

## **JOB DESCRIPTION**

**TITLE OF JOB:** Head of Finance

**SERVICE/PROJECT:** Central

**REFERENCE NO.:** HF/Aug2024

**CLOSING DATE FOR APPLICATIONS:** 5.00PM on Wednesday, 21<sup>st</sup> August 2024.

**INTERVIEW DATE:** To be confirmed.

**HOURS PER WEEK:** 30 hours per week.

**TEMPORARY/PERMANENT:** Permanent.

**SALARY:** BAND 8, SCALE POINTS 38 - 42, **£46,905 – £51,705** per annum (pro rata), paid monthly by Automated Credit Transfer on 25<sup>th</sup> of each month.

**HOLIDAY ENTITLEMENT:** 27 days per annum (pro rata), all bank holidays, in addition to up to 3 extra days at Christmas.

**ACCOUNTABLE TO:** CEO

**LINE MANAGED BY:** CEO

**RESPONSIBLE FOR:**

- Development & maintenance of internal control environment, external statutory reporting, financial policies and procedures, investment, reserves and managing financial risk.
- Lead on financial planning, budgeting, management reporting, forecasting and development of costing methodologies for grant agreements and contract tenders.
- Provide business partnering services to Heads of Services and Service managers as required.
- Lead the operational finance function and manage finance team of 2.
- Provide financial information and guidance to the CEO, Senior leadership team (SLT), Trustees and other stakeholders.

**To arrange an informal chat about the job with the current Head of Finance please call 01273 322944**

To apply, please visit our jobs page [impact-initiatives.org.uk/jobs](https://impact-initiatives.org.uk/jobs).

## **BACKGROUND:**

Impact Initiatives was founded in 1978 to resolve the social issues that Brighton and Hove communities were facing at the time. Our founders were a diverse collection of individuals who cared enough about community issues to come together and take action against the injustices they saw on their doorstep. Over the years Impact has grown and evolved as an organisation but what has never changed, is that we continue to provide a voice, hope and change for the people who need it most.

Today our services work tirelessly to support, champion and inspire children, young people, adults with disabilities and older people. Ultimately, we believe that everybody should have the opportunity to be the best they can be. Our vision is for Sussex people of all ages to reach their potential, living healthy and fulfilling lives.

Impact's model of having a Central Team - who provide expertise in finance, HR, IT and facilities, health and safety, and business development - ensures each of our specialist teams can focus on excellence in individual service delivery and development. We employ around 100 staff who are supported by a team of volunteers and currently work with over 10,000 people each year.

## **MAIN TASKS:**

- Financial management and administration including production of timely finance information, ensuring all finance and accounting functions are efficient, effective, and meet appropriate financial standards.
- Providing governance on all financial related issues
- Responsible for banking and payments, payroll management, budgeting, cashflow forecasting and investments.
- To attend and present at Trustee meetings, staff conferences and AGM.
- Produce annual accounts and lead on the audit.
- Provide monthly management accounts and quarterly reports to managers and Trustees.
- File corporation tax returns as and when required.
- Preparation and filing of VAT returns using partial exemption method.
- Ensure the finance team stays up to date with best practice and aims to continuously improve.
- Implementing and provide training on new finance systems, if identified, to improve the finance systems processes.

- Continually monitor the cost base to ensure it is fit for purpose and providing value for money and advising CEO of cost savings if appropriate.
- Maintain and develop all finance related policies and procedures.
- Act as company secretary for the charity.
- Work with the SLT to identify funding opportunities and oversee the funding plan for the charity.
- Provide ad hoc finance support to external charitable organisations.

## **GENERAL TASKS:**

- To work within Impact's policies and procedures.
- To be aware of the needs of other workers, paid or unpaid, and contribute positively to a supportive working environment.
- To comply with and implement the Diversity, Equalities and Inclusion Policy and any other specific policies and procedures devised to promote and monitor equalities.
- To comply with and implement health and safety policy and procedure relating to the specific activities that you are responsible for overseeing. Generally, to take reasonable care for health and safety of all those affected by this work.
- To undertake any other duties, as appropriate to the character of this work and as requested by the CEO, as reasonably required.

# PERSON SPECIFICATION

**Job Title:** Head of Finance

	Essential	Desirable
<b>Skills and Abilities</b>		
Ability to develop and maintain productive, proactive and professional relationships with a range of internal and external stakeholders.	✓	
Excellent interpersonal skills, including a flexible and positive approach to liaison with non-financial staff on financial matters.	✓	
Good IT skills including advanced use of Excel.	✓	
Management skills, including delegation, prioritising, staff supervision and support.	✓	
Ability to contribute to the Organisations business strategy.	✓	
Ability to work within an equal opportunities framework.	✓	
Good presentation skills.		✓
Highest level of integrity, trustworthiness, and diplomacy.	✓	
Knowledge and understanding of Xero accounting software		✓
<b>Knowledge/Experience</b>		
Experience of developing, maintaining and monitoring comprehensive user-friendly accounting and financial management systems, including preparation of annual accounts for audit.	✓	
Experience of performance management, managing and motivating staff.	✓	
Experience of budget planning and setting, business and strategic planning, and financial forecasting.	✓	
Experience of preparing management accounts.	✓	
Experience of operating a payroll system and PAYE.	✓	
Experience of managing staff.	✓	
Experience of the Charities Acts as they apply to accounting procedures.		✓
Experience of finance work in the voluntary sector.		✓
Finance experience at a level appropriate for this post.	✓	
<b>Qualifications</b>		
Full accountancy qualification e.g. ACA or ACCA or CIMA		✓