

The Advonet Group

Providing Independent Advocacy

A group of diverse people, including a woman in a wheelchair and a pregnant woman, standing in front of a stone building. The group consists of several individuals of various ages and ethnicities. One woman in the foreground is seated in a wheelchair, wearing a patterned top and blue patterned pants. Next to her is a pregnant woman wearing a floral dress and a white cardigan. Other people are standing behind them, some wearing white shirts. The background is a stone wall.

Finance Director

Recruitment Pack

Contents

What's inside?

- 3 Welcome
- 5 About Advonet
- 6 Our Values
- 7 About the Role - Key Information
- 8 Key Responsibilities
- 10 Person Specification
- 13 Benefits
- 14 How to Apply
- 15 Contact Us





Welcome

Angela Ellis, CEO

Dear potential applicant,

Thank you for taking an interest in The Advonet Group and for considering joining us. Every day, our teams support people who may find it hard to be heard or to get the help they need. This work matters. It can be challenging, but it is also rewarding. It makes a real difference to people's lives.

I am proud of the care, kindness and skill our staff bring to their roles. We work together, we learn from each other, and we do our best to provide a high-quality service. We also support colleagues to work in ways that help them do their best work, while making sure that the needs of the people who rely on us always come first.

Advonet is at an important point in its development. We are a strong and trusted organisation, and we are thinking carefully about our long-term sustainability and how we ensure we have the right financial oversight, systems and leadership in place for the future.

This Finance Director role is a key part of that. It is a part-time, senior leadership role focused on providing clear financial leadership, strong oversight and support for decision-making across the organisation.

We are looking for someone who is comfortable working at this level — bringing sound judgement, clarity and appropriate challenge — and helping us ensure that our plans are both ambitious and financially sustainable. This includes supporting work on income opportunities and investment decisions, while maintaining a strong focus on risk and resilience.

This is not a role that involves managing day-to-day finance activity. You will be working alongside a capable Finance Manager and a committed Senior Leadership Team, providing strategic input and helping us make confident decisions about our future.

Whether you have worked in the voluntary sector or have gained your experience elsewhere, you will be welcomed into a team that values you and expects you to contribute at a senior level.

I hope this pack gives you a clear sense of what the role involves and what it is like to work here. I also hope you will consider bringing your experience and judgement to Advonet at this important time.

