

IntoUniversity Chief Financial Officer

October 2026

IntoUniversity 



Welcome from our CEO Dr Rachel Carr



Dr Rachel Carr
Chief Executive
& Co-Founder

My name is Rachel Carr and I am one of the founders of **IntoUniversity** and its current CEO.

We're an award-winning national charity dedicated to supporting young people growing up in the least advantaged neighbourhoods of the UK. We enable them to realise their ambitions and achieve their wonderful potential through running local learning centres in the heart of the communities where they live. Our pioneering and high-impact education programmes start at primary school and continue throughout secondary school and beyond. You can find out more about our programmes [here](#).

As the UK's leading place-based university access organisation, our staff team is already helping over 60,000 young people each year. We are committed to delivering our high-quality programmes at our 46 learning centres across England and Scotland and to addressing continued need through scaling up provision at new centres and through programme innovation.

We are seeking a **Chief Financial Officer** to join our Senior Management Team in a crucial leadership role, with the opportunity to help shape the future success of a respected and ambitious organisation that is committed to driving change to overcome educational inequality.

You'll be joining a charity with an **excellent financial track record**, generating a surplus each year, and with a network of supporters who provide the charity with a really strong platform to meet future funding goals

You will work closely with the CEO and colleagues across the charity to provide **strategic leadership ensuring the financial success and stability** of the charity as it pursues its ambitious plans to extend its reach over the coming years, with its cost base projected to rise from £15m to over £20m by 2031.

This is **both a strategic and hands-on role**, ranging from creating financial models to underpin the charity's new business plan, through to working with the fundraising team to produce information required for multi-year funding bids, and rolling your sleeves up to work with the finance team against a tight deadline to complete preparations for audit. You will also have senior responsibility for oversight of other key areas of the charity including IT, legal, facilities, data protection and governance.

As a **member of our Senior Management Team** you will play an active and key decision-making role, driving forward the broader strategic and day-to-day objectives of the charity, working closely with our committed staff team and supportive Trustee Board.

Thank you very much for your interest in our work and in this role - we look forward to hearing from you.

A handwritten signature in black ink that reads "Rachel Carr". The signature is fluid and cursive, with a long, sweeping underline.

The role at a glance



Contract

Permanent. This role can be either full-time or part-time (0.8 FTE) - responsibilities will be adjusted proportionally for part-time appointees.

Start date

February 2027 (or as agreed with candidate)

Working arrangements

09:00 to 17:30, Monday to Friday.

We are a delivery organisation providing frontline educational services for young people. Our HO team is based on the site of our North Kensington centre in West London. We are an organisation with team members at different stages of their career, including many in their first roles: we are committed to nurturing talent and providing a developmental culture for all. Our HO team works mostly in the office with some working from home (typically one day per week from home).

Salary

£92,000 (inclusive of London contribution), pro rata for part-time candidates

Location

IntoUniversity Head Office, 95 Sirdar Road, London W11 4EQ

Annual Leave

33 days (inc bank & public holidays)
+ 3 closure days (two in December and one in July)
+ additional length of service entitlement (1 day per year of service, up to 5 days)

Commitment to equality of opportunity

As a charity with social mobility as its core objective, IntoUniversity is wholly committed to equality of opportunity. We work with children and young people from a diverse range of backgrounds, and we believe that our staff team should be similarly diverse and representative.

We are committed to building a culture where students, staff and volunteers are valued for the unique people they are. We therefore encourage applications from candidates from as wide a range as possible of ethnic, cultural and social backgrounds. In particular, we actively and warmly welcome applications from Black, Asian and minority ethnic candidates and male candidates as they are currently under-represented within IntoUniversity.

Key Dates

Application deadline

09:00am Wednesday
18th November 2026

First stage interviews

Friday 27th November
2026

Main duties of the role

The Chief Financial Officer is a Senior Management position within the charity and reports directly into the CEO.

The postholder will be supported by and work closely with the Financial Controller and the finance team.

- To play a fully active and collegiate role on the SMT:
 - Providing direction, expertise, guidance, vision and leadership across the charity as a whole
 - Driving the long-term development and successful implementation of the charity's strategic goals
 - Contributing to key day-to-day operational and staffing decisions, including responding to the unexpected and working proactively with leaders across the network
- Providing financial leadership for the charity and taking responsibility for its overall sound financial management, ensuring that financial sustainability is central to decision-making
- Taking responsibility for financial thought leadership and provision of strategic financial advice to the CEO, Treasurer and Board of Trustees, including complex scenario planning and proactively responding to changing financial landscapes
- Supporting the fundraising team including: financial preparations for funding bids, ranging from small family trusts, through to seven figure multi-year corporate partnerships; providing robust financial reporting and analysis for funding partners; and monitoring fundraising progress against targets
- Acting as financial lead on high-level university funding and operational partnerships, working with internal teams and university stakeholders on the implementation of financial models and funding plans
- Leading on the charity's annual pay review, undertaking research and preparing proposals for review by the Remuneration Committee
- Having senior responsibility for the charity's budgeting and forecasting process, maintaining and developing the financial model that underpins the charity's forecasts
- Leading on the preparation of the Annual Report and Accounts, including implementation of new SORP requirements for the 2026-27 accounts, acting as a senior liaison for auditors, and leading Audit and Risk Committee meetings.
- Taking responsibility for the charity's investment portfolio, including preparation of memoranda for the Investment Committee

Main duties of the role (continued)

- Having senior oversight and sign-off of payroll, ensuring the accuracy and integrity of the process
- Acting as direct line manager of the Financial Controller and Legal Manager, and potentially additional team members as organisational needs evolve
- Updating and maintaining the charity's risk register to ensure that risks are actively monitored and robust controls are in place
- Having senior oversight of and providing guidance, support and sign-off for staff responsible for these other key areas of the charity: governance, risk management and regulatory compliance; IT; legal matters; facilities; data protection
- Championing diversity and inclusion in your role at all times, fully supporting with the implementation of the charity's Diversity and Inclusion Strategy
- Undertaking any task that may be requested from time to time that may be consistent with the nature and scope of this post

There may be the opportunity for the postholder to contribute in other specialist areas depending on their expertise and experience and organisational need.



Who we are looking for - your experience and expertise



IntoUniversity is a highly impactful, award-winning charity, with a strong network of funders and supporters, an engaged board of trustees, and a team of almost 300 staff committed to our cause. We are looking for a candidate who has **substantial and demonstrable experience in a senior finance leadership role** to join our Senior Management Team.

You will:

- Be a CCAB-qualified accountant (ACA, ACCA, CIMA, CIPFA or equivalent)
- Be able to demonstrate in-depth knowledge and practical experience of successfully implementing best practice finance systems and processes
- Be a strategic, clear thinker, able to exercise sound judgement, high emotional intelligence and tactical decision making
- Be happy to be hands-on and ready to roll your sleeves up for the team when needed
- Have experience presenting complex financial information to trustees or equivalent senior-level stakeholders
- Have exceptional Excel skills - this is essential - and be able to navigate, analyse and summarise complex information clearly and accurately
- Have significant experience and understanding of developing and implementing financial models
- Be fully committed to maintaining, developing and strengthening the ethos, values and culture of the charity
- Be a strong communicator, confident in engaging a wide and varied range of stakeholders, both in person and in writing; someone who can influence, lead and build consensus across the whole organisation: a key member of the Senior Management Team
- Be a dedicated team player and people leader - someone with experience of line-management who can inspire, shape and develop teams comprising a mix of staff at different stages of their careers
- Be experienced at working at senior leadership level, extending beyond pure financial responsibilities, and relish both managing challenges and embracing opportunities

Who are we looking for?

We are looking for people who can demonstrate our values: **Talent**, **Quality**, **Compassion**, **Aspiration** and **Teamwork**.

You can read more about our values [here](#).



Aspiration

Are you someone who has a positive outlook? We need leaders on the Senior Management Team who are able to demonstrate a positive 'we can' ethos when responding to challenges, and who will play a full role in enabling the charity to meet its ambitious aspirations to support more young people realise their potential.



Compassion

Are you someone who is kind and supportive of others? You will have an authentic belief in and understanding of the importance of our mission to the communities and young people we serve and its impact on wider society. We need senior managers who display a compassionate and thoughtful approach in all aspects of their role.



Talent

Are you someone who strives to use your talents to achieve the best outcomes for each individual situation? As well as being highly skilled at developing and managing long-term financial plans, you will also be fully committed to nurturing and developing the talents of your team.



