



**Army
Cadet
Charitable
Trust UK**



**Combined
Cadet
Force
Association**

Director of Finance Application Pack

May 2025

Full-time or Part-time role
according to the needs of
the successful candidate





Contents

Welcome from Murdo, our Chief Executive.

About our charities

How we are structured

The role

Employment details and benefits

How to apply

Murdo Urquhart OBE, Chief Executive



Since I joined the charities nearly ten years ago, we have developed and evolved significantly, and I'm delighted you're considering joining to lead our crucial finance function. Welcome!

As a senior leader of our national charities, you'll work closely with the management team and our two boards of trustees: one for the Army Cadet Charitable Trust UK (ACCT UK) and one for the Combined Cadet Force Association (CCFA). As you'll gather from the names, both charities support youth organisations that wear a uniform. We deeply believe that the pan-UK organisations we support (known as the ACF¹ and CCF²) are tremendous organisations that nurture young people and help them to develop into well rounded adults who are engaged in the world around them.

Your contribution to our charities' work will be in your financial expertise, planning and governance experience. Our diverse team are focussed on their various tasks, from bringing in the funds we need to do our work to delivering charitable programmes. Both charities are secure and stable, and this will be the first time we've broken finance out into its own directorate, so you will have an opportunity to develop a sector-leading team.

Working alongside the other members of the Senior Leadership Team, Faye Meakin, Richard Walton and me, you will help us to set the two charities up to deliver developmental, positive change in the lives of our beneficiaries.

Your background and experience might be in only one or two areas of financial management, but your professional qualifications, proactive approach to personal and professional development, and your capacity for work will enable you to, quickly, get up to speed with the job at hand. Of course you might have extensive experience across a number of areas and we'd also love to hear how you would envisage using that experience to the benefit of our charities.

I'm so proud of the team we have at ACCT UK and CCFA. With around 100 team-members working all over the UK in roles ranging from digital services to adventurous training, HR to fundraising, there is always something interesting happening. We're proud of how long people choose to stay with us and are rigorous about recruiting the right people who will strengthen our team and improve our ability to deliver to our beneficiaries. I look forward to discussing how your talent and enthusiasm will enhance our charities yet further.

¹ Army Cadet Force, an organisation of community-based groups

² Combined Cadet Force, an organisation of cadets in schools

About our Charities

Both are national youth charities. ACCT UK is dedicated to improving the life chances of young people by supporting the ACF in communities around the UK. CCFA is dedicated to the promotion of the ideals and activities of CCF cadets in schools. Together we want to ensure that every young person has the opportunity to learn new skills, build confidence and be inspired through their cadet experience.

We want to develop the youth leadership and training abilities of adult volunteers whilst also helping young people to access cadet activities, which we aspire to achieve through fundraising, grant-making, developing new resources and direct support.

We strongly believe that everyone benefits when you help young people to develop their character and values. We know from experience that this is best achieved through activities that stretch and mature them. We also know that when young people engage with others at a range of levels in their communities; it builds confidence and improves empathy for other's lives.

Who we are

You will enjoy being part of our small leadership team who work very happily together. By joining our charities, you will help us to reach more young people and make a greater difference to their lives, and we look forward to working with you. We actively promote a culture of continuous improvement and encourage you to explore ideas that improve all aspects of the charities' work in pursuit of their charitable aims.

To understand the team you would be joining, you need to understand our two key relationships: (1) with our beneficiaries who we support and (2) with our principal partners with whom we work very closely.

- (1) Our beneficiaries: The ACF and CCF are national youth movements run by volunteers who wear uniforms. Neither the cadets nor the volunteers are part of or members of the armed forces. The people in the ACF and CCF are beneficiaries of each charity.
- (2) Our principal partners. The Ministry of Defence, the Department for Education, the Royal Navy, Army and Royal Air Force. They run the two youth organisations. They provide us with funding for charitable activity.

ACCT UK and CCFA are independent charities. Our relationship with our principal partners is primarily a funder-relationship (they fund us for charitable activity and we govern how we deliver that activity and report back to the funder on the good stewardship of their funds). In this respect we are seen by the chain of command as key trusted partners. These are old and well-established relationships.