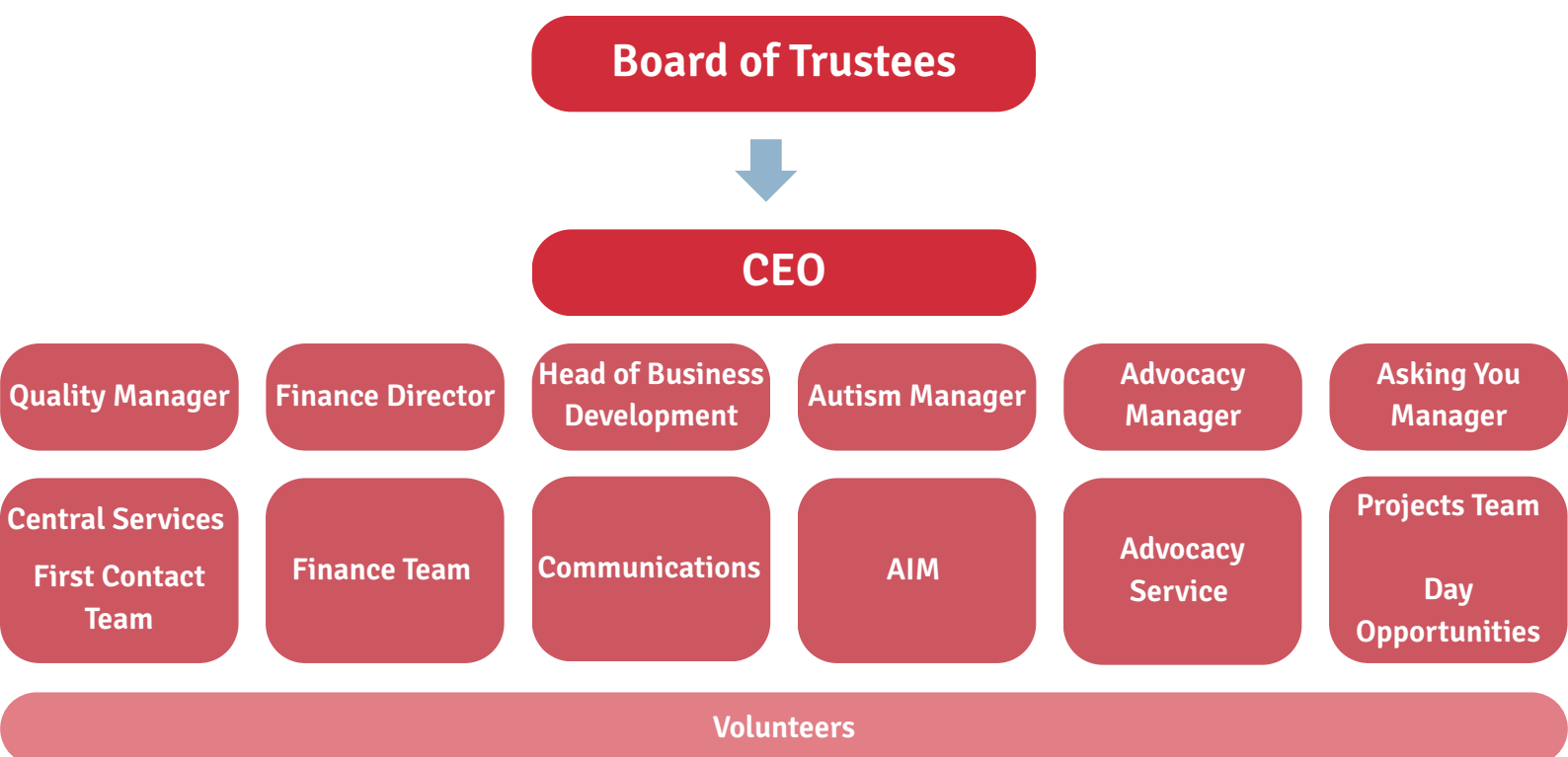
Thank you again for your interest in joining The Advonet Group,



Angela Ellis
Chief Executive Officer
The Advonet Group



Our Organisational Structure





About Advonet

Learn about our work

Established in 2001, The Advonet Group is an independent advocacy charity based in Leeds. It is comprised of statutory and non-statutory advocacy services and specialist inclusion services - Asking You and Autism AIM. All of our services support individuals to have their voices heard and their rights upheld.

We are united in our commitment to uphold the nationally recognised advocacy principles and have a diverse staff team working within the organisation. We are a Disability Confident and Mindful Employer. In addition, we also have accreditation with Investors in People and Volunteers, and have achieved the Advocacy Quality Performance Mark.

Advonet values and respects the diversity of backgrounds, experiences and knowledge that staff, volunteers and job applicants bring.

All staff undertake mandatory training on Equality and Diversity, and LGBTQ+ Awareness to increase awareness and understanding of discrimination both within and outside of the workplace, with a view to reduce the impact this has on our colleagues and the wider community.

This creates a workplace where staff feel comfortable to be themselves and empowers them, and our service users, to use their unique experiences to inform their work.



“My experience of Advonet has always been that it treats its employees with respect, fairness, and flexibility. Colleagues are considerate of one another, and I find the workplace inclusive and supportive”.

Staff Survey - June 2025

Our Values

What Advonet believes in

At Advonet, our values are more than words on a page – they shape how we work, how we support people, and how we treat each other.

They reflect what matters most to our staff and the communities we serve. They guide us in delivering services and projects that are inclusive, empowering, and accountable.



We are Kind: We treat ourselves and clients with patience, compassion and respect, understanding that every journey is unique.



We are Inclusive: We remove barriers to make sure everyone, regardless of background or access need, feels included.



We are Accountable: We do what we say we will with both clients and our colleagues. When we can't, we're open and honest, and work hard to find other solutions.



We celebrate Diversity: We embrace difference in all forms, striving for a workforce that reflects the people we represent and the communities we work with.



We are Empowering: We fight people's corner, ensuring their voices are at the forefront in decisions being made about them.





