



CANDIDATE PACK FOR

Director of Finance and Resources

WELCOME

Many thanks for your interest in the role of Director of Finance and Resources.

As a result of the current post holder planning to move on from Outward Bound in early 2025 after over 20 years of outstanding service, we are recruiting their successor. This is an exciting time to join Outward Bound, with the organisation having recovered well from the impacts of the pandemic, and having recently launched a new strategy: The Next Horizon.

The Next Horizon sets out an ambitious strategic framework through to 2030. We have twin objectives of sustaining our current quality, consistency and volume of delivery in our existing six centres whilst realising the goal of growing our impact by increasing the number of young people we work with annually.

Through careful financial management during the pandemic, and decisions made to retain as many staff as possible, Outward Bound has rebounded at pace to return to pre-pandemic operating levels. Our Centres are full year round, and demand for our work is strong. We have reserves in place which provide a platform for growth.

The successful candidate will be central to the leadership and management of the charity in the coming years working closely with myself and the Senior Leadership Team. You will be astute, collaborative, risk-aware, have an attention to detail and thrive on working in a fast-paced environment. We are fortunate to have a strong Board with outstanding trustees and you will work closely with the Chair of the Audit Committee.

Every week Outward Bound inspires young people to realise their potential. Through our work young people connect with themselves, with others and with nature, as is articulated in our recently published [Social Impact Report](#). More so now than ever, society needs young people who are self-aware, confident and resilient, able to flourish and respond to the fast-moving digital and often uncertain world. Come and join us and be part of a people-centred, ambitious organisation that is determined to extend its reach and impact.

Martin Davidson
Chief Executive

ABOUT THE OUTWARD BOUND TRUST

The Outward Bound Trust partners with schools, colleges, employers and youth groups to teach young people most important lesson they could ever learn: to believe in themselves. Young people's lives are filled with pressures and challenges. They need the means to help them cope and thrive in this noisy and uncertain world – now and in the future.

We provide opportunities for young people to seize the moment and empower them to discover and embrace their unique strengths through the power of adventure. At Outward Bound, young people leave behind their everyday lives to experience unfamiliar environments and build new connections; they venture into a new world of endless opportunities. Through challenge and adventure, young people learn to thrive and grow. This is where they discover who they are and what they are truly capable of.

Afterwards, young people return to their world with a stronger sense of self-belief, confidence, and compassion. They're ready to embark on their journey towards continual personal growth for a better self, stronger communities, and a promising and brighter future for society.



OUR BELIEF

"We are all better than we know. If only we can be brought to realise this, we may never again be prepared to settle for anything less."

Kurt Hahn

Co-founder, Outward Bound

OUR MISSION

To inspire young people to realise their potential through learning and adventure in the outdoors.

OUR CORE VALUES

We believe:

- That we all have undiscovered potential.
- In the power and intensity of learning through adventure.
- In the balance between risk, reward and responsibility.
- In compassion and respect for each other and for our environment.
- That all staff and participants should always feel valued and encouraged to be themselves.

JOB DESCRIPTION

Job Title: Director of Finance and Resources
Reports to: Chief Executive

THE JOB

You will be central to the leadership and management of Outward Bound and realising the ambition set out in The Next Horizon, leading the financial stewardship of the organisation. You will both oversee the management of the organisation's financial resources and provide leadership in their utilisation to further the charity's mission. In addition to ensuring that the organisation meets its legal and statutory obligations, you will be central to organisational efficiency and overall financial sustainability.

You will also be responsible for the organisation's quality management systems, environmental sustainability journey and data protection. You will be responsible for oversight of property matters for the Centres and Offices, and for IT, Digital and Trust-wide systems and processes.

Although the job entails a fairly standard set of responsibilities, at Outward Bound we are passionate about inspiring young people to realise that they are better than they know. The belief that we all have undiscovered potential runs through everything we do, and so the other side of this position is a creative and entrepreneurial approach to innovating how things are done across the organisation.



RESPONSIBILITIES

Strategy and Modelling

- Lead the development and implementation of a comprehensive financial strategy supporting the organisation's strategic plan.
- Provide guidance and leadership on short and long-term financial decision-making.
- Develop and monitor the implementation of long-range financial plans with the CEO, Senior Management Team, and the Board Audit Committee, to support organisational sustainability and growth.
- Develop strong, trusting, working relationships with the Leadership Team and Board of Directors.

Financial Management

- Develop and implement financial strategies aligned with the organisation's mission, vision and priorities.
- Provide strategic financial guidance to the CEO, the Senior Management Team and the Board.
- Monitor financial performance, identify risks, and recommend corrective actions.
- Maintain appropriate financial records and prepare annual reports and financial statements in accordance with UK accounting standards, Charity Commission and company law requirements.
- Optimise The Trust's working capital and cash flow position.
- Ensure necessary insurances are in place and provide required liability and other coverages. Lead on organisational legal matters providing advice and guidance as required, with the support of legal advisors where appropriate.
- Develop and manage strong and effective relationships with external auditors, the bank and other key external partners.
- Hold responsibility for all tax matters and compliance with HMRC requirements.

