**The Parachute Regiment and Airborne Forces Charity (Support our Paras)**

**Head of Finance - £45k**

**Colchester-based, some remote working. Full time.**

The Parachute Regiment and Airborne Forces Charity trading as Support Our Paras is a charitable company Group, constituted as a CLG, with c.£2m annual turnover and total worth of £14m. The Group consists of the core charity Support Our Paras, its trading subsidiaries ABP Retail Ltd, PARAS’10 Ltd, and Airborne Assault Ltd, a heritage charity within the Group. Duties also extend to The Parachute Regimental Association, a membership association with funds of c.£1m.The Charity now seeks a new Head of Finance (HoF).

The Head of Finance is responsible for all financial aspects of the Support Our Paras group and associated organisations, reporting directly to the CEO and respective Trustee Boards. The HoF is also responsible for special operational projects, as well as formulating policies and processes to ensure compliance with all areas of charity and financial governance.

**Main Responsibilities**

* Managing and developing a team of two finance professionals to deliver efficient, timely, accurate and relevant financial information
* Lead on the year-end process for external audits (group, subsidiaries and associated organisations) in line with the Charities SORP.  Responsible for the management of all external audits towards timely filings of Statutory Accounts and financial information returns to Companies House and the Charity Commission.
* Responsible for all operational financial aspects of the charity, including management accounts, budgets, reforecasts, cash flow, gift aid returns, VAT returns, fund accounting, monthly payroll (inc pensions), bookkeeping, implementing and reviewing financial controls and providing support to all areas of the organisations.
* Presenting financial information to individuals and groups of varying levels of financial understanding, such as budget holders and quarterly Trustee Boards.
* Responsible for administrating the Group’s Finance and Investment Committee (FIC), including preparation of agendas, papers and minutes.
* Acting as financial and charity governance advisor to the CEO, Trustees and sub-committees of the Charity and the Executive Committee of the Association.
* Providing direct operational and strategic support to the CEO. Deputising for the CEO when required by leave or absence.
* Financial information and governance support for HR and contractual matters. Responsible for preparing, presenting and implementing policies.
* Maintaining and managing relationships with the auditors, insurance providers, legal advisors, bankers, investment managers and other external stakeholders.
* Manage and advise on structural or special financial projects; these have included a merger, incorporation, VAT projects, setting up work place pensions, introduction of GDPR, audit tender, investment tender, grant funding applications, implementation of file sharing system and commercial reviews on fundraising proposals.

**Person specification**

Essential

* Professionally qualified; ACA, ACCA, CIMA (or equivalent) or qualified by experience supported by evidence
* At least 3 years’ experience managing a finance function including budgeting and accounting processes at a strategic and practical level
* Experience of working in an organisation with charitable status. Strong working knowledge of the Charities SORP and wider charity governance
* Knowledge of accounting for investment portfolios and fund accounting
* Ability to produce management accounts and year end statutory accounts. Experience in group accounting would be advantageous
* Experience working directly with and reporting at Board level
* Ability to communicate effectively with both internal and external stakeholders
* Ability to use own initiative and prioritise workload as well as manage own and others conflicting priorities. Ensuring workloads and objectives across the team are sustainable
* A flexible approach with a willingness to occasionally work outside core hours (urgent deadlines, charity events etc.)

Desirable

* Experience using QuickBooks

To apply

If you are interested, please apply with your C.V. and a Covering Letter detailing why you’d be an ideal candidate for the role and how your experience and skills match those detailed in the Person Specification. These should be emailed to the CEO, Stephen Cooper at ceo@supportourparas.org no later than noon Thursday 12 May.