



STELLA MARIS

**Appointment
of
Head of Resources**

Candidate Pack



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Thank you for your interest in this post. This information pack is designed to help you with your application. Please read it carefully before submitting your application. If you have any questions that are not addressed in this pack, then please contact:

Mr Tim Hill MBE Chief Executive Officer / National Director Stella Maris UK

Email: info@stellamarismail.org



Welcome from the Chief Executive Officer

Introduction. Thank you for your interest in the role of Head of Resources at Stella Maris. Our name translates as the 'Star of the Sea' and has long been the favoured title by which Catholic seafarers refer to the mother of God, in whose protection they have traditionally placed their trust.

History. Formerly known as Apostleship of the Sea, Stella Maris was founded in Glasgow in 1920 and ran large seafarers' hostels in all the major port towns where seafarers could stay while their ships were in port. Since then, international shipping has changed dramatically and whilst the nature of our work may have evolved, our founding belief that every seafarer and fisher deserves fair working conditions, respect for their human rights and the very best we can offer remains at the heart of what we do.

Who we are. Stella Maris is the largest ship visiting network in the world, with over 1,000 chaplains and volunteers in 330 ports across 54 countries. Specifically within Stella Maris UK, we employ a team of 22 chaplains supported by 75 volunteer ship visitors, and numerous port parish contacts in the heart of the community. Within the Management Team, our support staff of 18 people are primarily based in our London office, with some members of staff working from Scotland and the Regions. As an organisation, we work extremely closely with the clergy, our sister maritime charities, as well as national and international maritime organisations and industry.

Mission. Our mission is to provide practical, pastoral and spiritual support to seafarers, fishers and their families regardless of creed, gender or ethnicity, primarily by ship visiting.

The Role. After 14 years in the role, our Financial Controller is moving on and we are looking to recruit a qualified accountant to be our new Head of Resources, to act primarily as the Financial Controller, but also to take on a leadership role for a newly formed team of 6 individuals responsible for Human Resources, Personnel Support, Governance, Assurance and Compliance. Becoming our first Head of Resources will be an exciting opportunity to take the charity to its next level as we look to expand our presence nationwide, with new Chaplain posts expected in Northern Ireland and the Northwest in 2024. The charity is constantly evolving, enhancing and developing its volunteer network, primarily focussed on ship visiting and establishing 'parish contacts,' who provide a vital link in the community with churches, schools, colleges and local businesses.

The Future. It's our goal to improve the first class service we currently deliver, so that Stella Maris continues to grow to reach more seafarers, fishers and their families. The job description will tell you more about the role itself and the type of person we are looking for. Our website (www.stellamaris.org.uk) provides further detail regarding our mission and values, and the difference we make to the lives of the 'People of the Sea.'

If you share our passion to support the People of the Sea and the mission of Stella Maris, then I very much look forward to hearing from you.



Tim Hill MBE
Chief Executive Officer / National Director



The Role and Opportunity

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|-------------------------|-----------------------------------------------------------------------------------------------------------------|
| Title of post: | Head of Resources |
| Responsible to: | Chief Executive Officer |
| Hours: | Full-time, 40 hours per week |
| Location: | London |
| Responsible for: | A team of 6 personnel responsible for Human Resources, Personnel Support, Governance, Assurance and Compliance. |

Core Tasks:

- Prepare and present the management accounts and related analysis, posting month end journals, ensuring bank and control account reconciliations are updated monthly.
- Prepare and present accurate and timely management accounts including monthly P&Ls and any other reports for the CEO and Trustees.
- Ensure financial filing systems and records are continually updated and appropriate evidence of financial controls are always available for audit.
- To produce financial reports for preparation of final audited accounts in line with current SORP guidance and accountancy standards.
- Preparing and reviewing monthly cash flow and working capital.
- To ensure the efficient operation of all day-to-day financial transactions required using Raisers' Edge and Sage Line 50 software.
- Liaising with all usual external advisors such as HMRC and AVIVA.
- Develop, manage and maintain productive relationships with internal/external stakeholders.
- Oversee payroll and pension processing.