So what do we do? ACCT UK and CCFA are committed to supporting the ideals and activities of the ACF and CCF. In practical terms, this involves five main strands of activity:

Director of Finance Application Pack – May 2025

Page 4 of 12

Holderness House, 51-61 Clifton Street, London EC2A 4DW acctuk.org / cadetsinschools.org

ACCT UK is a registered charity in England, Wales and Northern Ireland (305962) and in Scotland (SC039057)

CCFA is a registered charity in England, Wales and Northern Ireland (1170994) and in Scotland (SC048021)

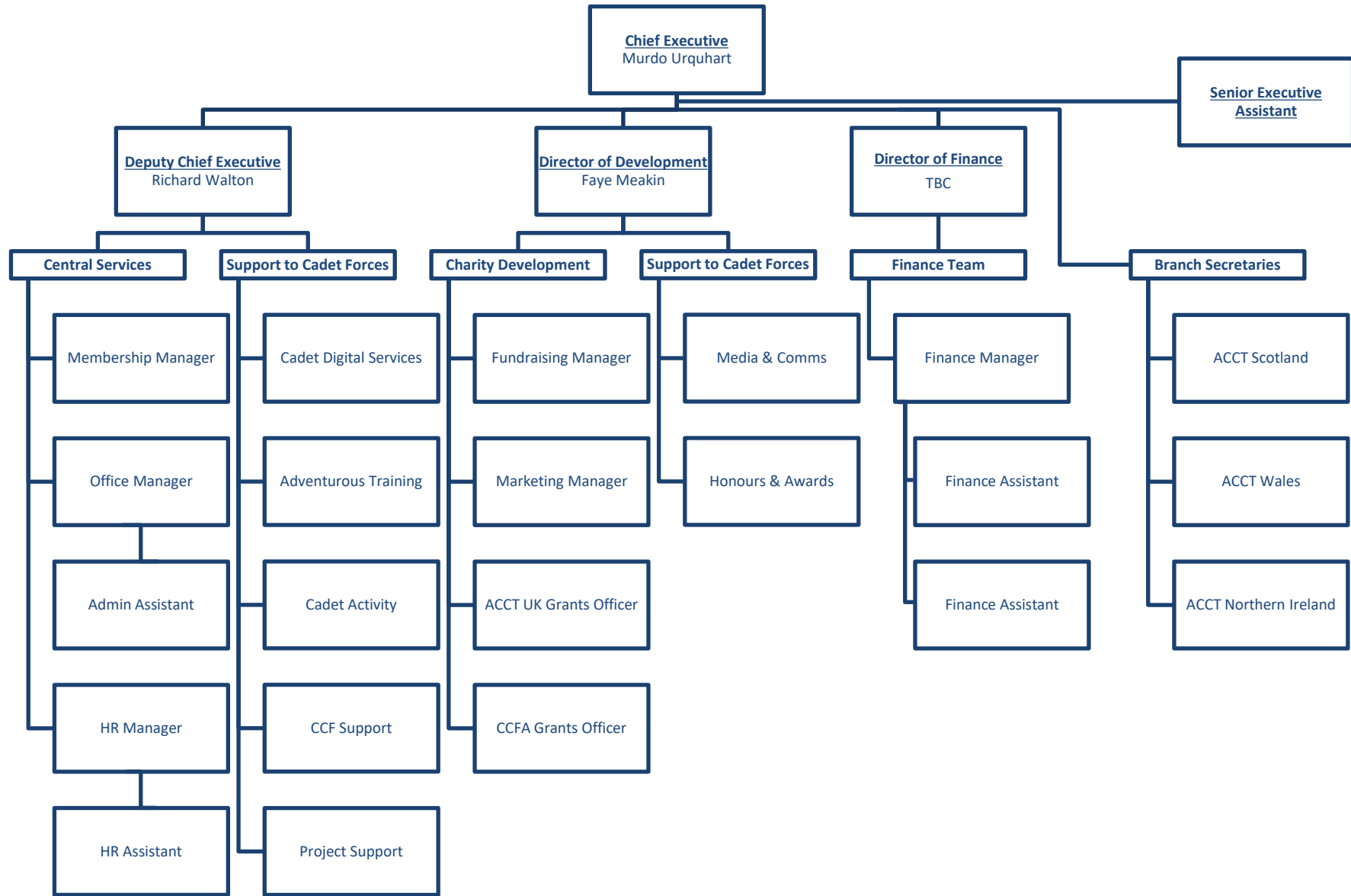
- Providing charitable grants to enable young people, regardless of their backgrounds, to participate in life changing development activities.
- Providing support services for volunteers and young people ranging from free access to a Legal Advice helpline 24/7, Personal Accident Insurance, free access to welfare support, to obtaining non-state national recognition for great civic deeds done by young people and volunteers.
- Planning non-military activities for the volunteers to deliver to cadets (first aid, DofE award, music, sport and adventurous training).
- Delivering digital services to the ACF and CCF.
- Delivering all Media and Communications for the Army's cadet forces.

