



Emmaus Village Carlton Head of Finance

Candidate Pack

June 2025



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Introduction

Dear Applicant,

Thank you for your interest in becoming the new Head of Finance of Emmaus Village Carlton (EVC). You will be joining us at an exciting time! I had the privilege of becoming EVC's CEO in late 2023, and the organisation has started its journey in adapting to meet the social, environmental and economic challenges it faces, whilst ensuring that we continue to meet the needs of the people we serve: our Companions.

The Head of Finance is a vital part of our wider team dedicated to making a tangible difference to our Companions. What we do represents a real long-term, sustainable solution to homelessness, which enables our Companions to work and gain skills but, more importantly, to regain self-respect and independence.

This role sits in the Leadership Team and reports directly to me. Therefore, the Head of Finance needs to have a combination of strategic, practical and commercial skills in order to provide effective financial leadership and performance management to support business potential and the delivery of financial targets. You will work closely with the wider management team to advise and guide in all aspects of financial management.



Our main aims include - ensuring our Companion numbers remain sustainable and that we play an active part in relieving and reducing homelessness, that our finances and income generation remain strong and that we make the best of the opportunities our organisation has to offer. We have a significant social enterprise in our retail outlets and our bistro. These are our financial bedrock, so you will need to have the commercial acumen to manage these income streams.

You will be someone who has a positive, approachable, visible presence in the organisation, someone who is known to our Companions, staff, volunteers and trustees. If you have the right skills and experience to thrive in this exciting and diverse role, I very much look forward to learning more about you and what you will bring to us.

Thank you again for your interest.

Donna-Louise

Donna-Louise Cobban
CEO of Emmaus Village Carlton

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About us



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About us



Emmaus UK

Emmaus is an international federation that acts against poverty and social exclusion. For many people who have experienced homelessness, losing their self-esteem can be the most damaging part of their experience. Being on your own, with no support around you can be soul destroying, leaving you feeling worthless.

Finding your way out of that situation isn't easy, particularly when the only options available are temporary fixes, offering a bed for the night but little to occupy your days.

We offer a home, not just a bed for the night.

Emmaus is different because it provides a home for as long as someone needs it in an Emmaus community. This gives people the opportunity to take stock of their lives, deal with any issues they might have, and often re-establish relationships with loved ones.

'Companions' is how we refer to individuals who live in an Emmaus community and contribute to the social enterprise, where they support themselves and one another. Emmaus social enterprises generate the revenue that pays for Companions' home, food and upkeep, as well as providing a small weekly allowance. This is key to restoring feelings of self-worth, showing our Companions that their actions make a real difference, both to their own life, and the lives of others.

Like any flourishing community, Emmaus is most successful when everyone contributes. This means working together to generate the funds needed to support the community and our Companions who call it home.



Emmaus Village Carlton

Emmaus Village Carlton (EVC) is a flagship Emmaus community, which was set up in 2001 on a 6 hectare site in rural north Bedfordshire. We provide a home, support and meaningful work to our Companions who have previously been homeless or at risk of becoming homeless.

We are a respected local charity and social enterprise with a unique self funded model. Funding is generated through the resale of donated goods across retail shops and online, a collection/delivery service, and a bistro, along with other fundraising events, sustainability and training and development initiatives.

There is capacity for up to 45 Companions to live and gain work experience on site, and they are supported by our staff and volunteers, providing a safe and friendly environment for our Companions to develop new skills and move on successfully when ready. EVC exists to give hope and a sense of belonging to those who have experienced homelessness or social exclusion by creating a safe and supported community and opportunities to develop.

How we help

- We provide a safe home and community for as long as people need it
- We support people to achieve their aspirations
- We help others through acts of solidarity

How we work

- We engage people in meaningful activities through a range of social enterprise activities
- We help our environment, recycle and repurpose donations

We use our voice

- To promote who we are, what we do, why and how we do it
- To share our experience

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About us

Our mission

To grow our community for people who are homeless and to provide hope, opportunity and solidarity to those in need.

