

Terms of Reference

Finance Consultant – Asset Modelling & Management

Duration: 15–20 consultancy days (we estimate around 4 days per month, but are flexible)

Day Rate: £400–£500 (excl VAT, where applicable)

Start Date: As soon as possible

Location: Remote with periodic virtual/in person (London) meetings as required

Reporting to: Chief Executive Officer

Key relationships: Finance Lead Trustee; Finance & Governance Manager

Background

The Blaggrave Trust is entering a new strategic phase and is actively exploring how to deploy its full asset base, including investments and property portfolio, to advance its mission in support of young people and social justice. As part of this shift, the Trust requires specialist short-term financial expertise to support forward planning, scenario modelling, and the development of a proactive asset management plan.

The consultant will provide analytical and strategic modelling capacity to inform decision making, ensuring alignment with the Trust's mission, values, and long-term sustainability commitments.

Purpose of the Assignment

The purpose of this consultancy is to:

- **Refine and strengthen Blaggrave's financial models, including different scenarios**, that enable the Trust to evaluate liquidity requirements, asset disposal options, and future financial commitments. Assumptions and scenarios will be defined / approved by the CEO and Finance Lead Trustee.
- **Produce an asset management plan (investments and properties)**, outlining timelines, assumptions, risks, and financial implications.
- **Create a dashboard where key financial is displayed** to enable the CEO and trustees to always have up to date financial figures.
- **Provide senior level financial insight to support the CEO and trustees** during a critical strategic transition, including attending Finance Investment Committee and Board meetings as required.

All deliverables must align with the Trust's new strategy, reserves policy, and mission aligned approach to asset stewardship.

Scope of Work

The consultant will undertake the following:

A. Financial Modelling & Scenario Analysis

- Based on agreements made by the Finance and Investment Committee, refine and strengthen **comprehensive financial models** covering:
 - Medium- and long-term cash flow projections
 - Multi-scenario modelling (best/expected/worst case)
 - Liquidity forecasting based on anticipated commitments
- Analyse timing and scale of potential property and investment disposals in line with strategic priorities.
- Incorporate assumptions relating to market conditions, investment returns, income projections, and operational costs.
- Create a dashboard where key financial is displayed, refreshed monthly, to enable the CEO and trustees to always have up to date financial figures.

B. Draft Asset Management Plan

- Set out an evidence-based **asset management plan**, covering:
 - Disposal sequencing
 - Cash flow impacts
 - Risk considerations
 - Dependencies & constraints
- Provide options with clear pros/cons, supported by data.
- Ensure coherence with the Trust's reserves policy and investment principles.

C. Strategic Financial Insight

- Offer expert advice to the CEO on:
 - Financial sustainability
 - Risks associated with various liquidation pathways
 - Implications for long-term mission aligned investment strategy
- Prepare briefing materials for presentation to trustees and Finance & Investment Committee as requested.

Please note that any regulated investment advice, formal valuations, or tax advice will be taken from appropriate specialists where required.

D. Collaboration & Information Gathering

- Work closely with:
 - **CEO** – for strategic guidance and decision-making inputs
 - **Finance Lead Trustee** – for governance touchpoints, when required

- **Finance & Governance Manager** – for operational financial information, historical data, and support
- Ensure the modelling approach is transparent and easy for internal teams to understand and use going forward.

Deliverables

The consultant will produce:

1. **Financial Modelling Suite (based on what is currently in place)**
 - Cash flow models
 - Scenario-based projections
 - Asset specific liquidation modelling
2. **Draft Asset Management Plan (Report)**
 - Assumptions, methodology, and data sources
 - Recommended sequencing of disposals
 - Timeline options (short/medium/long-term)
 - Risk analysis and mitigations
 - Summary tables and decision-ready insights
3. **Presentation / Briefing Pack**
 - High-level summary for CEO and trustees
 - Key charts, risks, and strategic considerations
4. **Handover & Documentation**
 - Clear explanation of model structure and formulas
 - Recommendations for ongoing use and adaptation

Information provided

Blaggrave, via the Finance and Governance Manager, will provide you with the following information to enable you to do the work:

- Management accounts
- Commitments schedule
- Investment statements
- Property valuations/lease summaries

Working Arrangements

- The consultancy is expected to span **15–20 days**, used flexibly over a period of 3–6 months. We estimate a workload of around 4 days per month, but this will be further discussed with the chosen consultant.
- Meetings with the CEO and internal staff will be scheduled as needed (virtual or in person).

- The consultant must be able to begin work **immediately**, with early outputs developed iteratively to support timely decision-making.
- All data and outputs remain the intellectual property of The Blaggrave Trust.

Required Skills & Experience

- Senior level finance expertise with experience in:
 - Financial modelling
 - Scenario planning
 - Asset/liquidity planning
 - Charity and investment finance (desirable but not essential)
- Ability to translate complex data into clear, strategic insights for non-financial stakeholders.
- Strong understanding of ethical and mission aligned asset stewardship is an advantage.
- High integrity, analytical rigour, and collaborative working style.

Ethical Alignment & Values

The consultant is expected to work in alignment with the Trust's values of equity, transparency, accountability, and mission driven financial practice. Sensitivity to the Trust's commitment to social justice and young people's rights is essential.

How to apply

Please send the following to hr@blagravetrust.org by **4 April 2026**. Please use 'Finance Consultant' as subject of email.

We will review applications as they are received and reserve the right to appoint before the closing date.

- **Your CV**
- **A short statement (up to 100 words) explaining why you are interested in the role**
- **A brief outline of your experience in relation to the role's scope (max 1 pg.)**
- **Your plan to deliver the work, including key milestones**
- **Your day rate**

This role will be subject to DBS check and references. You must be able to attend in person meetings in London as required.