To achieve all of this, we have people spread all over the UK, but from your perspective, the Central Services for both charities, including the Finance function, are delivered from our head office at Holderness House in London. This is where your team work and we would expect you to spend a good proportion of your time there working closely with your team. We would also expect you to come into London for each charity's key trustee committee meetings and board meetings, most of which take place quarterly and during the working day in the working week, but with one of ACCT UK's board meeting that takes place on a Saturday in November, and occasional evening meetings.

The Finance Team

The current Finance Team comprises one part-qualified Finance Manager and two part-time Finance Assistants (one is AAT-4 qualified and the other is AAT-3). There is scope to increase the team to comprise two full-time equivalent Finance Assistant posts.

How we are Structured





**Combined
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**Army
Cadet
Charitable
Trust UK**

Director of Finance

40 hours per week. Permanent contract

Department: Head Office

Level: Band SLT-1

Reporting to: Chief Executive

Location: Holderness House, 51-61
Clifton Street, EC2A 4DW

Job Description

Purpose of the Post

You will lead all aspects of charity financial and resource management for two separate but closely connected charities, the Army Cadet Charitable Trust UK (ACCT UK) and the Combined Cadet Force Association (CCFA), which are supported by a single head office team. We are looking for someone to bring enthusiasm, personal credibility, discretion and sensitivity. You will be ultimately responsible for Finance and Resource Management within the charities.

You will work directly with the trustees of both charities and the wider Senior Leadership Team (SLT) which comprises of the Director of Development, the Deputy Chief Executive (DCE) (Director of HR and Programmes), and the Chief Executive. You will have primary responsibility for ensuring that the charities meet their statutory obligations, that financial functions are well ordered and support the work of the charities.

Managing and leading a small and diverse team through high pressure periods including month end, year-end and annual budgeting, you require high emotional intelligence and excellent communication skills. You will work closely with staff at all levels, often having to mentor the charities' managers to help them plan and manage their own budgets.

Your financial responsibilities are substantial as you will have overall control and responsibility for all financial matters. You will be thinking both strategically and seeing the big picture, whilst also analysing figures in detail to ensure that the financial management of both charities are sound. In periods of change and growth, it is critical that you are effective in coordinating corporate finance (funding sources, non-profit capital structuring and investment decisions) and managing charity policies regarding capital requirements to deliver against each charity's objects and plans, taxation, equity and investments as appropriate.

Director of Finance Application Pack – May 2025

Page 7 of 12

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Principal Responsibilities

- Leadership
 - Lead and direct the finance team
 - Champion a culture of continuous improvement and professional development within the team.
 - Maintain up-to-date knowledge of accounting standards (including the charities SORP) best practice
- Financial Accounting and Audit
 - Oversee all aspects of financial accounting, including the financial planning, budgeting and forecasting processes.
 - Ensure that financial systems are well-constructed, compliant, aligned with operational goals and that controls are robustly implemented.
 - Manage the external audit process, including the preparation of annual financial statements and liaison with auditors.
 - Prepare and submit annual statutory accounts and regulatory returns for each charity.
 - Provide and/or coordinate all accounting and taxation services or advice to each charity.
 - Oversee the payroll and pension functions, ensuring timely and accurate processing, compliance with all obligations, and effective coordination with the HR Manager to maintain accurate data.
- Financial Reporting
 - Act as secretary to the ACCT UK Finance and General Purposes Committee, the CCFA Finance and Compliance Committee and the two charities' joint Investments and Audit Committee.
 - Lead the finance reporting cycle, including preparation and review of quarterly management accounts and cash flow forecasts.
 - Provide timely, accurate, and insightful financial reports and analysis to the Senior Leadership Team (SLT), Senior Management Team (SMT), and trustee committees.
 - Monitor financial performance against budget, investigate variances, and provide regular updates to the Chief Executive and budget holders.
 - Provide financial analysis and guidance on all activities, including sound financial recommendations to the SLT and trustees.
 - Attend trustee board meetings and report on the financial status of each charity.
 - Contribute to funding proposals and negotiations with key potential funders, including the Royal Navy, Army, RAF, and MOD.
 - Manage relationships with key external partners, including banks, pension advisors, investment managers, and auditors.
 - Monitor investment and liquidity portfolios, reporting performance against agreed benchmarks to the Investments & Audit Committee.
- Strategy, Fundraising and Trading
 - Monitor and control each charity's cash flow and liquidity position.

- Contribute to strategic planning and decision-making through financial modelling, analysis and advice.
- Collaborate with the DCE and Director of Development to support the continued growth of the charities income diversification and long-term financial sustainability.
- Identify, assess and negotiate new commercial funding opportunities and partnerships.
- Carry out any other commensurate duties required by the Chief Executive.