Our values

- Respect** for others, ourselves, and our environment
- Solidarity** helping those in greatest need and opposing injustice
- Openness** to ideas, challenges, and other points of view
- Sharing** our resources, skills, challenges, and successes
- Welcoming** friendly, approachable, and inclusive to all





Strategic Plan 2021 - 2026

We will help more people by

- Delivering a wider range of activities to address social exclusion
- Developing a range of training, employment and move-on housing options
- Developing partnerships
- Being a more diverse and inclusive community

We will work smarter by

- Improving our processes and making better use of technology
- Developing and growing our social enterprise
- Actively seeking opportunities to improve our environmental impact

We will shout louder about

- What we do, why and how we do it, in order to tackle the causes and consequences of homelessness and social exclusion
- We will share our experience
- Actively promote solidarity so we can 'Serve first those who suffer most'

By 2026 we will...

- Provide more people with a safe and secure home for as long as they need it.
- Be 100% self funded through companion driven social enterprises.
- More than 95% of companions, staff and volunteers will describe Emmaus Village Carlton as a positive experience.
- Increase our support each year through acts of solidarity.
- Reduce our carbon footprint and actively working to improve our environmental impact.
- Work closer with Emmaus International and use our voice to contribute to the Movement.

Please follow these links to review our full [strategic plan](#) and our annual review.

A woman with blue hair tied back, wearing a black t-shirt with 'emmaus' on it, is in a kitchen. She is holding a pink card up with her right hand, which has a tattoo on the forearm. She is looking at the card with a focused expression. The background shows kitchen equipment and a tiled wall.

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Role description

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Role description



Employment details

Job title:	Head of Finance
Reports to:	Chief Executive Officer
Responsible for:	Administrative Assistant and Finance Assistant
Salary:	£50,000 - £55,000
Hours:	Full time
Location:	Emmaus Village Carlton, School Lane, Carlton, Bedfordshire, MK43 7LQ Some flexibility for some homeworking
Contract:	Permanent
Holiday:	25 days, plus 8 days public holiday
Pension:	An auto enrolment pension arrangement, employer contributes 5% and employees 3%
Other benefits:	24/7 Employee Assistance Scheme





Job purpose

To provide effective leadership of the financial management of Emmaus Village Carlton, supporting the finance needs of both the social enterprise and the charitable objectives. Ensuring the Finance Assistant is meeting the day-to-day needs of the organisation.

Responsibility for the administrative and IT support needs of the organisation, working closely with the IT support provider and the Administration Assistant to achieve good operational performance.

To be a pro-active member of the Senior Leadership Team and actively contribute to the smooth running and ongoing development of the organisation.

Duties and responsibilities

Responsible to the Chief Executive Officer and working closely with the Senior Leadership Team:

Financial management

- Lead the day-to-day financial operations of the organisation.
- Support to the Senior Leadership Team in the preparation and management of the annual budget.
- Conduct cost reviews and evaluations to identify opportunities for efficiency and support budgeting process.
- Develop and implement effective financial policies and procedures to mitigate risk and ensure sound financial management.
- Manage external financial relationships, including auditors, banks and investment partners.
- Ensure full compliance with statutory requirements, including those from HMRC (Payroll, VAT, Gift Aid, National Insurance) and Ofgem (Renewable Heat Incentive scheme).
- Prepare and present accurate financial reports on a monthly, quarterly, and annual basis.
- Provide financial information to the Senior Leadership Team to aid commercial decision making.
- Maintain professional accounting knowledge through continued professional development (CPD).
- Maintain up-to-date knowledge of financial regulations, accounting standards and relevant legislation.
- Lead the organisation's annual audit process in collaboration with the CEO and Senior Leadership Team.



Administrative and HR systems

- Oversee the management and effective use of online HR and payroll systems.
- Lead the administrative functions to ensure the organisation's operational needs are met efficiently.
- Develop and implement effective administration policies and procedures to support day-to-day operations.
- Ensure the Administration Assistant provides comprehensive administrative support across the organisation to promote consistent and effective working practices.
- Stay informed on development in IT and accounting software to ensure systems remain efficient and secure.

