

JOB DESCRIPTION

Job title:	Head of Finance
Reporting to:	Chief Operating Officer (COO)
Location:	London office/Hybrid
Salary:	£50,630 - £57,123 per annum
Management responsibility:	Finance Manager
Key relationships:	COO, CEO and other Senior Leaders, Treasurer, Board of Trustees, Finance Manager, Finance Assistant, External Auditors
Hours:	35 hours per week
Contract:	Permanent

MAIN PURPOSE OF JOB:

The post holder will provide efficient and effective management of the finance function, ensuring that timely and accurate financial information is available to support managers and senior leaders with planning and decision-making; that systems and processes are implemented, reviewed and developed to meet the changing needs of the business; that appropriate policies and procedures are in place and that all statutory requirements are met.

The post holder must ensure that the organisation effectively prioritises its resources to deliver its strategic and business objectives. The post holder will be a qualified finance professional (ACA, ACCA, CIMA or equivalent).

The post holder will be a member of the Senior Leadership Group (SLG) and report and work with the Chief Operating Officer (COO). They will regularly report to the Board of Trustees and will act as Company Secretary, ensuring good governance and that Trustees meet their legal and regulatory duties.

MAIN DUTIES AND RESPONSIBILITIES:

Finance

- Manage all aspects of financial accounting, including budgeting, forecasting and reporting for the Charity and Trading Subsidiary.
- Develop, implement and review financial policies and procedures.
- Develop, implement and review financial systems and processes.
- Provide strategic financial analysis and recommendations to the leadership team.
- Ensure compliance with relevant financial regulations and standards.
- Ensure the effective management and control of remuneration for all paid staff, preparing reports for the SMT as necessary.
- Monitor cash flow, manage working capital and optimise financial resources.
- Develop and implement internal controls, carry out regular reviews and audits as needed.
- Prepare and present financial information to inform internal and external stakeholders.
- Oversee payroll and VAT returns.
- Prepare year-end accounts to audit and liaise with Treasurer and Auditors for production of the Annual Report and Accounts.
- Prepare project budgets and costings as well as project-based accounts alongside Living Streets colleagues.

Management

- Manage the finance function; line manage, support and develop the Finance Manager.
- Motivate and develop the finance team using a coaching approach, ensuring effective engagement and communication.
- Promote and ensure safe work environments and practices for finance staff.
- Ensure effective business continuity arrangements and sound practice in data protection for the Finance Team.

Administration

- Oversee the tendering/procurement of services and suppliers and ensure Living Streets procurement policies are fit for purpose and upheld.
- Manage the office premises contract, to ensure they are well resources and fit for purpose. Working closely with the Head of Digital and Data to provide hybrid needs.
- Ensure that all aspects of administration, including customer enquiries operate efficiently.

Governance and compliance

- Lead on overall risk management to ensure that embedded processes of risk identification, monitoring and mitigation are in place
- Ensure compliance with Living Streets' governance requirements and undertake the role of Company Secretary, lead on the production of ARC papers and minutes
- Ensure compliance with all Charity Commission and charity law requirements, in addition to other relevant legislation such as data protection.
- Provide input and advice to any wider strategic and management discussions affecting the charity.

OTHER DUTIES

- Collaborate with other departments to support business objectives and drive ongoing sustainable financial performance.
- Undertake other duties from time to time, as requested by the COO.
- Contribute to the management of the organisation and be an active contributor to, and participant in, the SLG and staff meetings and internal communications
- Support fellow staff and provide internal mentoring and training to others where appropriate
- To lead by example, exemplifying Living Streets values and behaviours.

A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in post. This job description will be reviewed and amended in the light of changing professional demands.

Person Specification

Applicants must be able to demonstrate:

Essential criteria	From application (✓)	At interview (✓)
Experience		
Demonstrable experience of operating in a financial management role	✓	✓
Experience in developing and managing budgets	✓	
Experience of grant management and other statutory funding agreements	✓	✓
Professional accountancy qualification	✓	
Knowledge and skills		
Strong written and verbal communication skills, particularly in relation to non-financial users	✓	✓
Sound knowledge of charity accounting, charity law and regulations	✓	✓
Ability to be administratively self-supporting and work remotely with other team members	✓	✓
Ability to solve problems and deal with a range of complex issues simultaneously	✓	✓
Excellent financial management skills	✓	✓
Strong IT skills and experience of computerised finance systems and spread sheets	✓	
Personal		
Reliable person, with keen attention to detail	✓	✓
Self-motivated and 'can do' approach to tasks and challenges	✓	✓
High level of integrity and ethical approach	✓	✓
Commitment to equal opportunities and ability to implement Living Streets Equality, Diversity and Inclusion policy	✓	✓
Understanding of, and commitment to, the agenda of Living Streets	✓	✓
Willingness to take responsibility for and implement corporate decisions	✓	✓

It would be preferable for applicants to also demonstrate:

Desirable Criteria	From application (✓)	At interview (✓)
Experience		
Experience of leading a finance function for an organisation	✓	
Experience in developing financial systems capability	✓	✓
Experience of line management	✓	
Knowledge and skills		
Experience in strategic planning	✓	✓
Experience in supporting committees	✓	✓