

Job Title: Director of Finance & Operations

Reports to: CEO

Division/Dept: Operations Team

Date: September 2008

Job Purpose:

We are currently searching for a highly motivated and commercially minded Director of Finance & Operations

The Director of Finance & Operations will report directly to the Chief Executive Officer. He or she will ensure that Teach First's finances and operations are aligned with the organisation's mission and are used efficiently in a world-class manner.

He or she will have experience in establishing and maintaining the financial and internal systems of a fast growing corporately run organisation combined with experience at director level in the management of IT, Human Resources and facilities. The applicant will also have excellent detail-orientation, process skills and a high degree of maturity and personal responsibility, while working with minimal supervision and be a "hands-on" manager. This needs to be someone with a "can-do" attitude who can also help the organisation to expand in the years to come and continue to develop a reputation for world-class excellence both internally and externally. Internally, this person should be able to help lead TF to become an organisation where the best high-flying employees in Britain's business, government, and non-profit sectors strive to work.

About Teach First:

Our Mission: To address educational disadvantage by transforming exceptional graduates into effective and inspirational teachers and leaders in all fields.

TF is a charitable education-business partnership launched in July 2002 with the aim of transforming exceptional graduates into inspirational teachers, placing them into schools in London, the Midlands and the Northwest where they are needed most. Whilst raising pupil aspirations and achievements through innovation and resourcefulness, TF teachers will gain experience and skills that will help build a new generation of leaders both inside and outside education. The programme includes the innovative Leadership Development course, run in conjunction with Imperial College London's Tanaka Business School. TF is currently ranked 9th in *The Times* annual survey of most prestigious graduate recruiters – the highest ranked charity in Britain. Its participants are carefully selected to be among the most able graduates in Britain each year.

Over 120 business, government, and education supporters are committed to training, mentoring, and supporting TF participants and ambassadors through structured summer institutes, internships and tailored business courses to ensure they are fully equipped for fast track careers in education and commerce. Britain's leading businesses, as well as policy institutes, all major political parties, educationalists, and the Prime Minister are supporting this programme. The Government has recently announced support to help Teach First's further growth in the coming years. More information can be found at: www.teachfirst.org.uk.

The organisation currently has 50 full-time staff who come from companies such as McKinsey & Company, BBC, Accenture, Credit Suisse and Goldman Sachs. It has an annual operating budget of over £3 million raised from businesses, foundations and school recruitment fees. It is expected that by the organisation will have some 240 staff and £14.5m revenues by 2012.

Dimensions: *(i.e. significant numerical quantities on which the job has either a direct or indirect impact)*

The position is a hands-on role, working with a variety of stakeholders, including businesses, graduate teachers, tutors, staff from the University training provider, schools and supporters. The director will be a key member of the management team driving forward the expansion of the organisation and will be actively involved in the selection and logistics of a proposed move into new premises in 2009. The director will be the key director working with the Finance Committee and work with the CEO to ensure the trustees' needs are met.

Key Accountabilities:

JOB PURPOSE:

Operating as a key member of the senior team, primary areas of responsibility will be:

- Developing strategic financial plans and working as a trusted advisor to the Board on all financial aspects.
- Working closely with the Board and Management teams to develop new business strategies for the finance and operations departments, ensuring continuing growth and sustainability of the organisation.
- Planning, managing and enhancing the Finance department to ensure accurate and timely financial reporting, robust internal controls and optimisation of systems.
- Developing timely and accurate budgeting procedures with the buy-in of the management team, Board, and Finance Committee
- Liaison with the appropriate Government department on monitoring grants provided to Teach First
- Delivering a full management accounting service for the Charity's activities including regular reporting on financial performance.
- Effective use of information to drive appropriate decision making, in Financial planning and Forecasting and Financial management and review, to drive profitability
- Commercial support for new business development
- Effective and efficient business integration to drive process improvements and maximise efficiencies.
- Responsible for managing the finance and operations team to include mentoring and coaching, staff development and leadership
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- With the Associate Director of IT&Systems ensure Teach First's IT systems are maintained and updated as appropriate and the Associate Director creates and implements an internal IT strategy that supports the growth and goals of Teach First
- With the Associate Director of HR, oversee HR policies and procedures and ensure all codes of practice regarding staff health and safety are adhered to ensure Teach First remain a best practice employer.
- With the Associate Director of Facilities, manage the offices environments and internal facilities to the satisfaction of internal staff, ensure all visitors have professional views of the offices, and organise the purchase and move into a new national headquarters.
- Ensure Teach First's corporate governance committees have the timely information they need to provide proper oversight and be the lead executive for the Finance Committee

Competencies, Characteristics and Experience Required:

Prospective candidates will have an excellent academic background and will be qualified accountant with a demonstrable track record of success:

- An ability to work with board members and other senior management to help deliver the Charity's strategic objectives and financial priorities.
- Commitment, flexibility and a natural affinity for effective team working, you will have clear leadership skills and the ability to manage and motivate excellence in others.
- You will attain success and recognition by delivering high quality services at fair cost.
- Ability to evaluate problems creatively and critically and objectively in order to provide optimum solutions at a strategic level.
- Strong analytical and problem solving skills
- Excellent communication and verbal skills.
- Ability to thrive in a fast paced environment, effectively manage multiple tasks, learn quickly and to work with initiative

Location:

Based at Teach First offices 14 Heron Quay, Canary Wharf, London E14 4JB

Compensation:

To be negotiated

Benefits: A generous performance related bonus package of up to 20% (per annum) of your basic salary, 27 days vacation per annum (7 of which must be taken during the two weeks of Christmas and New Year), participation in

the Staff Pension Scheme and private health insurance policy, Life Assurance, Income Protection, and a Season Ticket Loan programme.

Start date:

Immediate

To apply:

Send the following materials to the attention of Sharon Feeney sfeeney@teachfirst.org.uk or via post to Teach First, 14 Heron Quay, Canary Wharf, London E14 4JB:

- CV (not more than two pages)
- Covering letter