

YOUNG SWINDON + WILTSHIRE

TOGETHER WE CAN CHANGE A LIFE



Director of Finance & Compliance

Job Pack
September 2026

Welcome!

I am delighted you are considering applying for our Director of Finance and Compliance role with Young Swindon & Wiltshire—I know as CEO I am biased, but this truly is a wonderful organisation, full of passionate people making a meaningful difference to the lives of young people.

I am delighted that you are considering joining our team and for taking time to find out more about our organisation.

Growing up in the world today is complicated. From family pressures, to exam stress, the isolation of the digital age, to the pressures of navigating friendships, life can at times become overwhelming. For some young people it can feel impossible to cope. At YSW we are determined that young people get the support they need, when they need it, without judgment.

We have grown a lot over the past few years but our steadfast commitment to high quality, values driven youth work has never wavered. Its an important time to be joining us as we head into a new 5 year strategy.





Demand on our services continues to grow, and over the last few years we have invested in modernising and embedding new systems, infrastructure and processes to help us adapt to our new offer, and have successfully transitioned from a large volunteer-base organisation to a professional mentoring and youth work approach.

The successful candidate will be experienced in directing, managing and organising a team but will also be very comfortable rolling up their sleeves and helping with everyday tasks and routines. An ability to operate calmly in a often changing landscape whilst being able to juggle regularly changing and competing priorities will be key.

I am immensely impressed and proud of the work I have seen being delivered by the team and I am inspired on a daily basis by the many people I meet and work with. This hugely rewarding role provides a fabulous opportunity for an experienced manager to join a committed, hardworking and dedicated team. We are passionate and determined to do all we can to help the growing numbers of young people who need our support and I hope you will be inspired by this exciting opportunity.

I look forward to hearing from you.

Andy

Andy Malcolm

Chief Executive

Values, Vision and Mission.

Young Swindon and Wiltshire has been supporting young people locally for 26 years, founded in 1999 by passionate, local people.

Throughout the ups and downs of the last two decades, we've been there for young people, responding to the challenges of the time.

The lives of young people today look different to those when we started out, but they are equally challenging. With increasing levels of poverty, reduced investment in youth services, and a digital world full of opportunity and risk, young people need change.

Our determination to support young people is stronger than ever, and our organisational values will be at the heart of all of our future work.



Our Vision

Where every young person's struggles with their wellbeing are rare, brief and not repeated.

We want to see a world where every young person who is struggling feels able to reach out, and has people and services around them who can really help.

Our Mission

To ensure young people get the support they need, when they need it, without judgment.

Whether they need a reassuring conversation, safe peer groups spaces or simply the knowledge that they are not alone in how they are feeling, we will make sure that all young people get support that meets them where they're at.





Our Values

At YSW, we believe that how we do things is just as important as what we do. Our values are fundamental to who we are, they give us confidence that not only will we deliver on our promises, but that we will do so in the right way. Our values drive everything we do – the decisions we make, the actions we take, the partners we choose, the way we treat each other. They are our statement to the world about what matters to us, but just as importantly, they are how we hold ourselves accountable for our own behaviour.

WE'RE GENEROUSLY COLLABORATIVE

We always want to work together and will do whatever we can to make that a reality.

CARING IS OUR EXPERTISE

Everything we do, we do because we care.

WE SPEAK UP WHEN THINGS AREN'T RIGHT

We know what needs to change, because young people tell us. If they raise their voices, so do we.

WE PUT YOU FIRST

Whoever you are, we welcome you and encourage you to be your true self.

The Role

Working alongside the CEO, the Director of Finance and Compliance will be a key member of the senior leadership team.

The Director of Finance and Compliance will take a lead role in providing financial direction and oversight that supports our charity, contributing expertise to the CEO, the Board and the team across a broad range of responsibilities with a focus upon sustainable financial growth and process. The post holder will be responsible for ensuring our finances are recorded accurately, planned appropriately and administered wisely in line with our charitable objectives.

We envisage that as a member of the SLT the role will be required to deputise for the CEO on occasion. No day will ever be the same and the job will be stimulating and rewarding in equal measure – you really will be making a difference to children's lives.

If you are the ideal person we're looking for, you will have significant experience in senior financial management, are someone who makes things happen and is comfortable in a senior role. You accept taking on responsibility for multiple areas, are self-motivated, warm and enjoy taking the initiative. You also get great satisfaction from an attention to detail like no other, as well as mentoring the team through

developing processes that help make life easier for everyone. You pay great attention to detail (nothing slips past you!), you're a dab hand with a spreadsheet and are very comfortable with IT systems in general. You will need to be extremely well organised and great at communicating, both written and verbal, as well as having a really good head for data.