About the Role

Key information

Location: Your base will be the Advonet office at The Unity Business Centre. We offer flexible working, including home and off-site working, where this suits service needs. As a senior leadership role, this post requires a regular presence in the office and at key meetings, alongside flexibility to work remotely as appropriate.

Accountable to: Chief Executive Officer

Hours of work: 22.5 hours per week (with flexibility over the number of hours worked in any day where this suits both parties, but must include some working time between Tuesday and Thursday). The role can be worked flexibly across the year to reflect key periods such as audit, year-end and budgeting.

Contract: Permanent (part-time)

Salary: £37,800 per annum (based on 22.5 hours per week)
Equivalent to approximately £63,000 full-time

Role Purpose: This is a senior leadership role responsible for providing strategic financial leadership, alongside oversight of Advonet's IT, systems and data infrastructure.

The role ensures the organisation is financially sustainable, well-managed and resilient, while strengthening digital systems and operational infrastructure. The postholder leads on financial planning, risk and governance, and oversees IT, data protection and cyber risk. They work closely with the CEO, Head of Business Development and SLT to support effective decision-making and long-term sustainability. Day-to-day finance is led by the Finance Manager.



Key Responsibilities

What the role involves

This role plays a critical part in ensuring Advonet is financially resilient and able to make confident, well-informed decisions about its future.

It provides strategic financial leadership, supports sustainability and risk management, and ensures that income ambitions are grounded in strong financial oversight.

Main Duties and Responsibilities

Strategic Finance and Sustainability

- Provide strategic leadership of Advonet's finances, ensuring long-term sustainability and resilience.
- Lead financial planning, including budgeting, forecasting and longer-term modelling.
- Support the organisation to understand its financial position clearly and use this to inform decision-making.

Financial Oversight and Assurance

- Ensure robust financial controls, systems and processes are in place and operating effectively.
- Oversee the preparation of financial reports for the Board of Trustees and relevant groups.
- Lead on year-end accounts and audit processes.
- Ensure compliance with financial, legal and regulatory requirements.

Financial Risk and Decision-Making

- Provide advice and constructive challenge on financial risk, affordability and sustainability.
- Support the assessment of income opportunities, contracts and bids, including financial modelling and pricing.
- Contribute to scenario planning, including consideration of financial risks and opportunities.
- Oversight of organisational risk, including cyber and data-related risks.





Leadership and Organisational Contribution

- Contribute as a member of the Senior Leadership Team, supporting organisational decision-making and direction.
- Work closely with the Head of Business Development to ensure income opportunities are financially viable and sustainable.
- Provide support, challenge and advice to senior colleagues.

Finance Management Oversight

- Provide oversight and support to the Finance Manager.
- Ensure appropriate separation between strategic and operational finance responsibilities.
- Support the ongoing development and improvement of financial systems and processes where required.

IT, Digital and Infrastructure Oversight

- Provide strategic oversight of Advonet's IT systems and digital infrastructure.
- Lead the development of a clear IT and digital strategy, aligned with organisational needs.
- Oversee improvement of systems and processes, including finance systems, SharePoint and internal data management.
- Manage relationships with external IT providers, including performance, service standards and value for money.
- Ensure appropriate arrangements are in place for cyber security and data protection (including GDPR).
- Oversee the organisation's approach to AI and digital innovation, ensuring appropriate safeguards and opportunities are considered.
- Lead or oversee key systems and infrastructure projects, including system improvements and integrations.

Person Specification

Key information

Candidates will be assessed on their ability to meet the criteria below, which reflect the responsibilities outlined in the job description and the values of The Advonet Group.

We recognise that people bring different strengths, experiences and career paths and welcome applications from candidates with relevant experience gained across different sectors and settings.

Experience

Essential

- Senior-level experience providing strategic financial leadership.
- Experience of budgeting, forecasting and longer-term financial planning.
- Experience supporting organisational decision-making through clear financial advice and analysis.
- Experience of financial risk management and ensuring organisational sustainability.
- Experience of working with trustees, boards or senior governance structures.
- Experience of working collaboratively with senior colleagues.

Desirable

- Experience working with multiple income streams (e.g. contracts, grants, earned income).
- Experience supporting financial elements of funding bids or tenders.
- Experience working in or alongside the voluntary or community sector.
- Experience of overseeing IT, digital or systems functions at a strategic level





Qualifications

Essential

- A nationally recognised accounting or finance qualification (e.g. ACCA, CIMA, CIPFA, ACA or equivalent).

