

JOB PROFILE: HEAD OF FINANCE

Role:	Head of Finance	Date profile last reviewed:	April 2025
Name:		Reports to:	Director of Resources

MAIN SUMMARY OF ROLE:

- Be responsible for the leadership of the Finance team and play a key role in the management of the finances of the charity.
- Ensure the organisation's financial systems are robust, compliant and support current activities and future growth.
- Oversee financial planning, accounting procedures, internal controls and the optimisation of technology and processes for effective financial management.
- Take lead responsibility for all financial reporting.
- Ensure that controls and processes are in place to underpin robust reporting and management of financial risk.
- Drive continuous improvements in processes and procedures.
- Support the Director of Resources in ensuring that a culture of sound financial stewardship exists across the organisation.
- Ensure compliance with regulations and standards.

KEY ACCOUNTABILITIES/RESPONSIBILITIES:

- Ensure that the Finance function's structure and performance is effective and efficient in the delivery of outputs that support the objectives and activities of the Charity and associated entities.
- Ensure that all financial reporting and analysis is of the right standard and quality to provide financial awareness and support decision making at operational, executive and board level.
- Ensure that annual financial statements are drafted for external audit as scheduled, and to the required standard and play a pivotal role in ensuring that audits are successful.
- Ensure that there are proper systems and controls in place to achieve high quality outputs and outcomes.
- Ensure that the assets of the Charity are adequately safeguarded and that there is organisational compliance with reporting and control requirements.
- Maintain an all-year-round awareness of activities, decisions and performance that could be relevant during the external audit process.
- Be an excellent people leader and be responsible for the day-to-day management of the Finance team.
- Ensure operational finance risks are managed effectively.
- Contribute to the establishment, implementation and maintenance of financial policies and procedures, ensuring there is understanding and adherence to relevant rules and regulations.
- Manage all aspects of the Fund's accounting system, maximising its potential for reporting.
- Identify opportunities for deploying relevant technology in finance processes and reporting.
- Maintain excellent engagement with and provide support to budget holders.
- Support the production of the annual budget; challenging assumptions to ensure budgets are robust, assisting budget holders with developing and evaluating operational business plans in line with strategic priorities and fostering collaboration across the Fund.
- Participate in cross departmental initiatives and workgroups to ensure that the Finance directorate maintains the right level of influence to be effective across the Fund.
- Be cognisant of General Data Protection Regulation (GDPR) in data processing.
- Keep abreast of HMRC regulations as they apply to the activities of the Fund.

- Provide guidance and advice on VAT, Gift Aid and PAYE throughout the Fund, ensuring there is compliance and that risks are minimised.
- Demonstrate commitment to the Charity's values and strategic priorities and contribute effectively to the achievement of business plan objectives.
- Other responsibilities as may be assigned from time to time.

COMPETENCIES REQUIRED FOR THE ROLE

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> • Leading & Deciding <i>Initiates actions, gives direction, and takes responsibility. Motivates staff and provides them with development opportunities & coaching.</i> 	<ul style="list-style-type: none"> • Creating & Conceptualising <i>Open to new ideas and experiences. Seeks out learning opportunities. Handles situations and problems with innovation and creativity. Supports and drives change.</i>
<ul style="list-style-type: none"> • Supporting & Co-operating <i>Puts people first, working effectively with individuals and teams. Behaves consistently with clear personal values that complement those of the organisation. Willing to coach and develop colleagues.</i> 	<ul style="list-style-type: none"> • Adapting & Coping <i>Adapts and responds well to change. Supports others, shows respect and positive regard for them in social situations.</i>
<ul style="list-style-type: none"> • Interacting & Presenting <i>Communicates and networks effectively. Successfully persuades and influences others. Relates to others in a confident and relaxed manner.</i> 	<ul style="list-style-type: none"> • Achieving Personal Work Goals & Objectives <i>Seeks progression to roles of increased responsibility and influence.</i>
<ul style="list-style-type: none"> • Analysing & Interpreting <i>Uses technology to achieve work objectives Shows evidence of clear analytical thinking. Gets to the heart of complex problems and issues. Applies own expertise effectively. Quickly learns new technology. Communicates well in writing. Demonstrates an understanding of different organisational departments and functions.</i> 	
<ul style="list-style-type: none"> • Adapting & Coping <i>Manages pressure effectively and copes well with setbacks.</i> 	

QUALIFICATION(S), KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED FOR THE ROLE

Academic or Professional Qualifications (or equivalent):

- | <u>Essential</u> | <u>Desirable</u> |
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| <ul style="list-style-type: none"> • Qualified Accountant (ACA, ACCA, CIMA) | <ul style="list-style-type: none"> • A university degree or equivalent. |

Knowledge/ Experience:

- | <u>Essential</u> | <u>Desirable</u> |
|--|---|
| <ul style="list-style-type: none"> • Several years' experience leading a Finance team. • Good understanding of the Charities SORP (FRS 102) and ability to apply it as required. • Providing management accounts and other internal financial reports. • Drafting statutory financial statements, liaising confidently with auditors during external audit and fostering a positive experience and relationship with auditors. • Full planning of annual external audits. • Experience of working with accounting software and CRM designed for medium to large enterprises. • Knowledge and experience of Microsoft packages such as Excel and Word. • Experience in developing or maintaining finance systems. | <ul style="list-style-type: none"> • Significant charity sector experience with organisations that raise voluntary income and carry out a variety of activities to deliver their charitable purpose. • Knowledge of Access Dimensions software. • Risk management. |

Skills/Abilities:

- | <u>Essential</u> | <u>Desirable</u> |
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| <ul style="list-style-type: none"> • Able to apply business partnering concepts. • Able to write clear logical and succinct reports that meet the needs of the intended audience and helps with decision making. • Able to propose and implement solutions to problems. | |

Signature

I confirm this job profile has been drawn up with my full involvement and accurately reflects the responsibilities of the role.

Postholder's Signature:

NAME:

Line Manager's Signature:

NAME:

Date: