



# Totus Solutions Limited

Consultancy with Purpose

Education Sector  
Not for Profit Sector  
Commercial Sector

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## About Us

Totus Solutions Limited started as a family run business and remains passionate about providing a service that remains true to that ethos for all of its clients. We believe passionately that as a business partner we become part of your team to work with you so your business or organisation can thrive in today's highly challenging climate. The founding directors set up Totus Solutions Limited, part of the Totus Group of companies with a view to providing ethical support services to trusts & businesses across the UK, both in the education and wider commercial sectors.

We specialise in providing consultancy support to organisations to become more streamlined with an eye on profitability & sustainability, whilst maintaining or improving customer & stakeholder engagement and satisfaction. We have been instrumental in turning businesses around through change management and restructures to develop successful ventures and senior leaders, leaving them with the tools & templates to build for the future.

## About Steve

Steve is the lead consultant for Totus Solutions Limited who will be your main point of contact, although he may bring in associates with additional specialism for specific projects.

Steve is an accomplished executive operations director with over 20 years of experience implementing business solutions, process improvements, and financial planning in the education, charitable and commercial sectors. He is a keen business analyst and change manager who understands business processes and is capable of implementing client-focused, cost-effective improvements to implement staff efficiencies and improved profitability. Steve is equally at home developing real automated templates to analyse HR, finance, sales or any business data to give leaders a helicopter view of their business at their fingertips, in a clear, compelling format.

As an experienced board director and national award winner for business development and target achievements he can identify prime opportunities whilst mitigating possible risks. He is an organised, strategic leader who is highly skilled at managing cross-functional project teams to complete tasks in a timely, efficient, and effective manner. Steve has extensive experience in change management and restructures to bring in cost effective turnaround solutions. Having held a number of interim senior posts both as director and chief finance officer (CFO) he understands the need for first class communication and stakeholder engagement at all levels.

Steve has the ability to empathise with stakeholders at all levels to quickly understand and get to the route of problems to ensure workable solutions whilst keeping all on board.

Steve has spent a number of years as Director of Operations and CFO in a Multi Academy Trust as well as the commercial sectors so **fully understands the challenges within the education sector.**

## Services

- ✓ **Business Review** – We are able to offer a full or part business review to highlight areas of strength and weakness with an action plan for implementation.
- ✓ **Budget Setting & Forecasting** – Assistance with creating a robust budget and forecast highlighting areas for potential cost savings.
- ✓ **Process Review & Design** – Allow us to review the business processes you follow, and we will show you areas where you may be able to streamline these to free up staff capacity or reduce overheads to increase efficiency.
- ✓ **Finance, HR & Sales Data Reporting** – Allow us to create bespoke templates for automatic dashboard reporting of your key data so you have the information at your fingertips to ensure you can make informed decisions and judgements allowing you and your team to move quickly to stay ahead of the game. These templates can integrate many sources of data from finance, sales, HR to pupil data. These dashboards can give you a helicopter view of your business when required, keeping you in control.
- ✓ **Service Reviews** – We have many years' experience of reviewing the effectiveness and sustainability of a diverse breadth of services and business divisions in both the public and commercial sectors. During this interactive and collaborative process, we will ascertain sustainability, effectiveness and profitability leading to an action plan for exit, restructure or fine tuning as identified.
- ✓ **ICFP** – If you are looking for support with carrying out an ICFP (Integrated Curriculum Financial Plan) study on your school or Trust we can work with you to assist you in producing a robust and independent view.
- ✓ **Interim Executive Management** – We work with a number of associates who are able to step in to assist for short term projects or cover.

## Case Studies – How We Have Helped our Clients

### Finance Team restructure for a FTSE 100 company saw savings of £150k

We reviewed a finance team's functions and processes to streamline the workflow which reduced month end pressures and enabled a large PLC company to reduce its finance team whilst increasing capacity and saved the client £150k.

We carried out a step by step function review and developed a transition plan which enabled increased governance and assurance whilst reducing the wasted overheads of the department.

### Local Authority Cleaning and Catering Service - Review created savings of in excess of £250k

We carried out a review of the business functions of the service and streamlined the processes which brought in savings of in excess of £250k.

This increased the sustainability of the service. We then assisted in taking the service to market to set up a joint venture which was profitable for. Both the LA and new joint venture partner.

### We developed a bespoke dashboard for an educational trust to give the board assurance and vision of key metrics

We developed a bespoke dashboard to pull together data from all the key areas of the trust to highlight in one place all the key metrics of the trust to give senior leaders and board a clear oversight of trust performance and the context challenges faced in each setting.

This included pulling data on demographics, finance, pupil numbers, health and safety, capacity and trends.

This pulled in data from the Kreston benchmarking data to give reassurance against the sector.

### Review of company's contracts and SLAs sees savings in excess of £50k

We carried out a detailed review of contracts held, and the services received versus the services being used and found many areas of savings and streamlining.

Following the review, a clear SLA and Contract list was produced which was interactive with the finance team to assist with cashflow monitoring.

Following the review, we were able to restructure a number of services and contracts to better meet the needs of the business and bring in savings in excess of £50k in the first year.

We left the company with a process and system to enable leaders to continually monitor ongoing contracts to ensure continued efficiencies with contract management.

Developed a bespoke monitoring system to oversee a £30m complex multi-discipline contract, interacting between time management, financial cost management, pricing and budget monitoring.

We were asked by a client to develop a template spreadsheet which enabled multi teams to price up, monitor performance and link to financial billing for a large service contract.

Having a bespoke template which was easy to develop for additional contracts/services which gave team leaders, senior leaders, finance teams, resource management teams and the CEO the ability to price, budget monitor and bill for a contract which could then be reported in a dashboard reduced the risks of the contract and ensured leaders had the information to ensure service delivery and KPIs were met whilst ensuring the finance function had accurate information for billing.

### HR review of processes and monitoring for increased agility in the market

We helped a client review the processes around recruitment and contract changes so the central function had a clear vision of staffing and real-time financial implications.

This process review covered the on-boarding, contract changes and overtime monitoring. This was then used to create a bespoke data dashboard to enable leaders, senior leaders and board to have separate relevant data to monitor and report.

Adding benchmarking data which can be updated yearly gave the business assurance when things were within tolerances but also highlighted at an early stage when actions may need to be taken to keep the business sustainable.

Give us a call to see how  
our bespoke service can  
help you increase your  
profits and add additional  
governance and  
reassurance to your  
business