



# Transitions

Accessing the skills of  
refugee professionals

## Financial controls and planning Director (non-executive)

Looking for a way to support skilled refugees back into work in the UK?

Are you someone with great finance and business planning skills? Looking for a place on a Management Board of a Social Enterprise?

Transitions is looking for a new Financial controls and planning Director. Read on for more information.

### To apply or to find out more:

Please send a CV and a letter explaining how your profile and motivations match the requirements in the Person Specification to Sheila Heard, Managing Director at [enquiries@transitions-london.co.uk](mailto:enquiries@transitions-london.co.uk). Or call 020 86424431/ 07866 257421 for a chat about the role.

Application timetable:

- Applications invited until **Monday 13th November 2017 12.00 noon**
- Interviews at Stockwell Centre during November/early December. Panel: 2 directors and 1 candidate
- Start date by mutual agreement, ideally during November/December

**We particularly welcome applicants from minority groups, including refugees. This vacancy is being widely circulated in order to reflect our wish to attract diverse applications.**

### Background to the role:

Transitions was launched in January 2011, following a 3 month pilot in 2010. Since August 2013 it has been a Community Interest Company (C.I.C.). It has been delivering frontline services and developing its systems and documentation since then. The current 5 directors are supported by an Advisory Panel of 8 people, including 3 refugee professionals. The directors are also supported by a stakeholder advisory network that meets (15-20 participants with 30% ringfenced places for refugee candidates) for themed meetings every 4 months. It employs 2 members of staff; the managing director, full time (who also has a candidate caseload) and an Employment Support Consultant (4 days per week).

The managing/executive director is responsible for the day-to-day operations of Transitions. The non-executive directors' roles are to examine and develop the quality of services and systems.

The directors have joint legal responsibility for the management of Transitions.

Transitions is a small organisation. It supports around 40 refugee engineers and business services professionals in London per year. Its annual income is c£70,000. Around 25% of its job outcomes generate social enterprise earned income.

### **Remuneration**

This director role is currently advertised as a voluntary role. Subject to funding becoming available it is hoped that these roles will eventually become paid. This is reviewed at the end of each year.

At this point in time all directors are able to claim travel costs to meetings related to their role as Transitions director. Input over and above those meetings and over reasonable follow up time gives the option of directors charging Transitions a consultancy fee of £35 per hour, by prior agreement. The final decision for that is by the Managing Director.

### **Objectives of the Company listed on the C.I.C. Incorporation Memoranda and Articles are:**

The objects of the Company are to carry on activities which benefit the community and in particular (without limitation) to:

- promote social and economic inclusion of skilled refugees through the provision of a specialist skilled placements programme, underpinned by professional careers guidance, employability training, peer coaching, advocacy and bespoke social enterprise services with employers, professional bodies and other key labour market stakeholders; and
- promote a more equitable and sustainable labour market for skilled refugees in London by engaging in collaborative lobbying of, and sharing of best practice with, statutory authorities and other employers in order to enhance their understanding and decision-making relating to the social and economic empowerment and inclusion of skilled refugees in London.
- The Company shall promote equality of opportunity for all sections of the community in its own affairs and in society generally.

**Transitions' Guiding Principles:** Transitions directors share the principles that:

- Refugee professionals, as forced migrants, have a legitimate wish to be enabled to restart their career within their professional field of work, after a period of orientation and transition.
- It is in the economic and social interest of the UK to facilitate such professional transitions for skilled people who have been offered a place of safety in the UK.
- It is appropriate for Transitions to advocate to Government agencies for this to happen.
- Transitions' key aim is equitable employment in the labour market and not profit.

## Legal responsibilities of Directors

The Companies Act 2006 confirms previous case law and requires company directors to act in a way most likely to promote the success of the business. Transitions directors are required to exercise a degree of skill and care. They are required to:

- show the skill expected of a person with appropriate knowledge and experience
- act as a reasonable person would do looking after their own business.
- act in good faith in the interests of the company as a whole. This includes:
- avoiding conflicts of interest
- declaring any conflicts of interest
- not making personal profits at the company's expense
- not accepting benefits from third parties

Further guidance on actions and duties of directors can be found at:

<http://www.businesslink.gov.uk/bdotg/action/layer?topicId=1073870537>

Appropriate actions required also include specific expectations about meetings and decision-making arrangements, detailed in the Transitions document of Incorporation. (please see attached)

### Role Description

1. Monitoring and reviewing Transitions financial activities and systems policies to identify strengths/weaknesses relating to Company objectives
2. Advising on strategies to develop the financial sustainability of Transitions, relating to Company objectives
3. Providing quarterly health check reports on Transitions' financial position
4. Participating in scheduled directors' meetings in London (4-6 weekly, early evening), occasional phone/email meetings & agreed follow up
5. Attending and participating in tri-annual Stakeholder Advisory network meetings, when possible
6. Accepting the legal responsibilities of being a director of a social enterprise Community Interest Company (see above). These include, for example, ensuring that an annual return is submitted to Companies House on time by the managing director.
7. Acting collaboratively and supportively, within this role, with the other Transitions directors to efficiently manage Transitions.
8. Carrying out the role as a supportive team member & working within the companies' Policies and practices of Equality & Diversity and Data Protection

**Person Specification: Skills and experience (d= desirable. e= essential)**

1. Commitment to the objectives of Transitions and experience and/or an appreciation of issues facing refugees in the UK labour market (d)
2. Experience of working in the not for profit sector or strong desire to do so. Related understanding of the challenges that a small not for profit organization faces (e)
3. Accountancy qualification to at least UK level 5 (UK Degree level) or equivalent (e)
4. Accountancy experience of analysing and advising on budgets (e)
5. Strategically minded with at least some experience in forecasting and business planning (e)
6. Good IT, record keeping and presentation skills relating to accountancy (e)
7. Ability to prioritise and manage workload and time effectively (e)
8. Commitment and willingness to challenge and advocate to others regarding the principles and practices of equality and diversity in the labour market (e)