Disqualified Persons

There are rules which disqualify certain people from being a trustee or senior manager of a charity. The trustees have identified this post as falling under the definition of senior manager. Being disqualified means that a person cannot take on a senior manager position, even on an interim basis, unless the Charity Commission has removed (or 'waived') the disqualification.

You would be disqualified from acting as a charity trustee or senior manager if any of the reasons shown in the Charity Commission's disqualifying reasons table³ apply to you.

³ <https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions>

Key Skills and Attributes

Essential	Desirable	Methods of assessment
Qualifications and Training		
<ul style="list-style-type: none"> ▪ CCAB or CIMA qualification ▪ Evidence of continuing personal and professional development 	<ul style="list-style-type: none"> ▪ Relevant qualification in fundraising, charity management, or leadership. 	Application, certificates
Experience and knowledge		
<ul style="list-style-type: none"> ▪ Proven leadership of a finance function and small team ▪ Strategic financial planning, budgeting and forecasting ▪ Strong knowledge of Charities SORP (FRS 102) second edition ▪ Preparation of statutory accounts and managing audits 	<ul style="list-style-type: none"> ▪ Experience reporting to trustees and working with funders ▪ Senior charity or not-for profit experience ▪ Familiarity with public-sector partnerships 	Application, interview
Skills and ability		
<ul style="list-style-type: none"> ▪ Credible and confident at Board level ▪ Strong communicator; able to convey complex financials clearly ▪ Strategic thinker with operational focus ▪ High emotional intelligence; able to coach budget holders ▪ Strong systems, compliance, and control mindset. 	<ul style="list-style-type: none"> ▪ Able to demonstrate understanding of and empathy with the work of youth organisations ▪ Experience in procurement or investment oversight 	Interview, references

Employment Details and Benefits

Employment Details

Location:	Holderness House, 51-61 Clifton Street, LONDON, EC2A 4DW
Salary:	£70,000 - £75,000 dependant on experience for a full-time role
Contract:	Permanent, full time, 40 hours per week. Permanent, part time, 24 hours per week pro-rata is also possible.
Probationary Period:	Six months
Notice:	Three months on either side

Staff Benefits

- Flexible working arrangements, you agree a working pattern with the Chief Executive.
- The ability to work both from home and from our Holderness House office.
- Personal Accident Insurance, including loss of earnings cover and death benefit.
- 15 days of sick pay in any 12-month period⁴.
- A contributory pension scheme.
 - If you contribute the minimum legal requirement of 4%, the charities will contribute an additional 3%.
 - If you contribute at least 5% then the charities will contribute 10%.
- Good leave allowances⁵:
 - 20 days annual leave plus Bank Holidays.
 - Additional privilege leave, on set days each year, such as between Christmas and New Year.
 - An additional five days of volunteering leave.
- Support for qualifications and personal development.
- Employee Assistance Programme. We provide a programme offered by Care First to help support employee's personal wellbeing. This offers a free confidential telephone counselling service, which is available 24 hours per day, 365 days a year, and a wellbeing portal to support employees.
- Season ticket loan.
- Railcard. If you are eligible for a railcard and use it for work we will cover the cost.
- Eye Care. Contributions towards eye tests and glasses for employees using computer screens.

⁴ after 12 months employment - pro-rata for part time staff

⁵ pro-rata for part time staff

How to Apply

Thank you for your interest in working for the benefit of our charities' beneficiaries. If you would like to apply, please prepare the following documents:

- A full CV
- A covering letter of no more than two sides of A4 that details how you meet the requirements of the job description, why you want to work with us and why you are the best person for the role.
- Administrative details:
 - Your current (or last) salary
 - Notice period (if applicable)
 - Any recruitment dates (see below) you cannot make

Please submit your application to Martin Meek, HR Manager, by email to recruitment@acctuk.org.

If you have any questions about the post or the recruitment process please contact Martin on 020 4586 8182 or email recruitment@acctuk.org. Interviews will be held at Holderness House, 51-61 Clifton Street, EC2A 4DW

Closing date for applications:	23:59 hrs on Monday 23 rd June 2025.
Notification of shortlisting:	Monday 30 th June 2025
Initial interviews:	Friday 11 th July 2025
Second interviews:	Date TBC

Please note that as a charity dedicated to improving the lives of young people, we require staff to make a declaration about any relevant convictions, undergo both a Disclosure and Barring Service check and a Baseline Personnel Security Standard (BPSS) check⁶. We will follow up references.

⁶ one of the requirements being that applicants must have been resident in the UK for 3 years