

Job Description

<u>Job Title</u>	Head of Finance and Resources
<u>Accountable to</u>	Chief Executive Officer
<u>Responsible for</u>	Back office support services to the organisation. Currently responsible for the Finance Manager, Finance Assistant and a review later in 2021 will confirm line management of the Office Manager
<u>Geographical Area</u>	Wiltshire, Dorset and any future areas of expansion across Southern England
<u>Work base</u>	Semington office. Currently home-based due to COVID-19 restrictions
<u>Hours of Work</u>	Part-time, 7.5 hours per day, 3 days per week, core hours 10-12 and 2-4. Flexibility is possible on which days worked, subject to business needs. Occasional evening and weekend working
<u>Grade</u>	£31,200 (£52k full time)
<u>Contract</u>	Permanent

Purpose of the Post

- To ensure the successful strategic development, and the effective and safe operational delivery of Carer Support Wiltshire's back office support services relating to the administration of the charity, including Finance, HR administration and ICT
- To manage the Finance & Resources Department by allocating resources effectively and measuring performance to ensure high-quality service delivery of financial strategic planning, monitoring, budgeting, management and reporting
- To produce regular reports with analysis and commentary for the senior management team (SMT) and Board of Trustees
- To administer the Board's Finance Committee
- To have oversight of the development and delivery of office management and ICT

Key duties and responsibilities

Financial accounting and control

- Liaison with auditors and ensuring timely production of schedules for the annual statutory accounts

Management accounting and budgetary control

- Lead the preparation of the annual budget, monitoring outturns and regular reporting of management accounts to SMT, the Finance Committee and the Board of trustees as appropriate

Other financial responsibilities

- To attend meetings of the Board of Trustees, and present reports on analysis of financial performance, challenges and risks to delivery of the Business plan and Strategy
- Acting as Company Secretary, and oversight of necessary returns to the Charity Commission, Companies House, HMRC and other regulatory organisations
- Liaising with company insurers and reviewing annual premiums

Non-finance responsibilities

- As a member of SMT, contribute to the development of the organisation's overall strategy and business planning, and deliver goals and targets set out in the business plan
- To establish and ensure sound and effective management of HR administration, and the procurement of HR support for the organization.
- Provision of an ICT service that is secure, GDPR-compliant and with achieve maximum up-time through a clear and robust ICT strategy
- To identify and mitigate risks associated with systems security, fraud and irregularities
- Provision of an efficient and effective offices management/administration function
- To have oversight of the Board's Risk register
- To collaborate with Business Development colleagues on new business development, including assessing opportunities, risk and contributing to tenders
- To provide motivating and effective line management to direct reports
- To ensure the recruitment and induction of direct reports in line with our policies

Training and development

- To identify your own training and development needs in conjunction with the CEO
- To support and enhance the financial competency of SMT
- To identify and organise professional development and training needs of staff line managed
- To training activities in conjunction with other staff

Wider environment

- To build healthy and productive relationships with all customers
- To ensure any complaints are handled in line with our policies and appropriate action taken.
- To keep up to date with changes in legislation and trends in the charitable and public sectors
- To promote the vision and values of Carer Support Wiltshire

Other duties and responsibilities

- To ensure that personal and sensitive data relating to areas of responsibility is processed and stored in line with the requirements of GDPR and our Data Protection policy
- To ensure that HR, ICT and Health and Safety process and policies are adhered to

- Adopt appropriate measures to resolve any staff or volunteer conflict in a professional and prompt manner
- To abide by health and safety policies and guidelines, and share responsibility for own safety and that of colleagues
- To adhere to all CSW policies and promote their use by the Finance & Resources Department
- Any other reasonable duties as requested by the CEO or in their absence the Chair of the Board of Trustees.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly including at annual appraisals and may be changed in the light of the needs of the organisation and following consultation with the post-holder.

PERSON SPECIFICATION

	How assessed	Essential
Qualifications		
ACCA, ACA, CIMA, CIPFA, AAT or equivalent	Application and interview	Essential
Experience		
Able to demonstrate a thorough understanding through experience of charity reporting and accounting, including the appropriate accounting standards and specifically SORP	Application and interview	Essential
Demonstrable experience of owning and driving change in a complex and well-established team	Application and interview	Essential
Track record of successful service innovations	Application and interview	Essential
Managing migration of data and processes from one software package to another	Application and interview	Desirable
Knowledge		
Strong working knowledge of financial management and the regulatory frameworks relevant to charities	Application and interview	Essential
GDPR regulations and best practice	Application and interview	Essential
Skills and Competencies		
Able to inform, persuade, influence and engage diverse audiences, including trustees, commissioners, external partners, staff and volunteers	Application and interview	Essential
Able to inspire and motivate staff and volunteers	Application and interview	Essential
Able to produce, analyse and successfully communicate financial data and reports for a board of Trustees including those with non-financial backgrounds	Application and interview	Essential
Able to self-administer	Application and interview	Essential
Ability to multi task, overseeing the delivery of a range of objectives and activities	Application and interview	Essential
Highly proficient in using Excel, e.g. pivot tables	Application and interview	Essential
Adept in using financial management information systems	Application and interview	Essential
Confident in using Microsoft Office applications	Application and interview	Essential
Personal attributes		
A strategic thinker who is not afraid to roll sleeves up	Application and interview	Essential
Ambitious for self and the organisation	Application and interview	Essential
Excellent communication, influencing and negotiation skills	Application and interview	Essential

A focus on continuous improvement initiatives and high quality customer/client experience	Application and interview	Essential
Has energy and enthusiasm	Application and interview	Essential
A visible leader who has a results and solution-focused mentality and ethos	Application and interview	Essential
Resilient and responsive to change	Application and interview	Essential
Able to work as part of a senior team	Application and interview	Essential
Able to establish credibility; has gravitas and authority	Application and interview	Essential
Able to work on own initiative, prioritise and meet tight deadlines	Application and interview	Essential
Other		
Able to work flexibly, with occasional evening and weekend work	Application and interview	Essential
Car driver and owner	Application/driving licence	Essential