

**Job Description**

**Job Title: Head of Finance**

**Reports to: CEO**

**Based at:** **Stody Hall Barns, Stody, Melton Constable, Norfolk, NR24 2ED**

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| **Job Purpose** | A member of the Senior Management Team (SMT) and responsible for providing a clear perspective of the financial position of the charity. Responsible for developing, maintaining and managing the finance processes across the charity, as well as managing the charity’s day-to-day financial accounting requirements. The role reports to the CEO.  |

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| **Primary Responsibilities**  | To provide finance expertise to the CEO and SMT allowing for a clear understanding of the current and future financial position of the Charity and to lead the finance team.  |
| **Routine****Responsibilities** | **Finance*** Line management and development of finance department staff
* Provide constructive challenge and advice to the SMT
* Managing, developing and improving all finance processes
* Oversee all aspects of day-to-day finance activity including identifying opportunities for innovation and improvement
* Coordinating finance support as a business partner to the Operations and Fundraising departments
* Supervise and support the preparation of ad hoc reports for Fundraising and Operations
* Preparation of monthly management accounts and full year projections to support operational decisions of the SMT and the Board of Trustees
* Preparation of quarterly Trustees’ report
* Preparation of the statutory financial statements under the Charities SORP for inclusion in the Annual Report.
* Coordinating and responding to requests for information as part of the annual audit with the Charity’s auditors, Saffrey Champness
* Coordinating the production of budgets with SMT
* Ensuring all HMRC, Charities Commission, SCRO and Companies House filings are carried out in accordance with required timescales
* Ensure high levels of governance are met
* Support the CEO and Director of Fundraising prepare agreements with funders including sponsorship and commercial participation agreements
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| **Key Skills, Qualifications and Experience** | * CIMA / ACA / ACCA qualified
* Have a minimum of 3 years commercial/charity experience post qualification
* Good knowledge of UK GAAP, VAT and PAYE
* Experience of working in a multi-disciplined environment
* Production of annual accounts and forecasts
* Managing working capital/day-to-day cash requirements
* Ability to produce management accounts, and advise SMT of financial health of the charity
* High level of IT skills
* Excellent attention to detail
* Experience of managing a small team
* Experience of project management (relevant to data systems integration and upgrade)
* Works well within a changing and developing environment
* Strong communicator and highly motivated
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| **Job Offer** | * A basic salary of £48,000
* 5% employer’s pension contribution
* Individual medical cover
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