

Mosaic Clubhouse

Finance Manager Job Pack



Mosaic

Clubhouse

ROLE SUMMARY

Mosaic Clubhouse is a special place in the heart of Brixton. As a charity we exist to help people with mental health issues in Lambeth fulfil individual and collective potential. We are unique in that Clubhouse members actively participate in decision-making and in all operational and administrative functions of the Clubhouse. Members help each other to thrive.

We have a small administrative and management team comprising the CEO, Finance Manager, Programme Manager and Grants and Trusts Fundraising Manager. This Finance Manager role is critical to ensuring that funds are accounted for and money is spent well. Our budget is approximately £1.1M with a mix of statutory contracts, grant making trusts and foundations, and community fundraising.

This role will attract someone who wants more from their job than just Finance. You'll be part of the clubhouse community, working side by side with people who have mental health issues, as part of your typical working day.

Salary: Pro-rata for 22.5 hours: £24,000 per annum (FTE £40,000)

Flexible working would be considered

Location Mosaic Clubhouse, 65 Effra Road, London SW2 1BZ

Reporting to Chief Executive



Mosaic has helped me so much since I started. Whilst doing worthwhile activities and accumulating skills, I've grown in confidence, become more sociable and developed meaningful friendships. I can now see possibilities for the future. Nicola, Mosaic member

ABOUT MOSAIC CLUBHOUSE

Mosaic Clubhouse supports people in the London Borough of Lambeth who are living with severe and often enduring mental health issues, enabling them to regain the confidence and skills necessary to lead productive and satisfying lives. We offer a wide range of opportunities, access to education and employment, crisis support and information and signposting to other local organisations.

Mosaic's approach is built on the internationally recognised Clubhouse model of rehabilitation whereby staff and attendees work together to run the Clubhouse. This is a uniquely effective model of co-production, combining voluntary participation, peer support and the skill of our staff team to engage members. It allows individuals to identify their skills and talents and achieve their aspirations and embeds mutual respect between service users and support staff. We currently have 400 active members.

We create a nurturing environment where our members can find purpose and grow together while making use of their skills to foster a sense of purpose and progress. Together, we work towards building a brighter future for those on their journey to mental wellbeing. Our mission is to support the recovery of those facing mental health challenges by providing them with opportunities to work, learn, and contribute their talents within a community of mutual support.

Although Mosaic is part of an international network of Clubhouses, we are the only accredited Clubhouse currently operating in the UK.

We are looking for outstanding people from a diverse range of backgrounds to join our organisation and contribute to our work to create lasting change for those in Lambeth living with and recovering from mental health challenges. Read on to learn more about what we are looking for in this role.



Coming to Mosaic gives you an opportunity to get out of the house, even though you're working here, you still meet people and socialise. I think it helps build your confidence and improve your social skills. Jamell, a young adult Mosaic member

KEY RESPONSIBILITIES

Financial planning

- Assisting the CEO in preparation of the annual budget and managing the review process through to Board approval.
- Undertaking periodic forecasts of clubhouse expenditures, to ensure operational efficiency and identification of areas for improvement.
- Working with the fundraising team to support the preparation of fundraising bids with statutory and grant making bodies.
- Feeding back to each Unit and budget holder how much money is being spent and performance against budget.

Financial management

- Operating effective procedures in line with all financial control policies and reporting on these at least quarterly to the Board's Finance & Performance Sub-committee.
- Specific areas of focus will include:
 - Raising invoices for clubhouse services e.g., colleague training, room hire and catering.
 - Processing invoices received for ongoing clubhouse expenses.
 - Managing payments, debtors and creditors to ensure strong liquidity and cash flow.
 - Monitoring the fixed asset register for capitalisations, impairment or depreciation.
- Reviewing monthly management accounts and engaging with the Treasurer, CEO and management team regarding any areas of concern or overspend.
- Helping to top up and reconcile petty cash. Raising invoices and acting as a credit controller.

External stakeholder relationships

- Managing the relationship with Mosaic's external accountants and payroll provider, ensuring that monthly:
 - management accounts are accurate and available for timely review.
 - payroll is accurate and staff payments made on time; and
 - pension contribution payments to the pension provider are accurate and made on time.
- Acting as Mosaic's central point of contact with the pension provider and broker to manage ad hoc questions or concerns from staff.

I'm now working full time. I'm very grateful to Mosaic Clubhouse for the support received in achieving this goal.

Mosaic member

KEY RESPONSIBILITIES

- Assisting the CEO with the external statutory audit process and engaging with the auditors to provide all required information (liaising with Mosaic's external accountants where necessary).

Working with the team

- Presenting at evening meetings of the Board or Finance Sub-committee, on a quarterly basis.
- Developing a positive environment and awareness of finance matters across the Clubhouse community.
- Answering colleague queries on payroll and pension matters, including sign up and opt outs.
- Work alongside members on a day-to-day basis and support clubhouse community events.
- Understanding Mosaic's overall set of policies and the Clubhouse International standards.



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Mosaic member

EXPERIENCE

Core knowledge and skills

- Accounting qualification to at least AAT Level 4 or equivalent.
- Excellent knowledge of Excel and other Microsoft packages.
- Understanding of Xero or similar accounting software.
- Knowledge of Charity SORP and sector relevant accounting processes, including basic budgeting and fundraising practices as well as restricted and unrestricted income.
- 2+ years in a similar role at a similar sized organisation, preferably with experience of working with external accountants.
- Good oral and written communication to express ideas clearly.
- Team/people management, including motivating others to reach targets, promoting professionalism and developing colleague skills.
- Ability to resolve disputes and mediate amicably.

Personal Attributes

- Commitment to the Clubhouse Model and to participating in daily life of the clubhouse
- Willingness to promote positive understanding and awareness of mental health issues
- Experience of organising own workload and good time management
- Results oriented, awareness of performance indicators and goals
- Quality conscious
- Strong work ethic.

*I'm able to enjoy life again and education is a big part of that.
The course at Mosaic gets me out the house and gives me something to look
forward to each week. Joe, Mosaic member*



SUMMARY OF TERMS AND CONDITIONS

Salary: £24,000 (FTE £40,000) Paid monthly in arrears via BACS.

Working Hours: 22.5 hours per week.

Annual Leave: 25 days (pro-rata), rising to 28 days after two years, plus bank holidays.

Supervision: Regular line management supervision provided.

Notice Period: One month on either side.

Pension: Participation in the Auto-Enrolment Pension Scheme, with 3% salary paid by Mosaic Clubhouse, 5% by employee.

Other Benefits:

- Free membership of Benenden Health, offering easy access to health care and discounts on gym membership, shopping and leisure activities.
- 25 days annual leave, rising to 28 days after two years, plus Bank Holidays.

I used to say to say that I'm all alone, now I know that isn't true. I was born in South America and found true friends in London. In Mosaic Clubhouse I have always been welcomed with open arms.

Jorge, Mosaic member

HOW TO APPLY

The closing date for this position is midday, Friday 28th February 2025.

If this sounds like the role and organisation for you, please go to our website and complete an application form and sending it to:
c.thomas@mosaic-clubhouse.org

If you want to have a chat about the role please contact:
Chris Thomas, Chief Executive
Email: as above
T: 020 7924 9657



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