Resources, Risk Management and Compliance

- Overall leadership and accountability for IT, Digital and Business Systems infrastructure, including appropriate data protection requirements. Following recent significant investment in replacing the digital system, responsibility for ensuring that we unlock the potential of digital technology to increase our efficiency and effectiveness.
- Oversight of property matters for Centres and Offices, including responsibility for leases, insurance, legal matters (note responsibility for the day to day maintenance at Centres is managed locally).
- Overall leadership for the development and implementation of the risk matrix framework.
- Overall leadership for the organisation's ambition to be 'net-zero' by 2035.
- Overall leadership of the organisation's quality management systems.
- As a Director, you will deputise for the CEO as required, whether at donor and client events, or more generally advocating for the organisation as an ambassador of the important work we do.

WHO WE'RE LOOKING FOR

Below is a list of the criteria and qualities we would expect a candidate applying for this role to have. While some (e.g. accountancy qualifications) are a requirement that you will definitely need in order to succeed in the role, others can be demonstrated through a variety of ways in your career history.

Therefore if you think you are a good fit for the role, we would like to hear from you.

- Fully Qualified Accountant.
- Proven experience at a senior level in a finance role with responsibility across the whole finance function.
- Substantial financial leadership and commercial acumen spanning organisational planning, budgeting and using data and insight to drive change.
- Significant leadership experience in a national level organisation of comparable complexity.
- Experience at a senior level as Company Secretary or equivalent.
- Strong leadership skills and the ability to develop team members to their full potential.
- Demonstrated aptitude for strategic thinking, planning and analysis.
- Excellent financial planning, annual budgeting and forecasting skills.
- Experience of highly effective collaborative working with senior colleagues at Executive and Board level.
- Creative, entrepreneurial, and innovative; a strong and confident networker who can inspire and influence whilst not afraid to take risks and ensure delivery.
- Committed to embedding the values of equity, diversity and inclusion in everything that you do.
- An advocate of collaboration and continuous improvement.
- Able to empathise and appreciate alternative points of view and to educate and contribute, in a supportive way, to decisions that achieve organisational goals.
- A passion for inspiring young people to realise their potential. A belief in the Outward Bound values, our ambitions to ensure that young people are at the heart of everything we do, and that we strive to grow our impact by working with increasing numbers of young people.
- Charity sector experience particularly the nature of unrestricted, designated and restricted funds, VAT Partial Exemption, Gift Aid and the Charity SORP.
- Experience of Microsoft Dynamics Business Central.



TERMS OF APPOINTMENT

Salary: £80,000 - £95,000

Contract: Full-time, permanent.

Location: Flexible, although will require frequent working from the Head Office near Penrith and regular travel for Board, Senior Management and other meetings.

Pension: 10% Employer contribution, 5% Employee contribution (minimum).

Annual Leave: 24 days plus bank holidays (increasing by one day per year to 30 days).

Additional Benefits:

- Life Assurance: 3 x salary, covered from start date; includes Employee Assistance Helpline.
- Long-term Disability Insurance: 2/3 salary less state incapacity benefit after 6 months' absence for up to 5 years, covered from start date.
- Employee assistance programme: with easy access to medical and mental health support. Ranging from instant GPs appointments to physio or counselling services.
- Personal Accident Insurance while at work or commuting.
- Health Cash Plan with Medicash: on application after completion of probation; taxable benefit.
- Pension Scheme (currently Standard Life): Auto-enrolment of all staff after 3 months service.
- 8 weeks' sick pay at full salary in any 12 months.
- Berghaus uniform items provided and the opportunity to purchase Berghaus products at discount
- Staff bursaries: discounted course fees for family members.

Plus!

Personal Adventures – Outward Bound has a positive attitude to extended/unpaid leave (forward planning is required)



HOW TO APPLY

We actively encourage applications from underrepresented groups to ensure our workforce reflects the diversity of the young people we support. We welcome candidates from all backgrounds and value the unique perspectives they bring.

If you would like an informal discussion about the role, this can be arranged via Lisa Buss, Executive Assistant to the CEO, on lisa.buss@outwardbound.org.uk

In order to apply, please submit a comprehensive CV along with a covering letter (no longer than two sides of A4) which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. This should be sent to Lisa Buss, Executive Assistant to the CEO, on lisa.buss@outwardbound.org.uk

The closing date for applications is 12noon on Friday 24th May

The first round of interviews will take place on 13th and 14th June, with the second round taking place on 26th June.

