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HEAD OFFICE

JOB DESCRIPTION & PERSON SPECIFICATION

**HEAD OF FINANCE**

**SALARY**: **£35,253.40-£51,542.40**

**LOCATION**: Head Office,

**REPORTS TO**: Chief Executive

**HOURS:**  Full time / Permanent

To oversee staff engaged within the Finance section and to ensure the effective and accurate administration of the finance function.

**REMIT**:

**KEY TASKS**

* Implementation of appropriate financial controls and providing financial information to assist in the company’s decision-making processes.
* Preparation of monthly management accounts, cashflow forecast and debtors control reports for the Board of Trustees
* Lead on the preparation of the Annual Budget for the business and develop departmental budgets for the company.
* Manage the company cashflow to ensure cash availability for transactions.
* Maintenance of the companies fixed asset register.
* Ensure all accounts are reconciled to the ledgers including the processing of fixed assets; inventory, prepayments, accruals, payroll, bank reconciliations, inter-company etc.
* Ensure that the requirements of all regulatory bodies are met.
* Oversee the management of utilities and other contracts and leases.
* Liaise with Company Auditors on the preparation and production of annual accounts.
* Review management accounts and investigation of variances
* Manage all treasury matters
* Evaluation and preparation of submissions for all capital expenditure
* Deal with all matters in relation to Insurance/ risk management
* Lead on cost control and efficiency improvement
* Prepare and present reports and papers to the Management Team and for the Board of Trustees as appropriate.
* Undertake additional activities such as attendance at conferences and involvement in project groups to further individual and organisational development.

The list of duties in this job description is not intended to be exhaustive but highlights a number of the major tasks of the post. You may be required to undertake additional duties, which might reasonably be expected of you and which form part of the function of the post.

Every job description will be subject to review on an annual basis, or

▪ As a result of a change of strategic management, or

▪ As a result of team/operational requirements, or

▪ As a result of agreed staff development and appraisal needs and objectives.

Acceptable references are a requirement of the post.

**PERSON SPECIFICATION**

**CRITICAL COMPETENCIES**

* Excellent interpersonal, staff management and leadership skills, as well as a vision of service development and continuous improvement.
* Ability to understand financial information and to contribute to the identification and control of risk and budgeting
* Ability to analyse and interpret data to identify problems and manage outcomes
* Ability to inspire staff to deliver successes
* Ability to monitor and evaluated the effectiveness and ability of teams
* An awareness of the current business climate and an ability to identify opportunities

**EXPERIENCE/QUALIFICATIONS**

* Fully/Part qualified Accountant with experience of a senior financial role
* Excellent commercial and business acumen
* Exceptional communication, interpersonal and presentation skills at all levels
* Proficient user IT and particularly of Finance software
* Strong focus on accuracy
* Ability to manage, guide and lead employees to ensure appropriate financial processes are being used
* Previous proven experience of effectively managing staff and services within a finance setting would be an advantage

The appointment is subject to a six-month probationary period.