

TAMWORTH CO-OPERATIVE SOCIETY LIMITED

HEAD OF FINANCE & ADMINISTRATION

Tamworth Co-operative is a successful regional independent Co-op, with interests in Food retailing, Funeral operations and property investments. The Society is profitable and has a strong Balance Sheet built upon a history that goes back to 1886. The Society has recently relocated its Head Office to a fully refurbished building in the centre of Tamworth following the sale of its former Department Store to the Local Council for re-development.

We are now seeking a fully qualified Accountant to join our Senior Team as a Head of Finance & Administration. Applicants must be capable of managing a busy workload and ensuring the maintenance of financial controls. The Society has a turnover of £29m annually, with around 300 employees. The role is very hands on and candidates must be able to work on their own initiative.

This is a demanding and challenging role. It requires excellent communication skills at all levels. Candidates must be able to demonstrate the ability to plan and manage key tasks such as Year End reporting and a detailed annual budgeting process. The role also requires production of annual Accounts for the Pension Scheme that closed to future accrual in 2009. This is a full time office based role.

We are an equal opportunity employer and we welcome applications from all suitably qualified persons. Salary is negotiable according to experience up to £74,599 with a separate car allowance of £5,416 per annum.

A candidate briefing document is available from the website www.tamworth.coop.

Applications will close on 22nd March 2024.

Please apply by e-mail to julian.coles@tamworth.coop or by post to Mr J Coles, Chief Executive Officer, Tamworth Co-operative Society Limited, 8 Colehill, Tamworth, Staffordshire, B79 7HE.

TAMWORTH CO-OPERATIVE SOCIETY LTD

HEAD OF FINANCE & ADMINISTRATION

CANDIDATE BRIEFING

BACKGROUND:

Tamworth Co-operative Society has a Year End at the end of January. The total Group has a turnover of around £29m and net assets of £19m at January 2023. The latest Annual Report is available on the website.

The Society is registered under the 'Co-operative and Community Benefits Societies Act' and was formed in 1886. The Financial Conduct Authority (FCA) are the responsible Authority and maintain the 'Mutuals Public Register'. It is a Co-operative organisation run in accordance with Co-operative principles. It is an important part of the Local Community and offers members benefits from a dividend scheme.

The Society trades in Retail, Funeral and Property Sectors. There are 12 Food stores and 8 Funeral Homes. There are 4 Post Offices located across these premises. In addition the Society has a strong Investment Property Portfolio. The Board of Directors are all non-Executive.

There is a small central team controlling finance and administration, currently headed up by the Deputy CEO, who is preparing for retirement. The Society is planning for succession matters and is seeking a qualified Accountant to take on responsibility for all financial control aspects after a transition period before the Deputy CEO's retirement. This is an important role for the Society and the successful applicant will work carefully with the Senior Management Team and attend Board meetings.

If you need further information then please contact the Business Support Manager, Mrs Julie Gasper, julie.gasper@tamworth.coop who can arrange for an informal telephone discussion.

REQUIREMENT:

The Society requires a fully qualified Accountant.

Applicants must be able to work very much to their own initiative and be capable of carrying out detailed matters personally. The individual must also be able to make a positive contribution to the overall running of the Business by working carefully with other Managers.

There is a small but very experienced Team in place that handles day to day processing matters but the position of Head of Finance & Administration is absolutely central to maintaining the integrity of Financial Ledgers and there is therefore a balance between detailed Monthly Accounts preparation and control and input into running the overall Business. In recent years the Society Property Portfolio has expanded. This has been both from the Investment Property Portfolio and an increase in the number of trading properties.

This is an exceptional opportunity for an individual able to manage an extremely difficult workload. There is a very full year of accounting requirements and the Society would really wish an individual to understand and become comfortable with current controls and procedures in place and then to drive through enhancements and improvements to operations and systems.

In the longer terms the individual would be expected to work closely with the General Managers responsible for the different Trading Operations and to offer advice and guidance. The successful Candidate will need to be comfortable working at all levels and will be required to attend Monthly Board Meetings as necessary (which may be held in the evenings) and some Saturday working will be involved.

The role is based in the centre of Tamworth and there will be no opportunity for 'working from home'.

Candidates must become familiar with, and uphold, Co-operative principles.

A more detailed outline is included in the Job Description.

The Society intends initial interviews to be held in late March or early April. A provisional date of Saturday 20th April 2024 has been set for interviews with the full Board.

PERSON SPECIFICATION

KNOWLEDGE and EXPERIENCE

- Experience of compiling final accounts.
- Able to work closely with auditors, and tax advisors.
- Capable of working on own initiative to deliver programmes on a timely basis.
- Experience of report writing.
- Understanding and knowledge of (or at minimum, enthusiasm for and ability to develop such knowledge and understanding):
 1. Cash management and controls.
 2. Experience of a Member owned organisation.
 3. Working with a non-Executive Board.
 4. Preparing financial budgets and analysing results.

