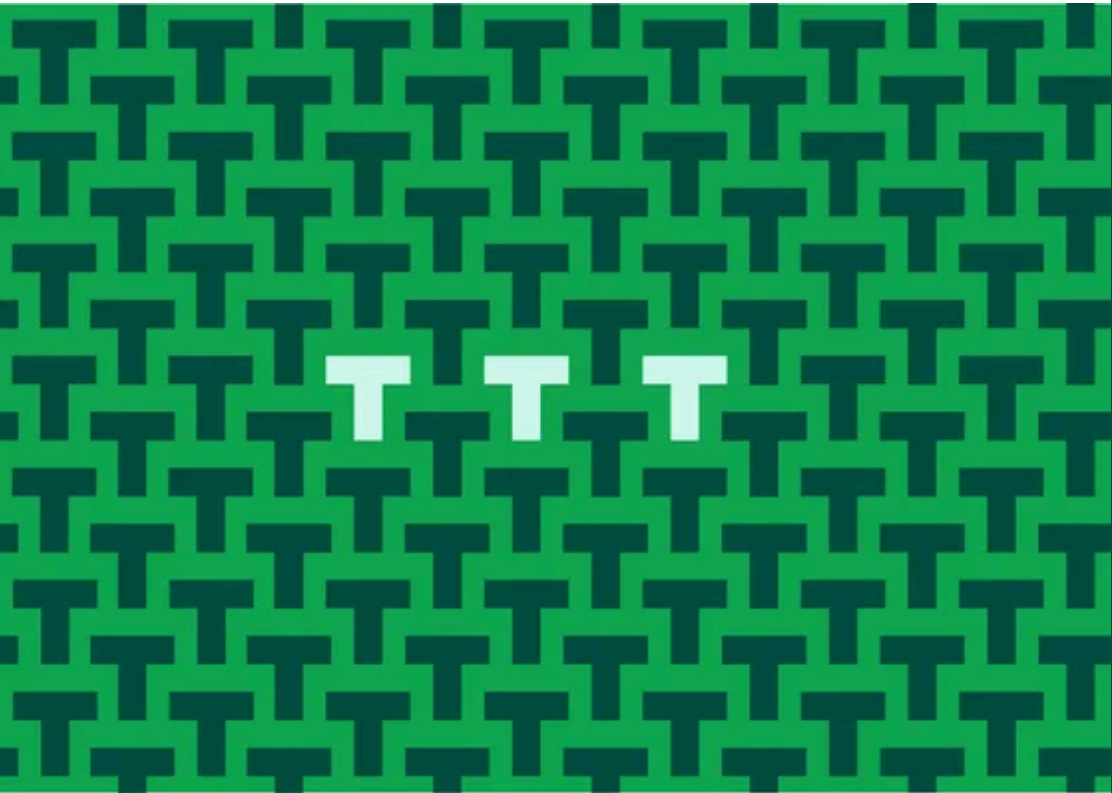
### Key Competencies

- Effective problem-solving abilities and a solution-oriented mindset and ability to make decisions.
- Active listening in attending meetings, taking detailed notes, and capturing actionable items for follow-up.
- Attention to detail with an ability to handle various administrative tasks with precision and accuracy.
- Communication and interpersonal skills, with the ability to interact with stakeholders at all levels within the organisation.
- Adaptability and flexibility to handle multiple tasks and priorities in a changing environment.
- Ability to work collaboratively with diverse stakeholders, including executives, team members, and external partners.



## Key Attributes and Values

- Commitment to equity, diversity and inclusion, reflected in lived or learned experiences.
- Commitment to the importance of resourcing communities that are underserved and experience marginalisation.
- Commitment to understanding better the role of philanthropy in social and racial justice.



# Equity, Diversity and Inclusion

## Our commitment to Equity, Diversity and Inclusion

At **Tudor Trust**, we value and celebrate the differences that make us who we are. We respect the unique differences that each individual brings to the table, whether it's age, cultural heritage, disability and mental health, ethnicity, race, gender, gender identity and expression, sexual orientation, or social background.

**Tudor Trust** is fully committed to equity, diversity and inclusion in our sector. We want this to be reflected in the diversity of the people who work for us and we are particularly interested in applications from people from all backgrounds.

## How to apply

If you would like to apply for this role, please submit a **CV** and **supporting statement** to [resources@tudortrust.org.uk](mailto:resources@tudortrust.org.uk) outlining how you fulfil the person specification (experience, skills and knowledge, key attributes and values) for this role.

The supporting statement can be completed in one of four different ways:

- Written A4 (No more than 2 sides)
- PowerPoint (No more than 5 slides)
- Audio recording (No more than 5 mins)
- Video recording (No more than 5 mins)

**Applications close:** 3pm on Monday 10th February 2025

**Interview schedule (in person at our office in Ladbroke Grove):**

**w/c 17th February:** 1st stage interview

**w/c 24th February:** 2nd stage interview and task

For a chat about the role, you can reach out directly to **Priya Cinar** or **Elise St. Palmer** in the Tudor Trust team by emailing [resources@tudortrust.org.uk](mailto:resources@tudortrust.org.uk).