Financial Reporting:

- Work closely with the team to develop forecast and budget for all departments.
- Lead the preparation and presentation of monthly management accounts and associated reporting in a timely manner.
- Responsible for monthly closing coordination and ensuring the correctness of accruals/provisions/prepayments.
- Lead the preparation of the annual statutory accounts, ensuring compliance with current accounting guidance, fully documenting processes.
- Liaise with the auditors throughout the year; advance and arrange the provision of documentation to audit, ensuring information meets appropriate standards before release.
- Promote accounting concepts such as accurate classification of revenue, expenditure, accruals accounting and materiality as part of an overall system of robust financial governance and budgetary control.

Management:

- Provide leadership, management and oversight of a team of six staff delivering Human Resources, Personnel Support, Governance, Assurance and Compliance functions across the entire organisation.

- Mentoring staff within the Resources Branch, including training, managing workloads, delegating and stepping in as required.
- Coordinate the smooth operation of the monthly payroll with external bureau and ensure that all relevant requirements relating to PAYE, etc. are complied with.

Financial control:

- To review and act in compliance with the Charity's financial controls policy.
- Take responsibility for the charity's accounting procedures, ensuring financial handbooks are kept up to date and all policies and procedures are adhered to.
- To comply with the requirements of the charity's auditors and ensure compliance in line with legislation.
- Maintain the Charity's Fixed Asset register – capitalise new assets, post depreciation and dispose of sold/donated assets.
- To attend meetings on financial matters as appropriate.

No job profile can cover every issue which may arise within the post at various times and the post holder may be expected to carry out other duties from time to time.

Person Specification

Head of Resources

Stella Maris UK is a complex organisation that works directly and indirectly with multiple stakeholders. The Head of Resources will need to be able to work effectively with all of these stakeholders and be able to appreciate and consider the impact of individual decisions across these differing stakeholders.

The Head of Resources will need to be able to operate at the strategic level of a national Catholic charity with international outreach, whilst being efficient and comfortable dealing with the day-to-day financial management responsibilities in ports, parishes, local communities, staff and volunteers. Experience within the Charity Sector is essential.

The Head of Resources will be an excellent communicator, with demonstrable leadership experience, good management skills and plenty of initiative. They will be flexible and farsighted and have the ability to visualise the big picture whilst confidently enabling delivery at local level.

Required skills:

- Must be a qualified accountant and hold either ACCA or ACA qualifications.
- An excellent grasp of Stella Maris' vision, mission and values.
- Highly effective leadership skills to be able to manage, develop and build a team diverse in skill, geography, and culture.
- Highly skilled working within the corporate and charitable sectors. Ability to communicate respectfully with other denominations and faith groups.
- Ability to prioritise and execute tasks in a fast paced and rapidly changing environment, working to tight deadlines.
- Experience in driving strategy and delivering operational outcomes.
- A solid understanding of the operation of charitable organisations within different legislative contexts.
- Highly skilled in financial management, budget development and execution.

Salary and Conditions of Service

- Salary: £50,000 per annum.
- Hours of work: 40 hours per week.
- Location: London, with some hybrid working.
- Leave arrangements: 28 days per annum plus Bank and statutory holidays.
- Pension: Stella Maris operates a pension scheme (up to 6% matching contributions).
- Death in service benefit of 4 x annual salary.
- Full details and terms of employment will be issued if an offer of employment is made.

If you would like to apply for this position, please send the following:

- An up-to-date CV outlining your employment history, academic and professional qualifications, and contact details.
- A supporting statement (no more than 2 x A4 pages) demonstrating how you meet the criteria outlined in the person specification and why you are interested in becoming the Head of Resources for Stella Maris.

Key Dates

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| Closing date for applications | 1200 hours, Wednesday 29 November 2023 |
| Short listing | Thursday 30 November 2023 |
| Candidates notified of shortlisting results | Friday 1 December 2023 |
| 1 st Round of Interviews in London | Monday 4 December 2023 |
| 2 nd Round of Interviews (if required) | Thursday 7 December 2023 |
| Candidates notified of outcome | Friday 8 December 2023 |

