

**Job:** Commercial Manager

**Salary** £37,000 Min – £42,000 Max (All other areas)  
£38,850 Min – £43,850 Max (+ 5% South East)  
£40,700 Min – £45,700 Max (+ 10% London)

**Reports to:** Assistant Director of Justice

**Location:** Bletchley Office; with some travel across the regions as required.

### **Who are we?**

Shaw Trust is a charity helping to transform the lives of young people and adults across the UK and internationally.

Our specialist services help people gain an education, enter work, develop their career, improve their wellbeing or rebuild their lives. As a charity we add value to every service we deliver by investing back into the people and communities we support.

Shaw Trust is one of the largest 25 charities in the UK. Comprising Shaw Trust, Prospects, Ixion and Shaw Education Trust, we use our 75 years' combined experience to support people to develop their potential. By joining together we are working to reach one goal: to help transform the lives of one million young people and adults each year by 2022.

Working with us gives you far more benefits than a standard package; it gives you the chance to help turn someone's life around.

### **What we need?**

This post holder will lead on HMPPS contract financial monitoring both at customer (MOJ) and supplier/subcontractor level. Control and collate all contract change notices with HMPPS and implement throughout subcontractor network. Maintain up to date subcontractor matrix. Ensure financial Management Information is reported on time and in line with HMPPS and ESF requirements. Submit timely and accurate monthly financial returns to HMPPS. Work with the corporate Finance function to ensure a standardised approach to all financial and commercial processes across Shaw Trust and subcontractor delivery sites. Work closely with central Head office function to provide assurance of services delivered for supplier claims and invoices to be processed and paid by Head Office. Coordinate monthly financial reconciliations and audit checks of Shaw Trust and subcontracted delivery and ensure that all statutory, audit, contractual and governmental requirements are adhered to and that best accountancy practices are implemented.

## Are you right for the job?

- Do you have experience commercial and financial management of ESF funded contracts?
- Do you have strong financial, recordkeeping and organisational skills?
- Do you good communication skills?
- Do you have a keen eye for detail and a methodical approach?

## Person Specification

### Job Title: **TEMPLATE**

(E = Essential D = Desirable)

#### **Competencies**

- Embraces change and drives continuous improvement **(E)**
- People centred in a commercial framework, takes accountability for results **(E)**
- Demonstrates a passion to further the charitable aims of the organisation and acts with integrity **(E)**
- Collaborates and unites with others behind the organisations mission **(E)**
- Provides a best in class service to all clients internal and external**(E)**

#### **Technical competency (qualifications and training)**

- Qualified accountant (E)

#### **Experience, Knowledge and Skills**

- Clearly evidenced analytical and systematic approach to activity, with the ability to work in a structured and methodical manner to achieve all deadlines **(E)**
- Commercial experience including customer negotiation and contract interpretation **(E)**
- Ability to communicate and influence at all levels **(D)**
- A strong track record of establishing and maintaining productive relationships with partners and stakeholders **(E)**
- Strong and demonstrable experience of working with a variety of stakeholders, with the ability to successfully communicate complex information to individuals at all levels and disciplines **(E)**
- Excellent analytical and time management skills **(E)**
- Good organisational skills **(E)**
- A thorough understanding of financial management including monitoring and management of P&L, budgets etc **(E)**
- Ability to work using own initiative with minimum supervision **(E)**
- Diligent with attention to detail and ability to meet strict deadlines**(E)**
- Proven ability to analyse information and report accordingly **(D)**
- Experience of ESF funded contract commercial and finance

management **(D)**

- Good working knowledge of computer software packages particularly those in the Microsoft Suite i.e. Word, Excel, PowerPoint and Outlook.  
**(E)**

### **Safeguarding**

- Displays an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults **(E)**
- Role requires a DBS disclosure at Basic level **(E)**

Other relevant recruitment checks will also be carried out, including HMG Baseline Personnel Security Standard.

## **Main Duties and Responsibilities**

1. Undertake monthly internal review of the auditing of Shaw Trust and subcontracted delivery to ensure contract compliance and payment authorisation.
2. Work closely with the Assistant Director of Justice, Regional Managers, Supply Chain Managers, Finance Team at Head Office and Quality Team to ensure financial management Information is collected, analysed and reported correctly and on time.
3. Prepare financial information, and assist with financial information including budgeting and forecasting.
4. Identify and report financial risk.
5. Develop financial reporting and monitoring to meet the contractual requirements HMPPS.
6. Undertake ongoing financial and commercial management, including Contract Change Notices, ISPA and monitor contract spend of the Development Fund and Discretionary Access Fund to ensure spend reflects original contracts, reporting monthly to the Assistant Director of Justice
7. Report to the Assistant Director of Justice and Finance Team at Head Office on the outcome of financial and commercial management activity to inform wider performance management and HMPPS Contract Management Reviews.
8. Submit timely and accurate monthly financial returns to Head Office Finance, working closely with the Quality Team to validate contractual outcomes prior to claim submission.
9. To calculate and authorise subcontractor operational cost budgets to Head of Finance on a monthly basis to form part of the overall return to HMPPS.
10. Authorise and submit overall monthly returns to HMPPS.
11. Act as the key point of contact with HMPPS for all financial and commercial matters, maintaining a strong working relationship with the HMPPS Finance and Contract Management Teams.
12. Support all staff and subcontractors to understand and adhere to finance reporting requirements at all times, including coordinating ongoing financial process awareness training and coaching for staff.
13. Coordinate regular audit checks of internal and subcontracted delivery contractual outcomes.
14. Ensure timely and accurate month end deadlines.
15. Understand and adhere to all responsibilities to ensure that the quality requirements of Shaw Trust's Quality Assurance Framework, the prime contractor, funding body, Investors In People, Merlin, Matrix, OFSTED, DWP Quality Framework, or any other contract stakeholder, are maintained.

**Relationships:**

1. Maintain a positive, progressive and supportive relationship with HMPPS.
2. Liaise with other key individual within contract support and operational teams, including the Regional Manager, Supply Chain Manager, Quality Team and Shaw Trust's wider Finance Team to coordinate activity as required.
3. Identify, document and share good practice across Shaw Trust and subcontractors.
4. Provide training and coaching for delivery teams as needs are identified (one-to-one or via group meetings).
5. Preparing commercial information for quarterly review by the Board Sub-Committee for Finance.
6. Potential for line management of finance administrative staff as contract evolves or required by the organisation

**Other**

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
8. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
9. Recycle and manage energy within your environment.
10. Maintain the ability to access HMPPS systems and custodial and community locations in the region

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