Desirable

- Ongoing professional development relevant to finance, leadership or organisational development.

Knowledge

Essential

- Strong understanding of financial sustainability, risk management and reserves planning.
- Understanding of how financial planning supports organisational decision-making.
- Knowledge of good governance and accountability.

Desirable

- Knowledge of charity finance frameworks or regulatory requirements.
- Awareness of commissioning and funding environments.
- Understanding of cyber security risk and data protection (including GDPR)
- Awareness of digital systems, infrastructure and organisational IT needs



Skills

Essential

- Ability to explain financial information clearly and accessibly to non-finance colleagues.
- Strong analytical and problem-solving skills.
- Ability to prioritise, challenge constructively and support good decision-making.
- Ability to build effective working relationships with colleagues and stakeholders.
- Strong organisational and planning skills.
- Ability to oversee external providers and manage relationships
- Ability to lead cross-organisational systems or improvement work

Desirable

- Ability to contribute to strategic planning and organisational development.
- Experience supporting financial modelling for projects or bids.

Attitudes and Disposition

Essential

- Commitment to equality, diversity, inclusive working practices and accessibility.
- Confidence to operate at a senior level with autonomy and accountability.
- Willingness to provide constructive challenge where needed.
- Open to learning, reflection and feedback.
- Flexible, solution-focused approach to work.
- Commitment to Advonet's core values and ways of working





Benefits

The perks of working for Advonet

We want people to thrive at Advonet; we believe you do your best work when you feel your best. As such, our team comes first, and we are proud of our culture; we offer a supportive, flexible and enjoyable place to work.

As part of our staff team, the following benefits are available:

- Generous annual leave allowance: up to 31 days annual leave, plus Bank Holidays
- Access to a cashback health plan and Employee Support scheme
- Free parking near the city centre
- Flexible and remote working – We recognise that people work best when they can balance their professional and personal responsibilities. We offer flexibility wherever possible, while maintaining our commitment to putting the needs of the people we support at the centre of what we do.
- Welcoming, inclusive and supportive environment
- Generous pension percentage



How to Apply

Sending your application to us



We're looking forward to hearing from candidates who want to help us make our vision a reality. We are keen to hear from individuals with personal lived experience, and we particularly encourage applications from people from racialised and minority backgrounds, and men, who are currently underrepresented in The Advonet Group.

To apply, please send us a covering letter (max 500 words) that tells us how you meet the role requirements, using the job description and person specification as a guide, and why you think you'd be a good fit for Advonet. Please also include a current CV and complete the diversity monitoring form.

We won't be able to consider applications that don't include all of the above. We are not generally working with recruitment agencies, however we may engage specialist support for this role if required.

All equality monitoring data is kept separate from the main application process.

The deadline for applications is **Monday 17th August at 12 Noon**.

You will hear back from us by 21st August to notify you if you have been shortlisted or not. If you are shortlisted, your interview, meeting with the finance team colleagues and assessment will take place on **Thursday 10th September** at our offices in Leeds. You must be available on this date.

If you would like to discuss the recruitment process or need any reasonable adjustments to support your application with us, please do contact us by emailing **jobs@advonet.org.uk**.

Please email your cover letter, CV and confirm you have completed the monitoring form to **jobs@advonet.org.uk**.

Here is the link to the monitoring form: **[Equal Opportunities Monitoring Form](#)**



Contact Us

How to get in touch with Advonet

If you have any questions about the role itself, please contact Angela Ellis, Chief Executive by email at Angela.Ellis@advonet.org.uk.

Our contact details

Address: Unity Business Centre, 26 Roundhay Road, Leeds LS7 1AB

Website: advonet.org.uk

Email address: office@advonet.org.uk or angela.ellis@advonet.org.uk

Phone number: Tel: 0113 244 0606 / Text: Angela on 07841 104473

Social media: @advonetuk on Facebook, Instagram and Bluesky;
The Advonet Group on YouTube and LinkedIn



Thank you!



The
Advonet
Group



Advocacy: Help to make your voice heard

We are a free, independent and confidential
advocacy service that can help you to:



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