Staff leadership and management

- Line manage and motivate the Finance Assistant and Administration Assistant to foster a collaborative and high performing team.
- Conduct regular supervision and annual appraisals for direct reports.
- Identify and address any recruitment, training, or professional development needs within the finance and administration teams.
- Promote open communication and teamwork across departments.
- Provide financial advice and guidance to managers across the organisation as need.

Other responsibilities

- Undertake any additional operational duties as delegated by the CEO.
- Take responsibility for governance or legal matters as assigned by the CEO.
- Actively participate in operational and strategic meetings, including monthly management and staff meetings.
- Maintain regular communication with the CEO and contribute to ongoing strategic planning.
- Act as Deputy to the CEO when required.

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Person specification



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Person spec



Essential	Desirable
Experience	
<ul style="list-style-type: none"> • Minimum three years' experience in financial reporting, financial planning, strategic planning and budgeting. • Minimum three years' experience in a senior management / leadership role. • Developing and implementing systems and processes. • Managing in house payroll systems including HMRC and pension requirements. • Managing online HR systems. 	<ul style="list-style-type: none"> • Voluntary/Charity sector experience, working with a Board of Trustees. • Working with people with complex support needs.
Education / Professional certification	
<ul style="list-style-type: none"> • Fully qualified accountant (ACCA, ACA, CIMA) or part qualified with significant relevant experience. 	<ul style="list-style-type: none"> • Additional experience may be considered in lieu of a full accounting qualification.
Skills	
<ul style="list-style-type: none"> • Technically strong on accounting and finance. • Strong financial analysis skills. • Attention to detail in financial reporting and analysis for CEO, Senior Leadership Team and Trustees. • Understanding of commercial business or social enterprise practices. • Confident and competent people manager. 	<ul style="list-style-type: none"> • Excellent written and oral presentation skills; ability to communicate and present to internal and external colleagues. • Effective IT management knowledge and skills. • Mentoring or coaching skills.

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Person spec



Essential	Desirable
<ul style="list-style-type: none"> • Effective time management and organisational skills. • Analytical and problem solving skills • Microsoft office suite - high level of competence. 	
Knowledge and commitment	
<ul style="list-style-type: none"> • Adhere to clear professional boundaries. • Comply with confidentiality and data management and protection policies. • Demonstrate a belief in and the ability to adopt and work within the Emmaus ethos and principles. • Accept and promote the values and ethos of Emmaus. • Business, retail and trading law. • Knowledge of VAT partial exemption. • Knowledge of Gift Aid. • Knowledge of UK Gov. • Renewable Heat Incentive scheme. 	<ul style="list-style-type: none"> • Knowledge and understanding of issues surrounding homelessness.

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Person spec



Essential	Desirable
Personal characteristics	
<ul style="list-style-type: none"> • Integrity and honesty. • Highly self-motivated. • A belief in the potential of each individual and an understanding of the importance of community in helping an individual to achieve their potential. • Effective team player, with the ability to lead, work and delegate. • Ability and willingness to work with and alongside Companions, staff, volunteers and Trustees. • Empathetic and understanding of a wide range of needs and experiences. • Awareness, understanding and compliance regarding Equal Opportunities. • Awareness and acceptance of own limitations. • Able to welcome people into the community without prejudice. 	

The Chief Executive Officer recognises that not all interested candidates will meet all areas of the job description and welcomes applicants who firmly believe in the ethos of working within the homeless sector and the running of a social enterprise. The human factor is just as important as the necessary skills and experience and this job role will continue to develop with the right candidate.

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How to apply



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How to apply



Emmaus Village Carlton is working exclusively with Charisma Charity Recruitment.

Applications should be submitted through the [Charisma website](#), and include:

- A comprehensive CV
- A supporting statement, explaining how you believe you match the requirements of the role and describing any potential conflicts of interest.

For an informal and confidential discussion about the role, please contact:

Katherine Anderson-Scott, Associate Director of Charisma Charity Recruitment on 01962 813300 or email info@charismarecruitment.co.uk

We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age, veteran status or other category protected by law.

Closing date: 17th July 2025

Charisma vetting interviews must be completed by the EOD on the 24th July prior to shortlisting on the 25th July.

Interviews with Emmaus Village Carlton: TBC



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