Quality

Are you someone who is highly resourceful with excellent attention to detail? You will have excellent Excel skills in order to work efficiently and effectively in a fast-paced role, using Excel to produce accurate information for the charity's reporting and forecasting, and understanding why integrity, attention to detail and accuracy matter and require time and effort from you and all your team members.



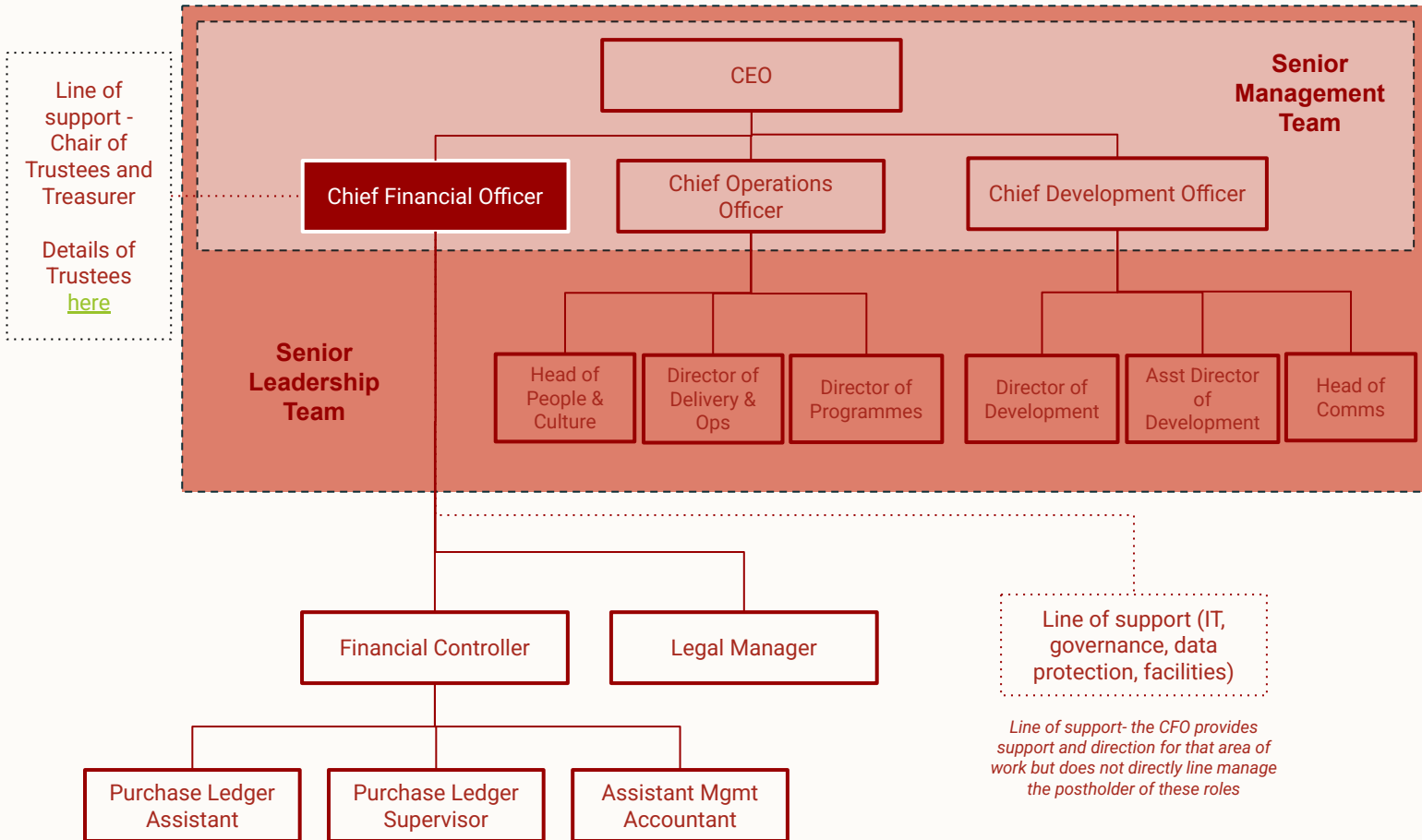
Teamwork

Are you someone who enjoys working as part of a team to achieve shared goals? We work to transform the landscape of Higher Education in the UK and we want people with the vision and drive to help us make that a reality. You will work collegiately with colleagues and will maintain a high-support and high-performance ethos that ensures everyone can achieve in their roles and that there is a team culture of ongoing learning and development.

