



JOB DESCRIPTION

Role:	Finance Advisor
Location:	Solent LEP Area – Ideally based in Southampton or Portsmouth area
Contract:	Full time, fixed term contract until July 2023
Salary:	£40,000-£48,000p p.a. depending on skills & experience

OVERVIEW OF ROLE:

YTKO supports businesses through the whole cycle of growth, from pre-start and start-up to sustainability and growth, via a blend of branded services. We have secured funding to deliver growth support to SME businesses in the Solent Local Enterprise Partnership (LEP) region along with a generous grant programme that successful clients can use for the purchase of new equipment, expertise and services as part of their ambitious growth plans. Our services in this contract will be offered under our GetSet Accelerate Solent brand and in partnership with the University of Portsmouth and is funded by the European Regional Development Fund (ERDF).

GetSet Accelerate Solent is a specialist service tailored for small businesses with the potential and ambition for sustainable growth. It helps SMEs overcome the two biggest barriers to growth – generating sufficient profitable customers and accessing growth finance.

We are building a team of outstanding business advisors to deliver finance, investment readiness and business growth guidance to existing and early-stage businesses under the GetSet Accelerate Solent Programme. This will include a blend of 1-1 face-to-face support, group workshop facilitation and remote support, to assist established businesses to grow and supporting them to access external finance from a variety of sources as appropriate.

The programme will also feature a grant scheme that may be used to support up to 25% of the costs of an applicant's growth project. Advisors will work with clients to help them assemble the best-case possible for grant support, in line and compliant with YTKO's grant management procedures.

The Finance Advisor role blends strategic and operational responsibilities, directly supporting clients and in addition to building new and enriching existing partnerships across the Solent LEP area to allow us to better support clients both now and in the future. You may be called upon to deputise for the Programme Director as required, building and maintaining an effective network of relationships with stakeholders, referral partners, influencers, co-investors, service providers, networks and organisations of all kinds across the public and private sectors. This is an essential part of building a robust client pipeline, demonstrating our collaborative ethos, and ensuring our reputation is strong amongst the business community.

SPECIFIC DUTIES:

- To select, assess, engage and build trusted relationships with clients, so that they welcome your expertise and advice on a wide variety of market development, investment readiness and access to finance challenges.
- To work with existing businesses to support them to develop business growth plans. Your primary role will be in supporting the development of robust finance plans so an understanding of and proficiency in financial analysis, cashflow and profit forecasting is needed and how these techniques may be used to develop effective growth strategies and bids for finance of all types.
- To develop tailored support solutions with clients, based on a blend of workshop and 1:1 support, that will help them achieve the objectives of their growth plans.
- To deliver our range of growth workshops, majoring on finance and business planning but also maintaining a strong consideration for other operational and marketing issues. Your input is required to be given to a high standard, providing 1:1 support to develop and refine strong business propositions. (Note that workshops and other meetings are likely to be conducted remotely as a response to Covid-19 guidelines).
- Work with clients and colleagues to support and guide the end-to-end compliant management of a grant programme in line with YTKO's grant management procedure. Your responsibility will start at first client contact and will continue until our monitoring obligations have been fulfilled.
- To build strong client referral relationships with all providers of complementary business finance and support, in particular with sources in the private sector.
- Proactively develop and maintain efficient, trusted and effective working relationships at senior level across a wide range of public and private sector partners and stakeholders, at local, regional and national level, and representing the service through attending and speaking at relevant business forums and meetings.
- To ensure all client data is accurately captured and evidenced of our support and impact, using our CRM system and paper records as required, and provide high quality, timely, accurate and intelligent reporting in line with contract requirements.
- To deliver excellent client service at all times to clients, funders and partners. The maintenance of our quality standards and building of a strong reputation is of great importance.
- To collaborate with members of other internal teams, particularly our commercial team and marketing team.
- To balance client demands and project resources using effective caseload management and ensure that clients progress to agreed goals in a satisfactory and timely manner.
- To research, engage, explain and promote our services, and get buy-in and active support from all relevant organisations, public and private.
- Assisting with compiling and submitting tenders, bids and profiles to commissioning bodies.
- Proactively seek to add additional value to the service, our clients, funder and partner, and to YTKO.

Please note the Finance Advisor may also be called upon to complete a range of other duties, as reasonably required.

PERSON SPECIFICATION:

Someone who is a real self-starter, uses initiative, drive and entrepreneurialism and who is ready to roll up his or her sleeves and do what it takes to further YTKO's success in the area. Our candidate must demonstrate a good understanding of the challenges faced by start-ups and SMEs and know how to overcome them, along with an understanding of local and national political and economic issues.

Someone with strong interpersonal skills, business experience relevant to small businesses, well developed analytical skills, and a good understanding of typical SME growth challenges and how they are overcome.

You'll need a demonstrable track record of establishing respect and trust with a very wide range of clients, partners and stakeholders at senior level, opening up opportunities and embedding our team and services in the business support landscape. Ideally, you'll have a track record of training in areas relevant to the primary requirements of this role and you may have achieved qualifications in banking, bookkeeping or financial management.

You should already have, or be able to quickly establish, excellent working relationships with a wide range of partners and stakeholders, at all levels, and display a commitment to diversity and equality. You'll be confident and articulate in public speaking with first class interpersonal skills, sensitivity, persuasiveness, clarity, passion and diplomacy.

You'll be an enthusiastic, outgoing, cheerful kind of person who is equally happy to make the tea, be an inspiring member of your team, a source of professional expertise for clients, and a real ambassador for our company. You'll be highly IT literate, with Excel, Word, Powerpoint/Keynote as well as a driving license. Candidates with previous experience of running their own business or have had a significant influencing role with an employer will be at an advantage.

The successful candidate will thrive in a fast-paced environment with considerable autonomy, with demonstrable skills to lead, motivate and empower the team to excel in their work, and open to learning from other projects and the Head Office team. You'll be focused on achieving if not surpassing our project goals and want to develop your career with us.

The candidate must demonstrate a good understanding of, and absolute commitment to, diversity and equality, and share our passion for the culture, vision and aims of GetSet Accelerate Solent. You'll be a motivated self-starter, and also enjoy being part of a cohesive, focused team delivering the highest quality results, benefiting a wide range of enterprises. Ensuring the YTKO ethos of client-focused delivery, innovation and measurable value-add is demonstrated to clients is a key part of this job.

If this sounds like you, please complete our Application and Equal Opportunities form using the Apply Online button. There is no closing date for this vacancy, we will start interviewing as soon as good candidates appear. We envisage a start date as soon as is possible for the right candidate.

YTKO has a strong value set to which all our team have contributed to and demonstrate on a daily basis. We welcome applications from all candidates fulfilling the job requirements, regardless of race, age, gender, sexual orientation, religion or disability, firmly believing that a diverse and inclusive team, underpinned by a great, flexible culture, is fundamental to our success.



European Union
European Regional
Development Fund



HM Government

About the European Regional Development Fund:

The GetSet Accelerate Solent programme and this role within it, is funded by the England European Regional Development Fund as part of the European Structural and Investment Funds Growth Programme 2014-2020, and the UK Government. The Ministry of Housing, Communities and Local Government is the Managing Authority for European Regional Development Fund. Established by the European Union, the European Regional Development Fund helps local areas stimulate economic development by investing in projects which will support innovation, businesses, create jobs and local community regenerations. For more information visit <https://www.gov.uk/european-growth-funding>.