

Department	Finance & Administration Team	Function	Ensuring organisational effectiveness by providing leadership in financial & operational functions
Reports to	Chief Executive	Location	Head office
Manages	Office Coordinator	Contract Type	Full time permanent contract
Hours of work	35 hrs per week	Notice period	Three months
Holiday entitlement	34 days per year including Bank Holidays	Probation period	Six months during which notice period is one month on either side

1 Role Purpose/ Impact

- To ensure the smooth and efficient running of the organisation by providing leadership in:
 - All financial matters, including budget development, planning & reporting; managing the accounts, payroll and financial reporting of project funded activities and grant giving programmes
 - All operational matters, including managing HR requirements and overseeing activities to ensure safe and cost-effective management
- To work as part of the Senior Management Team (SMT) to contribute financial and operational expertise in the development and implementation of organizational strategies, policies, practices, funding proposals and applications
- To interact with the Board of Directors, Finance & Staffing Committees, by providing financial reports and information to ensure sound financial and operational governance
- To work closely with the Stakeholder Management Team to provide financial and operational monitoring and controls on all programmes of work and activities, including producing reports and overseeing analysis of data and budget administration

2 Key Accountabilities

- Improve operational systems, processes and policies -- specifically, better management reporting, information flow and management, business process and organisational planning
- Manage and increase the effectiveness and efficiency of Support Services (HR and Finance), through improvements to each function as well as coordination and communication between operational support and programme development & delivery

- Play a significant role in long-term planning, including an initiative geared toward operational excellence
- Oversee overall financial management, planning, systems and controls
- Management of budget in coordination with the Chief Executive
- Development of individual programme budgets
- Invoicing to funding sources, including calculation of completed units of service
- Payroll management, including tabulation of accrued employee benefits
- Organisation of fiscal documents
- Regular meetings with the Chief Executive around fiscal planning & development
- Servicing of the Finance Committee and Staffing Committee
- Line manage Office Coordinator as head of Finance & Administration Team

3 Responsibilities by Function

3.1 Financial Management, Planning & analysis

- Lead annual budgeting and planning process for annual budget with the CEO
- Be responsible for Accounting policy and governance
- Cash flow management and liquidity (specifically relating to Reserving Policy)
- Develop and manage annual budget
- Lead of production of monthly and quarterly assessments and forecasts of financial performance against budget & cash flow, financial and operational goals
- Develop long-range forecasts and maintain long-range financial plans
- Develop, maintain and monitor all fundraising and accounting systems and procedures capturing all pledges, billings and receipts and for the recording of all revenue transactions, recommend and implement improvements to systems
- Prepare draft audit accounts and be a liaison with the externally appointed auditor
- Prepare monthly and quarterly management accounts for the organisation including reports to the Finance Committee & Staffing Committees and Board
- Service the Finance Committee & Staffing Committee
- Lead on short and long-term financial and managerial reporting

- Oversee day to day processing of accounts
- Reconcile monthly activity, generating year-end reports, and fulfil tax related requirements
- Manage month end and year-end closure procedures
- Provide financial management of all project funded activities and programmes
- Work with CEO on budgetary elements of funding applications and bids
- Maintain archival and financial administrative files
- Manage payroll, pension scheme, employee benefits and organisational insurance
- Manage bank accounts to ensure sufficient liquid funds whilst investing surplus cash
- Ensure that accounting requests are resolved and communicated in a timely manner to internal and external parties
- Act as the Company Secretary, including organising all statutory returns: HMRC, VAT, PAYE and Companies House reporting (annual return)

3.2 Operational Effectiveness

- Coordinate strategy (on behalf of CEO) to realise ambitions set out in the Corporate Plan
- Oversee management of all operational functions
- Be responsible for HR, increasing effectiveness and efficiency
- Oversee IT & Premises as well as coordination and communication between all operational functions
- Drive initiatives in the management team and organisationally that contribute to long-term operational excellence

3.3 Organisational Leadership

- Contribute to short & long-term organisational planning and strategy in support of the SMT

3.4 Risk Management

- Serve as primary liaison to legal counsel in addressing legal issues e.g. copyright, antitrust, governing instruments, partnerships, licensing etc.
- Oversee organizational insurance policies

- Contribute to the review and update of the Risk Register
- Maintain and review all office policies and procedures, including Health & safety, environmental and ensure compliance with all relevant legislation

4 Personal Competencies

- Team Player
- Communication (Oral and Written)
- Prioritisation and conflict management
- People management & leadership skills
- Collaboration
- Drive for Success
- Influencing

5 Technical Competencies

- Sage (Line 50)
- MS Office; including Outlook, Access, Word & Excel
- Knowledge of VAT, tax and other compliance implications of non-profit status

6 Experience

- At least 3 years in Financial & Operations Management
- Strong background and work in Finance
- Charity accounting and annual reporting using SORP
- Budget development and oversight
- 3 plus years in bookkeeping