

JOB ADVERTISEMENT



- Head of Finance
- Salary: c£46,000 pa (FTE)
- Days a week: 3 days a week (Hybrid working)
- Report to: Chief Executive

PURPOSE OF POST:

This is an exciting new opportunity to oversee and inspire the development of financial systems and the finance team. You will ensure the finances of the charity and its Trading subsidiary, are properly managed, recorded and reported accurately.

Leading our small finance team you will review the processes of the financial administration to ensure that they reflect best practice, are fit for purpose and improved ways of working are implemented. You will also prepare, develop, and analyse management accounting information.

Skills Required

An experienced finance professional, you will have:

- Working experience of charity finance and accounts' software including applying the charity's SORP
- Working knowledge of applying VAT partial recovery methods and experience of submitting VAT returns
- Experience of accounting for investments

Duties and responsibilities:

Prepare annual budgets in collaboration with budget holders.

Prepare quarterly reports to the Finance, Risk and Audit Committee (FRAC)

Ensure compliance with third party requirements such as those of the Charity Commission and HMRC, including the correct application of VAT etc.

Produce draft year end accounts and supporting schedules with the support of the finance team and liaise with auditors.

Contribute to the development of the investment strategy.

Ensure accounting requirements are correctly applied to Endowment funds

Have oversight of financial procedures as applied by the finance team.

Ensure all staff, both financial and non-finance staff, are supported in the management of budgets and other financial activities.

Contribute to the strategic plan of the organisation.

Oversee the maintenance of records and accounts for the charity

Take responsibility for ensuring the accuracy of the accounting and control information held in, and reported from, the organisation's accounting systems.

To apply, please send a current CV with details of your employment history (explaining any gaps), along with a supporting statement (no more than 2 sides of A4) telling us **why you are interested** in this role and **how you meet the person specification**, to Peter.Woad@shekinah.co.uk

Closing date for applications: 5pm on 17th April.

Please note that Shekinah is committed to safeguarding and operates safer recruitment procedures.

If you would like an informal discussion about this role, please contact:

John Hamblin (Chief Executive Officer) on 07889 683 010

JOB DESCRIPTION: HEAD OF FINANCE

JOB TITLE: HEAD OF FINANCE

ACCOUNTABLE TO: CHIEF EXECUTIVE

BASED AT: Plymouth/Hybrid working

JOB SUMMARY

You will provide strategic leadership and plan the financial strategy for Shekinah and be accountable for the provision of financial and performance information to enable the Senior Management Team (SMT) Finance Committee, and Board to maintain a financially viable position for the charity.

Your core skill will be as a qualified accountant, but you will demonstrate a wide range of experience leading teams and delivering a range of projects across the organisation using a joint working approach.

As a member of the Senior Management Team, you will work alongside other senior leaders to shape the strategic direction of the charity and ensure that its aims and objectives are delivered by integrating and delivering a joined-up service.

Key Responsibilities:

Resource Planning, Budgeting and Reporting

- To direct the annual budget setting and longer term strategic financial planning, with a robust analysis and justification of intended expenditure, financial forecasts, cashflow etc.
- To deliver the Chief Executive (CE), Board of Directors, Finance Committee and SMT with a high-quality balanced scorecard, providing advice and support, in writing and verbally, as required.
- To ensure budget holders/managers receive up to date timely and accurate management accounts and information in order to maintain day to day control of the expenditure budget.
- Lead transformational change to support delivery of organisational strategy.
- Encouraging innovation and seeking best practice from inside and outside the sector
- Identifying and responding to long-term strategic risks, challenges and opportunities.
- To lead on the transformation of finance into a critical business partner for the business, engaged in strategic and programme development.
- Continually enhance the processes in place for resource allocation and performance monitoring at all levels of the charity.
- Provide proactive assessment of opportunities to deliver efficiencies in collaboration with departments.

Senior Leadership and Organisational Responsibilities

- As a member of the Senior Management Team (SMT), promote a positive, inspirational and can-do organisation wide culture.
- Accepting finance responsibility for decisions made.
- Together with the CE work with the Treasurer and the Finance Committee, to ensure all members are regularly kept involved and informed of all activity.
- Leading the executive input and support to the Finance Committee.
- To support the CE with undertake negotiations with statutory bodies and other organisations on matters of funding, securing of resources and the service level agreements.
- Produce timely and accurate reports for the Senior Management Team, the Finance Committee, the Board of Trustees and the CE.
- Ensure regulatory compliance with internal policy and procedure alongside external requirements e.g. Health & Safety, GDPR and Advertising Standards.
- At all times effectively manage and be responsible for resources used by the finance and fundraising teams.
- Communicate effectively, internally and externally, ensuring accurate and efficient flow of communication across the organisation and that finance plans are understood and supported by all involved with the organisation.
- Lead on financial and other aspects of subsidiary businesses.

Financial Systems, Control and Accounting

- To ensure the organisation operates robust accounting procedures and systems of internal financial controls, in line with current good practice.
- To lead the preparation of the organisation's accounts for audit in accordance with current accounting good practice and Charity Commission's Standards of Recommended Practice (SORP), liaising with the auditors and present the final accounts to the Finance Committee and Board for approval.
- To be responsible for adhering to financial delegated authorities as agreed with the Chief Executive and Board.
- To implement, oversee and review systems of financial risk management and controls assurance.
- To ensure the finance team has robust and integrated systems to deliver its contribution to Shekinah's business plan, monitoring and reporting on progress towards the achievement of objectives.
- To ensure the purchasing system operates effectively, ensuring sufficient supplies and services, including negotiation of service contracts.
- In liaison with the brokers and other advisers manage the organisation's insurance policies, advising on the range and levels of cover required and the most cost-effective way of securing them.
- To ensure financial and business risks are identified and monitored on a regular basis.
- To lead the payroll provision and ensure that salary and related payments are made accurately and timely.
- To ensure that an appropriate register of assets is maintained.
- To ensure that the organisation has adequate cash holdings and cash is moved to interest bearing accounts as appropriate.

Team and People Management:

- Create, lead, manage, inspire and develop the team promoting a positive, inspirational and proactive culture, be visible, energetic and participative encouraging cross team working and initiatives.
- Effectively manage the performance of the team, ensuring they are working to agreed objectives, delivering outcomes and that they receive appropriate training and support.
- Develop and deliver integrated annual strategic aims, objectives and KPIs for all direct reports and their teams.

Educational responsibilities

- To give feedback from attended education programmes/study days.
- To keep abreast of legislation affecting fundraising, that may be relevant to the charity, and to keep the Chief Executive fully aware of any relevant changes in the law.
- To maintain awareness of the fundraising, income generation and marketing environment seeking, assessing, and developing new fundraising ideas and income streams.

Personal Development

- To devise with the Chief Executive a personal development plan in line with Shekinah's objectives and personal needs.
- To maintain and increase personal professional skills.

Organisational responsibilities

- To uphold Shekinah and individual team values at all times.
- To work at all times within the policies of Shekinah.
- To ensure effective use of resources.
- To respect at all times the confidentiality of information covering clients, staff and volunteers.
- To play an active part in the development and maintenance of good relationships with all who have business with Shekinah.

THIS JOB DESCRIPTION IS NOT NECESSARILY EXHAUSTIVE AND MAY BE SUBJECT TO REVIEW BY THE CHIEF EXECUTIVE IN CONJUNCTION WITH THE POSTHOLDER.

Person Specification – Head of Finance

Essential Criteria

Education / Full membership of a UK recognised Qualifications professional accountancy body.

Desirable Criteria

Further Management qualification

Experience

- Proven experience at a senior finance level in a comparable sized organisation.
- Working constructively as part of a senior management team.
- Experience of working with and advising Boards / Trustees.
- Development of long-term financial strategy and plans.
- Development of performance measures and balanced scorecard.
- Experience of reviewing organisational structures and business processes.
- Management of projects involving multiple stakeholders, including user engagement
- Business case preparation and presentation.
- Responding to tenders and bids.
- Experience in a commissioning or contract management role.
- Knowledge of the key policy drivers and challenges facing the third sector, health, and social care sector.

Skills / Knowledge

- Sound leadership skills, able to motivate and make difficult decisions.
- Familiarity with accounting packages and strong Microsoft Office skills.
- Strong organisational, project and time management skills, commercial acumen.
- Able to provide evidence of balancing organisational requirements with commercial drivers and financial priorities.

Communication Skills

- Excellent communication and presentation skills including the ability to build rapport and credibility across multiple stakeholders, internally and externally at all levels.
- Excellent networking and influencing skills at all levels.
- Ability to build effective relationships and lead a team effectively.
- Ability to assess priorities and make decisions.
- Ability to think strategically, to plan ahead and to meet deadlines.
- Ability to develop innovative and creative solutions.
- Well-developed report writing and analytical skills

Qualities / Attributes

- Confidence and maturity.
- Self-motivating and open to flexible working.
- Resilience, ability to work under pressure and keep to deadlines.
- "Can do" attitude and the determination to succeed.
- Positive, flexible, proactive attitude.
- Full driving licence, access to car and willingness to travel throughout the region as required.