



Finance Manager

Application Pack

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Welcome Letter

Dear Candidate,

Thank you for your interest in taking on the essential role of Finance Manager with Talking Heads.

We are a social enterprise that I began in October 2018 as I recognised the urgent need to develop professional supervision in educational sessions. Something that others were also beginning to consider, and we are very much at a key point in the development of this work and we are now the largest provider of supervision in Education in the world.

The role of Finance Manager will suit an experienced, qualified and flexible finance professional who will relish the opportunity to oversee and administer core financial operations of a growing social enterprise. The Finance Manager will play a pivotal role in ensuring the effective management of Talking Heads' finances. Overseeing and administering core financial operations, you will support the Director and Business Manager, provide critical financial insights, and manage the payroll process. Working closely with the Director and Business Manager, you will help maintain and enhance the financial systems that underpin our work. Ensuring that we have the financial information to plan future strategies and continue to grow our work and impact.

I am sure that, for the right candidates, this role will offer a fulfilling and flexible working opportunity and the chance to make a significant contribution to the development of a system that supports those working in the education sector and the children and young people they work with.

Talking Heads is absolutely committed to achieving greater diversity within its team and we welcome applications from all.

If you feel inspired by this opportunity, they we very much look forward to hearing from you.

Lisa Lea-Weston
Director
Talking Heads Supervision

About Talking Heads

Talking Heads Supervision Limited is a social enterprise and company limited by guarantee that was set up by Lisa Lea-Weston in October 2018 and incorporated as Talking Heads Supervision Limited in August 2021. Lisa remains the sole director and Talking Heads has an employed Business Manager and Finance Manager along with 50 Associate Supervisors.

Our new Finance Manager will help us at a pivotal point in our growth to develop our three and five year strategy and plan for the next stage of Talking Heads development.

You can learn more about Talking Heads and its work here -

<https://talkingheadssupervision.co.uk/>

Our Vision

Resourced, compassionate and creative leaders who change lives

Our Mission

Talking Heads mission is to support children, young people and adults with care and support needs by offering supervision and supervision training to those who shape their lives.

We are the leading provider of supervision in education. We are at the forefront of maintaining best practices, integrity, safety, and relationships within supervision.

What is supervision?

Supervision is a time bounded, confidential, professional conversation about work which holds the beneficiaries (in the education sector children) at its heart.

Supervision in Education

Supervision has been recognised in the caring professions for many years but is relatively new in education. Lisa Lea-Weston was at the forefront of this work. Lisa has been a supervisor for 20 years and was working in schools as an HCPC registered Dramatherapist when she recognised the need for supervision in education settings and set up Talking Heads to meet that need. In education settings, students and staff work best when they are safe, happy and challenged. Supervision is one method of the Senior Leadership helping to ensure that this is the case. Safeguarding the children should always be the priority of supervision in education.

Lisa began as a sole trader and was joined by 3 or 4 other supervisors who were interested in developing their work in education. During the pandemic, Lisa began working with the charity Education Support assisting them with the development of government funded projects where senior leaders in education are offered six fully funded supervision sessions. As supervision is most effective when it is ongoing it was agreed with Education Support that people could continue their supervision with Talking Heads once their funded sessions came to an end. To do this the supervisors who were

working on the funded projects became Associates of Talking Heads. This has led to Talking Heads now having 50 Associates and almost 300 clients.

One of our Core Associates, Penny Sturt has recently published the second edition of the book she wrote with Jo Rowe "Using Supervision in Schools". This book sets out their Integrated Model of Supervision in Schools.

Talking Heads Experience

We take our work seriously. We don't do packages or shortcuts. We provide robust, regular, long-term supervision with relationships at the heart. We are the largest provider of supervision in education in the world presently.

Across our Associates we have learnt from their shared experience of working with 2,700 senior leaders in education. We have delivered sub-contracted pilots in Northern Ireland and Wales and for FE colleges for Education Support. We also created and e-learning for the Welsh Government with Education Support to support teacher wellbeing. We have provided numerous year long pilots with Multi Academy Trusts and other organisations, for Senior Leaders.

We work across all four nations and Jersey. We have experience of developing pilots for Multi Academy Trusts and Local Government where they wish to embed supervision across their organisations. We hold our ethos and values, we do not offer discounts for larger numbers as, in fact, holding supervision across an organisation incurs more work.