Team structure

The current senior team structure, and the current team structure under the CFO, are shown here.

The structure may change depending on team requirements and the internal progression of team members.



Application and selection process

To apply, please complete the application form [here](#) by **9am Wednesday 18th November 2026** where you will be asked to upload:

1. A covering letter that sets out why you think this opportunity is the right role for you and, with reference to the criteria set out in this job description, how your, talents, skills, experience and ethos make you the ideal candidate for this role.
2. Your current CV

The selection process

We will invite shortlisted candidates to attend a first-stage interview, when you'll meet members of our senior team, Board of Trustees, and finance team. You'll also be asked to complete some additional activities as part of the selection process.

Successful candidates will then be invited to a second stage, including meeting other members of the team and trustees.

This is a two-way process and there will be plenty of opportunity to find out more about the mission of the charity and our work, about the day-to-day role, about the teams you will be working with, and to explore how we are a cultural and professional fit for you at this stage in your career.

Use of AI

At **Into**University, we might use technology to help us to manage the recruitment process, but we don't make decisions based on artificial intelligence (AI). We have a human approach to hiring and all applications are reviewed and assessed by our team.

Similarly, what we are most interested in hearing about is your individual motivation, experience, skills and values. AI doesn't know about you or what motivates you - we want to hear from you!

AI may be a helpful tool, but typically leads to generic answers repeated by multiple candidates, not stand out applications. Please make sure that your responses reflect your own thoughts and experiences.

Accessibility, adjustments and safer recruitment

Accessibility and adjustments

We are committed to providing reasonable adjustments throughout our recruitment process and we'll always endeavour to be as accommodating as possible.

If you require a different format of the application, such as large print or Word format, or if you would like to discuss any specific requirements, please get in touch with us at jobs@intouniversity.org or call 0207 243 0242 and ask to speak to a member of the HR Team.

For further information on accessibility and adjustments during our recruitment process, and our commitments as a Disability Confident Committed Employer, please visit the Accessibility FAQs page on our website at

<https://intouniversity.org/content/accessibility>

Safer recruitment

Please note that in line with our Safer Recruitment practices, successful candidates will be subject to an enhanced DBS check if selected for this role in England.

The charity's policy on the recruitment of applicants with criminal records can be found [here](#), and you can find full details of DBS' code of practice [here](#) and full details of Disclosure Scotland's code of practice [here](#). You can also find our Safeguarding Policy [here](#).



Please contact jobs@intouniversity.org for more information

Staff Benefits

You can read more about our benefits [here](#).



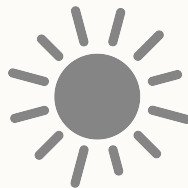
Employer pension contributions

We provide competitive pension contributions of 6% (and up to 8% after two years)



Early finish Fridays

Year round 'early finish' Fridays at 4.30pm to kick start the weekend



Summer working hours

Summer working hours with 1pm finishes on Fridays for six weeks (pro-rated for staff joining after January in the same year)



Wellbeing support

Online wellbeing workshops, a confidential 24/7 helpline through our Employee Assistance Programme and corporate eyecare scheme



Life assurance

Life Assurance scheme with Aviva including SmartHealth service with access to 24/7 online GP appointments



Cycle to Work & Travelcard Loan Scheme

Loans to support the purchase of cycling equipment and annual travelcards



Family friendly policies & work life balance

Enhanced maternity, paternity, adoption, shared parental leave alongside compassionate & time off for dependants leave



Employee experience

Staff networks, employee forums and bi-annual whole team events



Training & development opportunities

Including one personal CPD day a year & an annual Staff Conference



New starter loans

Interest-free new starter loans of up to £1,000



Sabbatical Leave

Opportunity to apply for sabbatical leave after two years of service (conditions apply)

Get in touch

If you would like to find out more about the charity in general please visit our website www.intouniversity.org,
or to discuss this role in particular please contact jobs@intouniversity.org.