You are comfortable working in a fast moving, values-driven organisation with an innovative spirit, which means that you won't always have all the information or answers when starting out. You will be comfortable supporting a Finance + Operations Assistant as well as being open to contributing across all levels of the organisation to ensure our continued success.

For our part, we will be a charity that you love being part of, offering you all the support and encouragement you need to not just do the job well, but flourish as a person. How we care for our team really matters to us, and this will reflect in how we look after you.



Key Responsibilities

Strategic Financial Leadership

- As part of the Leadership Team, you will champion our values through the secure and accurate monitoring and reporting of our finances
- Work with the CEO, Finance & Risk Committee, Board and SLT to develop and implement a financial strategy aligned with our organisational goals
- Lead in business planning and budgeting cycles; produce financial forecasts, scenario planning and long-range modelling where possible.
- Drive our thinking around financial ability to deliver the strategy, including reserves policy and risk mitigations
- Monitoring reserves, ensuring availability of cash equivalent to the minimum set out in our reserves policy.

Financial Reporting and Compliance

- Develop and maintain high-quality financial reporting for internal and external stakeholders through the production of monthly management reports and commentary, ensuring buy-in and collective understanding for SLT and our board.
- Support project leads to understand and monitor their own specific finances to ensure budget alignment
- Oversee the production of annual accounts, audits and statutory reporting in partnership with our external accountant and in line with charity accounting standards (e.g UK Charity SORP)
- Lead on Risk Management, including input into our central risk register, coordinating action plans and monitoring compliance

- Act as Data Protection Lead for all aspects of GDPR responsibilities i.e compliance, legislation and training.
- Oversee day to day management and compliance of our assets register, coordinating action plans and monitoring compliance.
- Ensure facilities, equipment and services meet all relevant legal, regulatory and health and safety requirements.

Operational Financial Management

- Lead the finance team, including budgeting, cash-flow management, procurement and expenses.
- Maintain and improve financial systems, policies and processes to ensure efficiency, transparency and control.
- Manage financial risk, including financial risk assessments and contingency planning.
- Ensure functions and programmes have adequate financial data and analysis to support delivery of work



Governance and Board interaction

- Present financial insights, risk analysis and budget updates to the Board and Finance and Risk Committee.
- Be an active member of the Finance and Risk Committee as per the terms of reference.
- Support the Board in financial oversight, including preparation of committee meetings, financial briefings and decision-making.
- Partner in the development of governance policies related to finance, risk and reserves.

Team Leadership and Culture

- Build, lead and develop an effective finance function at YSW, including managing and mentoring our Finance and Operations Assistant
- Promote a values-aligned, inclusive and transparent financial culture that supports the wider organisation' mission.
- Provide clear financial advice, guidance and support to the organisation as a whole, particularly non-finance team staff.



Person Specification

	Essential	Desirable
Education, training and qualifications	• A recognised accountancy qualification (ACCA, ACA, CIMA or equivalent)	• Evidence of recent continuing professional development • Qualification or advanced training in data management
Experience	• Demonstrable experience of leading strategic finance function in an SME, including budgeting, reporting, forecasting and projections • Demonstrable experience in data management, including an understanding of GDPR legislation • Demonstrable experience in accurate and timely reporting • Ability to work robustly within challenging and unpredictable environments, to troubleshoot and problem-solve difficult situations calmly and effectively, manage risk, recognising potential impact of decisions across all parts of the organisation	• Experience of working in the charity sector and familiarity with SORP

Interpersonal skills	• An understanding and acceptance of the YSW values and the centrality of these to the work of the charity • Confident, with a calm and resilient nature – not easily phased. • Ability to manage own time and workload efficiently, prioritise and meet tight deadlines. Able to work in a fast paced and rapidly changing environment	• Ability to take and give direction.
Additional requirements	• Strong computer literacy & proficient user of MS Office packages, particularly Excel • Other activities relating to the general charitable purposes of YSW	

Terms of Employment

Hours of work: 35 hours a week (with options for flexible working and consideration will be given to 80% (4 days) for the right candidate.

Reporting to: CEO

Salary: £40,022 (subject to skills, qualifications and experience).

25 days annual leave + bank holidays + office closure between Christmas and New Year.

3% employer pension contribution (5% employee) through NEST.

How to apply

To apply, please send your CV and covering letter outlining how you would match our person specification and why you'd be suitable for the role to recruitment@teamysw.org.uk. Do drop us an email if you have any questions or would like to find out more too.

If you would like to find out more, we are hosting an online information session on Monday 19th October at 5.30pm. Sign up here: <https://tinyurl.com/YSWDirolFin>

The closing date for applications is Friday 23rd October.

Pre-screening online interviews will occur following application.

Interviews will be held throughout the day at our Youth Centre in Swindon on Thursday 5th November.

A second interview will follow in the week of 9th November should it be required.

We look forward to hearing from you.