Due to Penny's work, we are uniquely placed to assist schools in developing their own supervision practice within their setting and we have a few settings where they have moved from having supervision with us to undergoing the training so that more of their staff can experience supervision.

Job Description

Job title: Finance Manager

Hours: 14 hours per week

Reporting to: Director

Salary: £38k pro-rata + 3% pension

Holiday: 33 days per year pro-rata

Location: Home based

Benefits: Flexible working hours (could fit with school hours although not term time only); supportive and dynamic working environment; and working from home

Job purpose

To take the lead on Talking Heads financial management. Providing support to the Director with income generation and budget planning.

Be the Finance Manager for the Company, leading on all financial administration, ensuring that all relevant accounting policies and regulatory requirements are complied with.

Responsibilities and Accountability

1. Financial Operations
 - 1.1. Accounts Payable. Manage and administer the accounts payable process including payments to Associates, suppliers and expenses
 - 1.2. Accounts Receivable. Manage and administer income management, raising income invoices with the support of the administrator. Liaise with the Business Manager and Director re income expectations and update budgets where necessary.
 - 1.3. Reconciliations. Be responsible for the banking, control account and asset reconciliations.
 - 1.4. Credit Control. Be responsible for managing debtors and credit control.
2. Budgeting and Reporting
 - 2.1. Budget Management Support. Collaborate with the Director and Business Manager, providing financial reports and advice to support effective budget management.
 - 2.2. Management Accounts. Prepare monthly management accounts. Ensure all monthly journals are prepared and processed including payroll, accruals and prepayments.

2.3. Annual Accounts. Liaising with Talking Heads accountants and providing information needed for statutory accounts

2.4. VAT. Completing quarterly VAT returns.

3. Finance Administration and Systems

3.1. Payroll Management. Complete monthly payroll processes including preparing payroll files, processing new starters and leavers.

3.2. System Development. Review and refine financial processes to ensure maximum efficiency.

3.3. Administration. Oversee the finance inbox, replying to all queries in a timely manner. Work with the Business Manager to maintain Client Schedules. Maintain Digital Filing of all transactional records.

3.4. Meetings. Attend Bi-monthly meetings with the Director.

3.5. Procedures. Document and maintain Financial Procedures for Talking Heads.

3.6. HR. Assist the Business Manager with HR Administration.

4. General

4.1. Core Team. Be an active member of Talking Heads Core Team, attending monthly online associate meetings, in person half termly Core Team meetings and in person bi-annual associate days.

4.2. Knowledge Sharing. Stay up to date on developments in the areas relevant to your work – sharing this knowledge with the Director and Business Manager.

4.3. Ambassador. Promote Talking Heads work appropriately.

4.4. Equal Opportunities. A positive attitude towards equal opportunities and anti-discrimination practice should permeate all aspects of our work.

4.5. General. To undertake all other reasonable tasks as requested by the Director.

Person Specification

Essential skills, experience and qualities

1. Qualification. Minimum qualification: AAT Level 4, Part Qualified, or Qualified by Experience (QBE) in a relevant field.
2. SME. Experience as a Finance Manager for an SME and/or social enterprise.
3. Finance Systems. Proficiency with Xero or similar accounting software.
4. Payroll. Experience of managing payroll processes.
5. Administration. Excellent organisational skills and attention to detail.
6. Systems. Experience of developing, maintaining and improving financial systems and processes.
7. IT. Strong skills in MS Office, particularly Excel.
8. Communication. Strong written and verbal communication skills, with the ability to explain financial information to non-financial staff clearly.
9. Relationships. Ability to maintain and challenge key relationships in keeping with Talking Heads ethos.

Desired skills and experience

1. Qualifications. CIMA/ACA qualification.
2. Sector knowledge. Experience of the education sector.
3. Systems. Experience of HubSpot or Monday.com

Application Process

To Apply:

Please email a CV and supporting statement to adminsupport@talkingheadssupervision.co.uk The supporting statement should explain why you are interested in this role with Talking Heads and detail the skills and experience you feel you would bring. The statement should relate directly to the Job Description and Person Specification.

References:

Please provide details of two referees. References will only be taken up if a job offer is made and only with prior permission.

Closing Date:

9 January 2025

Interviews:

We will let you know if your interview is being taken forward by:

13 January 2025

Interviews will take place on:

23 January 2025