JOB DESCRIPTION & PERSON SPECIFICATION

Head of Finance

JOB REFERENCE	
SERVICE	Central
LOCATION	Emmaus, Manor Road Portslade or hybrid
HOURS	30 hours per week (with potential to increase in line with the needs of the business)
CONTRACT	Permanent
SALARY	Band 9, Scale Point 43– 51 £54,218 FTE (£43,961 actual salary for 30 hours per week), paid monthly by Automated Credit Transfer on the 25th of each month
HOLIDAY ENTITLEMENT	27 days' annual leave plus bank holidays and an additional 3 days at Christmas (all pro rata)
ACCOUNTABLE TO	CEO
LINE MANAGED BY	CEO

ROLE PURPOSE

Role Purpose

The Head of Finance is responsible for providing strategic financial leadership and ensuring the effective financial management and contributing to the long-term sustainability of Impact Initiatives. As a key member of the Senior Leadership Team, the postholder will work closely with the CEO, Trustees and service managers to support organisational planning, informed decision-making and the delivery of the charity's objectives. The role includes overseeing financial planning, budgeting, forecasting, reporting, and compliance, ensuring robust financial controls and effective use of resources. The Head of Finance will lead and develop the finance team, ensuring the provision of accurate, timely and accessible financial information across the organisation.

Informal enquiries please contact: Caroline Ridley CEO caroline.ridley@impact-initiatives.org.uk

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BACKGROUND AND AIMS OF IMPACT INITIATIVES

Supporting People, Connecting Communities and Changing Lives Across Sussex

Who we are

Everyone needs a helping hand sometimes, whether that's a child struggling with their mental health, or an older person feeling lost and alone.

Some organisations focus on one issue at a time. But we're the thread that helps hold things together, and we have been since 1978. Connecting people of all ages throughout Sussex to the support that's right for them. So, they can feel like they belong.

What we do

We're built on a simple belief: if we give someone the right support at the right time, we can change the course of their life. One trusted conversation, one safe space, one peaceful night's sleep – small moments like these can lead to a whole new future.

We leave no one behind, so our services reach far and wide across Sussex:

Children and young people

We focus on what matters most: safety, support and belonging. Our Children & Young People's team provides one-to-one and group sessions that help people grow their confidence; in schools, in nature and at our Young People's Centre. Our help means they can believe in themselves for perhaps the first time in their lives. Our Stopover service provides a safe home and trusted support for young women aged 16-25 years old.

Adults and older people

Loneliness is an epidemic in the UK. We're determined to change that. For example, The Hop50+ is a safe place offering vital support and connection for older people. But it's also a hive of activity, buzzing with live music, classes, delicious lunches and welcoming friends.

Our Advocacy service supports adults with disabilities to navigate complex systems and ensure their voices are heard. Our Workability team helps people with disabilities in West Sussex to find the right job for them, so they can feel independent and fulfilled.

Why we do it

The social fabric that helps hold communities together is frayed. Here in Sussex, we see it every day. Rising mental health issues, loneliness, housing problems and inequality. Without our support, people can fall through the cracks.

We believe that repairing it starts locally. That's why we're here – to weave a safety net of support for the people of Sussex.

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About the Senior Leadership Team

The Senior Leadership Team (SLT) is responsible for providing strategic leadership and direction across Impact Initiatives, working collaboratively to ensure the effective delivery of our services and achievement of our organisational objectives. Led by the CEO, the team comprises the Heads of Adult and Older People's Services, Children and Young People's Services, Supported Housing, Finance, Business Development and Infrastructure and Compliance. Together, the SLT provides leadership across the organisation, contributes to strategic planning and decision-making, oversees organisational performance and resources, and identifies opportunities for development and improvement. Members of the SLT are expected to take a collective approach to leadership, contributing to the success and sustainability of Impact Initiatives as a whole, alongside their individual areas of responsibility.

HEAD OF FINANCE MAIN TASKS

Strategic Financial Leadership

- Contribute to the strategic leadership and long-term financial sustainability of Impact Initiatives as a member of the Senior Leadership Team.
- Provide financial advice and guidance to the CEO, Trustees and managers to support planning, decision-making and effective management of resources.
- Lead financial planning, budgeting, forecasting and cash flow management, identifying financial risks and opportunities.

Financial Management and Reporting

- Oversee all finance and accounting functions, ensuring effective financial controls and accurate, timely financial information.
- Prepare and present monthly management accounts, forecasts and quarterly financial reports to the CEO, Senior Leadership Team and Trustees.
- Lead the preparation of annual statutory accounts and manage the external audit.
- Oversee banking, payments, payroll and investments, ensuring compliance with relevant financial, accounting and regulatory requirements, including VAT and taxation.
- Monitor expenditure, identify opportunities for efficiencies and ensure value for money.

Financial Governance and Risk

- Maintain and develop financial policies, procedures and controls, ensuring effective financial governance and risk management.
- Monitor and advise on financial performance, reserves and risks, reporting to the CEO and Trustees and attending relevant meetings.
- Provide financial input into funding applications, contract tenders and service development proposals, including costing and financial viability.

Finance Team Leadership and Development

- Lead, manage and develop the finance team, ensuring effective performance and clear responsibilities.
- Review and improve financial systems, processes and reporting to support efficiency and continuous improvement.
- Promote excellence in financial management across the organisation, providing guidance and training to managers and staff as appropriate.
- Contribute to organisational meetings, staff conferences and the AGM as required.

General Duties and Responsibilities

- To work within the service specific and organisational policies and procedures.
- To attend regular one-to-one meetings as required by the CEO.
- To attend regular SLT meetings and Impact Conference days as required.
- To attend training events as relevant to your service area.
- 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 Impact Initiatives Equality, Diversity and Inclusion Policy and any specific policies and procedures designed to promote and monitor diversity, equalities, and inclusion.
- To comply with and implement Impact Initiatives Health and Safety Policy and Procedure relating to the specific activities on which you are employed. 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.

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PERSON SPECIFICATION

The criteria below will be used to assess suitability for the role.

Criteria	Status
A recognised professional accountancy qualification (ACA, ACCA, CIMA or equivalent), or substantial senior level financial management experience demonstrating equivalent knowledge and competence	**Essential**
Strong knowledge of financial management, accounting principles, statutory reporting and financial controls, including charity accounting requirements and restricted and unrestricted funds	**Essential**
Significant senior-level finance experience, including managing complex budgets, multiple income streams, financial planning, forecasting, cash flow and management reporting	**Essential**
Experience of preparing accounts, managing external audits and ensuring compliance with statutory and regulatory requirements	**Essential**
Experience of leading and developing staff, managing performance and improving financial systems, processes and reporting.	**Essential**
Experience of providing clear financial advice to senior managers, contributing to strategic planning and organisational decision-making.	**Essential**
Excellent analytical skills, sound judgement and attention to detail, with the ability to interpret financial information, identify risks and provide practical recommendations.	**Essential**
Strong communication and interpersonal skills, with the ability to explain financial information clearly, build effective working relationships and provide constructive professional challenge.	**Essential**
Excellent organisational and time management skills, with the ability to work independently, manage competing priorities, meet deadlines and respond positively to change.	**Essential**
Strong IT skills, including advanced Excel, together with a proactive, collaborative approach to leadership, high standards of integrity and commitment to Impact Initiatives' values and equality, diversity and inclusion.	**Essential**

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Criteria	Status
Knowledge of Xero accounting software and evidence of relevant continuing professional development	**Desirable**
Experience of charity or voluntary sector financial management, including grants, contracts, restricted funding and reporting to Trustees or an equivalent governing body.	**Desirable**

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