

**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 |
| **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 |