SKILLS, ABILITY and PERSONAL ATTRIBUTES

- Qualified accountant.
- Excellent demonstrable communication skills. This includes analysis and report writing.
- Approachable and personable.
- Possess an understanding of and be able to apply Co-operative principles.
- Professional and thorough with a fine eye for detail, setting and demonstrating high standards.
- A “can do” / make it happen approach.
- Ability to liaise and work with all stakeholders and represent the Society externally.
- Use of technology and systems to benefit the organisation.
- Drive forward continual business improvements.
- Future focussed.

TERMS OF EMPLOYMENT:

An Appointment made would be at the SATA level which is the Senior Management level within the Co-operative Structure. Any Appointment would be subject to a 6 months trial period. Following the trial period the position will carry a 3 months' notice period. The salary will be negotiable depending on experience and there will be an entitlement to a car allowance.

The Society would reimburse the cost of one professional membership annually.

A contributory auto-enrolment pension scheme is in place.

Applicants must live within a reasonable commuting distance of Tamworth, or be prepared to relocate.

The Holiday entitlement is 25 days in a full year and this increases to 30 days on a service related basis.

These points are not intended to be exhaustive and are indicative of a certain key points of a Contract that would be entered into with the successful applicant.

JOB DESCRIPTION

Title: Head of Finance & Administration

Responsible to: Chief Executive Officer

Responsible for: Provision of full accounting service for the Society, with responsibility for membership and general administrative offices.

Based at: 8 Colehill, Tamworth, Staffordshire, B79 7HE.

Key Responsibilities

- Report to the CEO on the on-going financial control and financial integrity of Tamworth Co-operative Society Limited.
- The role of Head of Finance & Administration carries full financial responsibility for the Society in the absence of the CEO.
- Control of day to day and regular annual financial functions as detailed more fully below.

Principle Duties

- Responsible for all aspects of the accounting function for the Society with a team of 9 staff. The team are responsible for Payroll, Purchase Ledger, Cashbooks, Bank Reconciliations, Cash Reconciliations, Accruals, Pre-payments, Membership Services and General Administration.
- Preparation of Annual and Half Year Accounts, monthly Management Accounts, Budgets, Forecasts, 5 Year Plan, Cashflows and maintenance of the Fixed Asset Register.
- Provide financial input and support to the Food and Funeral divisions. Reviewing operations to improve financial performance and enhance controls and processes.
- Maintaining the integrity of the financial systems via monthly Balance Sheet reconciliation and reviews.
- Attendance at the monthly Board Meeting and Annual Strategy Meeting. Presentation of Management Accounts at the meeting. Preparation and presentation of Board papers for areas within the remit of the Head of Finance & Administration.
- Attend monthly meeting of Senior Managers and present an update of Society's trading position.

- Liaise with external Auditors (Dains) and Tax Consultants (Dains) including production of tax information pack.
- Production of VAT Return and liaison with VAT Inspectors to manage their review processes, including the extensive controls around partial exemption.
- Managing, mentoring and motivating the Accounts and Administrative team.
- Miscellaneous reporting in relation to the FCA, all ONS Returns, P11d's, Share Account Interest and Gender Pay Gap.
- Treasury management including resolution of day to day issues with the Society's Bank (Lloyds).
- Responsible for production of Pension Fund Accounts and reporting to the Secretary. Attending Trustees meeting and providing an update to Trustees on the Society's profitability and cash generation.
- Responsibility for administration of Society membership system. Calculating Dividend and arranging the uploading process to the Members' card. Reporting on Community Dividend. Responding to correspondence and issues raised from Members.
- Accounting and administration of the Staff Discount Scheme.
- Reconciliation of recoveries relating to Funeral Bonds held by Ecclesiastical.
- Managing change, introduction of business improvement and continuous improvement.
- Preparation of Business Continuity Plan and implementation of changes to improve resilience of Society operations. This has included working on design and installation of new Food EPOS system and the computer system used by Funeral operations. A back-up payroll process has been installed at a second site.
- Administration in relation to Insurance cover, Death in Service, Auto-Enrolment provider, Stakeholder Pension, Cash collection, Credit Card Acquirer, PCI DSS and ESOS.
- Input into the annual pay review meetings with USDAW.
- Staff training and development, including carrying out regular appraisals.
- Attend Health and Safety meetings.
- Financial appraisals of Society projects / proposals.

- Assistance in Company secretarial matters including regulatory filings, meeting preparation and minutes.
- Involvement in facilities management at the head office as a key holder which includes opening/locking up procedures.
- Various ad-hoc duties at the request of the CEO.