



About Emmaus Suffolk

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The Emmaus Movement in the UK

Every Emmaus Community in the UK is a separate registered independent charity under the umbrella organisation, Emmaus UK, that offers advice and support to all Emmaus projects across the UK and raises funds nationally to support the growth of the Emmaus Movement.

Emmaus Suffolk Today

Emmaus Ipswich evolved into Emmaus Suffolk in Oct 17. As with other Emmaus communities, the objectives of the charity are the alleviation and relief of poverty, hardship and distress that arises as a result. The organisation does this by offering meaningful activity for homeless, socially-isolated and long term unemployed people (beneficiaries) as appropriate, providing education, training and work opportunities

The beneficiaries have the opportunity to develop their skills to enable them to gain employment in the future, and a sense of self-worth and dignity through having a self-supporting life. In the long term this will include the provision of accommodation, or assistance in such provision for the beneficiaries.

The overarching aim is to become a self-sustaining business and service provider. Through providing meaningful occupation Emmaus creates for people, a means of gaining experience, training and transferable skills, building self-respect and personal empowerment. At the same time, it provides choice and access to good quality furniture and household goods for both low income families and the wider community.

Making a difference locally

We work with vulnerable individuals whom are homeless, vulnerably housed and/or workless. These individuals often do not identify they have support needs but work with our support workers. We have an holistic approach around each individuals wellbeing – both within the organisation but more importantly within the wider external community. ie how they cope day to day when they are not working here.

The Support Team works with the variety of needs of the individual, signposting to other organisations when necessary for specialist intervention. We view ourselves as the stepping stone for building confidence and skills for individuals to move on into independent living, employment, dealing with relationships etc. We build both social and work skills in a safe environment, to create a gateway to independent living.

Through our Community Hubs in Ipswich and Felixstowe we run opportunities for community experiences, leisure activities, networking both with local businesses and services. Activities include crafting, upcycling, seasonal activities etc along with Gardening Club at two of our sites with out door space. We also offer opportunities for Work experience, Duke of Edinburgh and university placements.

Our current Social Enterprises:

The Dales: Donation centre and shop open to the public 10am – 4pm Tues – Sat.

Sailmakers: Retro and Vintage Emporium. Open Mon – Sat 10.30am – 4.30pm

The Royal Oak: Retail and Community Café. Open Tue – Sat 10am – 4pm

Dog Street: Furniture retail only – Open Wed – Sat 10am -4pm (New Venture for Oct 22)

Felixstowe: Retail with furniture – open Wed – Sat 10am-4pm

All Retail outlets offer furniture, bricabrac, clothing, electrical items, upcycled items, along with our ethical product ranges; Sesi Refillables (domestic vegan friendly cleaning products) and Remix paint (furniture chalk paint made from recycled paint)

The Hubs

Unit 32 – Sailmakers – Ipswich Town Centre

Old Felixstowe Community Centre

Great Eastern Square Felixstowe Café

The Royal Oak

- Activities and events for the community happen every week. Free meeting space for local community groups to use.
- Community Gardens – wheelchair friendly wildlife garden open all year.
- Shower & laundrette facilities for our companions and also individuals referred from partnership organisations in the locality only by appointment at the Dales.
- Upcycle Workshop – furniture items are repurposed and improved for sale using remix chalk paints. This is both a voluntary opportunity plus we have public paid for sessions and partner organisation events.

House Clearance across Suffolk – Offering a cost effective and compassionate service for house clearance and disposal. This will primarily enhance the opportunities for NRC's to gain different work experience but it will also generate additional income contributing to our self-sufficiency intentions.

Micro Housing Project – We opened a social housing model during the first Covid-19 lockdown. This housing opportunity offers a holistic approach to accommodation, support and meaningful activities, both in the social enterprises and in with wider local community.

Our track record and impact in our first 5 years.

We have:

- **Worked with 398 separate vulnerable individuals**
- **Supported 1722 issues with 3813 interventions**
- **38 volunteers have moved on into work**
- **14 volunteers have been supported into housing**
- **9 paid staff**
- **5 paid staff within the business started as service user.**
- **25 volunteers have moved on into further education**

Finance Manager Job Description

Location:	Emmaus Suffolk
Accountable to:	Chief Executive/Treasurer
Hours:	Part-time, 2 days a week
Salary:	£30,000 Pro rata

Overall Purpose of the Job

Finance Manager

You will play a fundamental role in ensuring that financial planning, management, and reporting are carried out effectively, to optimise our financial performance and position. Recognising the importance of, and performing with, a high degree of accuracy is essential.

You will constantly examine administrative effectiveness and seek better procedures where necessary and demonstrate a strong ability to analyse problems methodically.

Key responsibilities:

- Managing the day-to-day finances of the charity
- Ensuring tight financial control framework
- Ensuring compliance with all statutory requirements (VAT, PAYE, Gift Aid etc)
- Preparation of monthly management accounts including variance analysis
- Detailed experience of using Xero
- Preparation of information for payroll for submission to external bureau
- Reviewing and setting up payments
- Cash flow monitoring and forecasting for the charity and funded projects
- Recording and reporting on restricted reserves
- Accounts analysis to support Chief Executive and Area Retail Manager
- Financial reporting for Emmaus UK, funders and other external bodies
- Preparation of annual accounts up to trial balance ready for external accountant's review
- Ability to work collaboratively with both finance and non-finance colleagues
- Strong organisational skills and ability to work to tight deadlines
- Management of the Finance Administrator
- Work with the Finance Administrator in the preparation of weekly allowances, holiday, wellbeing and resettlement allowances, loans and repayments and housing benefit records
- Assist with petty cash procedures, banking, purchase ledger, invoicing, and recording income to support the finances of the charity and community

General

- To ensure activities meet with and integrate with organisational requirements for quality management, health and safety, legal stipulations, policies and general duty of care and professional boundaries
- To be flexible and willing to carry out any reasonable duties needed to assist the community and business operations, including holiday/sickness cover and on-call duties, participation in team meetings, attend 1:1's and appraisals
- To understand and work in accordance with the principles of Emmaus International and uphold its values and ethos

Other Duties

- Active involvement in the delivery of the strategic plan for Emmaus Suffolk
- Attend meetings and liaise with external agencies
- Perform any other tasks or duties deemed necessary by the Chief Executive

General

Emmaus works with vulnerable people. Staff and volunteers must observe the proper demarcation and professional boundaries while performing their role.

The post holder must always act in a way which will maintain the good reputation of Emmaus Suffolk, upholding the policies and procedures of Emmaus. The post holder will strive to preserve good working relationships with Staff, Volunteers, Companions and the Trustees, keeping the appropriate key personnel well informed of significant matters relating to the Community

We expect you to carry out your job responsibilities in an environmentally aware manner. Our aim is to ensure all resources are utilised effectively and efficiently. You will be expected to apply sound 'value for money' principles in undertaking purchasing or supply of goods and services.

In Emmaus, volunteers are an important resource and make a vital contribution to Emmaus's aim to take action to help disadvantaged people. You will be expected to encourage, develop and support volunteer involvement in our work.

How to Apply

Please send your CV and a detailed cover letter outlining why you are interested in the role and how your experience matches what we are looking for. Applicants who do not include a detailed cover letter will not be considered.

Please send your CV and cover letter to email: hello@emmaussuffolk.org.uk or by post: Emmaus Suffolk, 216 Dales Road, Ipswich, Suffolk, IP1 4JY.

The deadline for applications is 5 pm Friday 14th of July.