



JOB PROFILE

Post Identification: **Head of Finance**

Reports to: **Chief Executive (CE)**

Job Purpose:

- **To provide strategic financial support to the CEO and senior leadership team**
- **Ensure a robust financial control environment**
- **Accurate, timely and insightful reporting to charity leadership and Trustees**

Principal Accountabilities:

1. Accountable for all aspects of the finances for the charity, including VAT returns, payroll, gift aid, and the administration of investments and pension arrangements, in line with standard guidelines.
2. Act as strategic financial partner to the CEO ensuring strategy is grounded in robust financial planning. Build, monitor, review and evaluate all budgets, with the Chief Executive and Senior Managers as appropriate.
3. Provide the Chief Executive, Treasurer, and other Trustees with timely and insightful monthly reports, such as: income and expenditure, cashflow, investment etc.
4. Prepare for, and present at, the quarterly Finance and Investment Committee meeting
5. Work with the Treasurer and Chief Executive to manage the annual programme for the Finance and Investment Committee.
6. Carry out periodic and ad hoc finance risk assessments and risk testing, advising the Chief Executive on the extent of the risk and remedial action necessary.
7. Manage all arrangements associated with the annual audit of accounts.

8. Ensure that appropriate financial controls are in place, that they work, and that they are monitored effectively and reviewed regularly.
9. Identify where cost savings can be made without detriment to services.
10. Work with the Treasurer and Trustees to assist them in making decisions on investments.
11. Line manage the Finance Officer and Finance Assistant to ensure objectives are met and that the finance function runs smoothly. Succession plan to ensure the team remains fully staffed.
12. Provide business partnering collaboration and support to each Head of Department.
13. Work as part of the Senior Management Team (SMT) to lead the day-to-day running of the charity.

Work Context:

The role of Head of Finance is crucial to the continued success of the charity, and the support we provide to children and adults in Surrey who are Deaf, hard of hearing, blind, partially sighted and deafblind. Early warnings, and long-term predictions of financial problems are essential to the annual planning of activities.

This role involves the post holder having detailed knowledge of daily accounting, as well as the ability of the incumbent to be able to describe financial matters to trustees and staff who may not be financially trained, along with the ability to take a more strategic outlook and to work with other Senior Managers. Careful briefing is needed to help Senior Managers to manage their budget effectively, and to enable Trustees to understand the monthly dashboard and end of year accounts. The post-holder is personally responsible for identifying financial risks to the Chief Executive and Treasurer, along with suggested mitigations that they have identified. The Head of Finance is responsible for making all the necessary arrangements for the Annual Audit of Accounts with the chosen auditors.

The charity constantly needs to reassess priorities in line with a changing funding environment and the needs identified by the people we support. In order to successfully manage these pressures, there is a need for all staff to be flexible and work wherever their core skills are needed most. No one will be asked to carry out work for which they are not properly trained. As a member of the Senior Management Team you may be asked to use your skills to manage such situations and transfer your own experience partially or completely, depending on the situation. As a member of the Senior Management Team, you will be responsible in your contributions to the effective management of all aspects of the operation of the charity and our services.

Competencies Required:

Strategic/Operational Management

Establishing the clear long-term financial direction of the charity, to contribute to the work of the Business Plan, taking into account the complexity and interdependence of the environment and the organisation itself. Reviewing the financial effectiveness of each element of the charity.

Inspiration

Valuing and supporting others and motivating them towards the pursuit of a common goal.

Making Things Happen

Establishing plans and organising and prioritising the activities of self and others to ensure that the intended results are achieved on time and within available resources. Demonstrating a consultative and constructive approach to problem solving and being flexible and responsive to issues as they arise. Being able to liaise effectively between services in a proactive and constructive way.

Communication

Taking responsibility for briefing others. Relating to individuals across all levels (in their own terms) and helping them to understand the intricacies of financial control. Listening actively, demonstrating understanding of communications they receive and responding to them appropriately. Taking responsibility for the clarity and understanding of financial information by non-financial staff.

Developing Others

Sharing their knowledge and skills with others, where possible. Supporting others in their development and contributing positively to the development of the work of each department and team.

Managing/Embracing Change

Identifying where change is needed and conveying this information to the right people in a sensitive and supportive manner. Seeking ways to continuously improve financial performance. Suggesting ways where improvements in service could be made.

Personal Impact

Making a positive impression on people as a consequence of their personal style, strengths, enthusiasm and credibility. Acting with integrity and in line with the principles of equal opportunities. Striving to develop the competencies that the organisation needs. Respecting the opinion and expertise of others.

Customer Focus

Putting the organisation at the forefront of everything they do. Building good professional relationships with service users. Taking the greatest care to understand the services that are delivered and the financial consequences of poor financial management. Ensuring that all information is readily available and that their needs are respected and satisfied. Respond positively to customer feedback.

Use of IT

Using relevant technology, particularly software, proactively and effectively to do their job and support the organisation. Being cognizant of cybersecurity and fraud risks and how these contribute to financial risks, with the ability to help to identify mitigations to key risks.

Skills and Experience:

Experience

Either, experience of working in a charity environment within the last two years, or commercial experience that has involved 'hands on' work in all areas needed by the charity. Demonstrable experience of being able to support at a strategic financial level to help shape the agenda and be hands on is essential

Qualifications

ACCA, CIMA, ACA or CIPFA or similar qualification is required.

Skills

Able to provide both strategic and hands-on financial support whenever necessary.

Working knowledge and experience of SAGE or similar accounting systems.

Experience and competence in using Microsoft 365 and a range of other software and applications.

Developed understanding of financial risk management, including the interaction between cybersecurity and fraud risks and controls and financial risks.

Physical Requirements/Effort: Ability to carry out an office-based role.

Working Environment: Office based (some flexibility for hybrid for an exceptional candidate)

Dimensions:

Staff: Two part time staff

Financial: Turnover approx. £3M per annum

Statistics: N/A