

Request for information under the Freedom of Information Act – 2023.104
Released – 10 July 2023

Thank you for your email received 20 June 2023 requesting information regarding the Finance Team and charitable funds.

Please find detailed below a summary of your request, together with our response.

Summary of your original request:

1. Finance Departmental structure including job title with pay banding.

Please see detailed below. Please note that we have not provided the pay bands where the posts have only one post holder in the position as this would show the amount individuals earn. This constitutes personal information which is exempt under Section 40(2) in conjunction with Section 40(3A)(a) of the Freedom of Information Act 2000 which relates to 'Personal Information'.

An excerpt of the relevant Freedom of Information legislation can be found below:

Section 40 – Personal information

(2) Any information to which a request for information relates is also exempt information if—

- (a) it constitutes personal data which does not fall within subsection (1), and
- (b) either the first, second or third condition below is satisfied.

(3A) The first condition is that the disclosure of the information to a member of the public otherwise than under this Act

- (a) would contravene any of the data protection principles, or
- (b) would do so if the exemptions in section 24(1) of the Data Protection Act 2018 (manual unstructured data held by public authorities) were disregarded.

2. Does this trust conduct finance and fundraising administration of the Charitable Fund?

3. Charitable Funds accountant (if any) pay banding.

4. Charitable Fund - Fundraising staff (if any) pay banding.

5. The date of job description/pay banding review of finance staff.

The Trust does conduct finance and fundraising administration for its Charitable Fund, but does not have specific roles in place for a Charitable Funds accountant or fundraising staff.

Such work undertaken in the finance and fundraising administration of the charitable fund is cross charged via an agreed admin fee charged to the Charitable fund and labelled as support costs as presented in the Charitable Funds accounts.

Chair John Goulston Chief Executive Mairead McCormick
Trust HQ Trinity House, 110-120 Upper Pemberton, Eureka Park, Ashford, Kent TN25 4AZ

Finance

structure chart

Director of Finance

1.00 WTE
Deputy
Director of
Finance

0.50 WTE
Executive
Assistant

1.00 WTE
Assistant Director
of Finance -
Financial
Management

1.00 WTE
Head of
Contracts

1.00 WTE
Head of
Procurement

1.00 WTE
Head of
Financial
Accounts

Finance
Consortium

1.00 WTE
Financial
Planner

2.0 WTE Senior
Finance Business
Partners (band 8b)
2.00 WTE Finance
Business Partners
(band 8a)

1.00 WTE
Financial and
Reporting
Accountant

0.59 WTE
Assistant
Financial
Account

4.64 WTE
Deputy Finance
Business
Partners
(band 7)

1.00 WTE
Senior
Management
Accountant

5.00 WTE
Management
Accountants
(band 5)

2.00 WTE
Assistant
Management
Accountants
(band 4)