



AYLESHAM COMMUNITY TRUST

JOB DESCRIPTION

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| Job Title | Chief Finance Officer (CFO) |
| Salary | £40,000-£45,000 FTE plus pension, 25 days annual leave & statutory bank holidays |
| Working Hours | Part time 3 days per week FTE. (Equivalent to 21 hours per week) including some evening and/or weekend working as required |
| Work Location | Main Building, Ackholt Road |
| Reports to | CEO |
| Staffing Responsibilities | Potential to develop |
| Key Customers | Trustees, Site visitors, contractors, tenants, staff, volunteers, external partner organisations |
| Budget Responsibility | Full budget responsibility |
| Asset Responsibility | Full asset responsibility |

Job Overview

The purpose of the role is to ensure that the charity has effective financial leadership to meet its charitable objectives, mission and strategic priorities. You will work closely with the CEO to develop and prepare funding bids, implement strategic and business plans that will bring benefits to the local community. You will provide financial knowledge and competency that will support the charity leadership team to make well informed high level financial decisions. As a senior member of the team you will also be expected to assist the CEO in building a supportive and friendly culture as well as managing relevant legal and/or other obligations, sustainability, risk, quality and financial probity.

This is a front-facing community role and you should be comfortable working with people of all ages and backgrounds. You must be flexible managing your time and priorities, able to work at pace, and able to provide consistent high-quality leadership skills. You must have a good knowledge of the complexities of managing finances, preferably in the charitable sector.

Ackholt Road, Aylesham, Canterbury, Kent CT3 3AJ

Telephone - 01304 842826 Email – info@aylesham.org.uk

VAT registration number 662187916 Charity Number 1050794 Company Number 3114198

Objectives

- Delivering and maintaining robust financial systems and processes that are fit for purpose.
- Reviewing and monitoring existing financial systems and processes.
- Leading on the development of the Trust financial systems and processes to enable them to meet the needs of a Charity that is ambitious for growth.
- Leading on the implementation of new financial systems and processes, including oversight of any necessary staff training.

Main Duties and Responsibilities

1. Work with the CEO to ensure that the mission and values of ACT are properly supported with robust financial systems and plans.
2. Support the CEO to ensure an achievable budget is managed effectively.
3. Ensuring the charity is adhering to financial legislative and/or industry regulations.
4. Ensure that effective financial operational governance is in place and that policies and procedures reflect current best practice.
5. Ensure timely and complete preparation of annual accounts and reports, and that filing is completed on time.
6. Provide clear advice for high level financial decision making as and when required.
7. Produce regular financial reports, including forecasting and management accounts, to assist the CEO and Trustees in their decision making.
8. Stay abreast of market and financial trends, undertaking research as required to identify any factors that may influence the Charity's financial performance and reporting these to the CEO in a timely fashion.
9. Propose financial management strategies to reduce financial risk and provide relevant and clear recommendations to assist the Charity to maximise any surplus generated.
10. Monitoring financial reporting systems, preparing accurate financial reports and statements, interpreting data, preparing and publishing all financial documents and
11. Assisting the CEO by leading on the preparation of accounts, budgets, cash flows and reviews of cost-reduction strategies as required.
12. Supporting the CEO in the development of long term and/or strategic business plans and organising new funding strategies.
13. Developing external relationships with accountants, auditors, HMRC, solicitors, bankers, community partners and any other partners that work with the Trust to further it's charitable objectives.
14. Ensuring good working relationships are promoted and maintained with all of ACT tenants.
15. Ensure that Trust staff are supported and given opportunities to fulfil their potential in line with our policies and procedures.
16. Any other duties as requested from time to time.

Job requirements

| | Requirements | Essential | Desirable |
|---------------------------------------|---|-----------|-----------|
| Knowledge & Qualifications | A suitable financial qualification (in full or partly) such as CFA/CIMA/ACA/CPA | ✓ | |
| | Charity governance and management | | ✓ |
| | Industry and legislative financial regulations and best practice | ✓ | |
| | Financial monitoring and reporting systems | ✓ | |
| | Accounts and accounting processes, preferably charitable | ✓ | |
| | Maintaining fixed asset registers | ✓ | |
| | Risk Analysis | ✓ | |
| Experience | Managing accounting systems and processes | ✓ | |
| | Budget design and budget setting | ✓ | |
| | Producing and presenting accurate financial reports at a strategic level | ✓ | |
| | Overseeing and producing Management accounts, balance sheets accounts and resolving issues | ✓ | |
| | Production of VAT returns and PAYE including liaising with HMRC | ✓ | |
| | Bank reconciliation & general ledger process, systems and tasks | ✓ | |
| | Production of cashflows and financial forecasts, especially in relation to project development | ✓ | |
| | Business Development | | ✓ |
| | Managing people | | ✓ |
| Skills | Excellent written and verbal skills | ✓ | |
| | Confident with Information technology, especially financial software packages, excel and Microsoft Office | ✓ | |
| | Leading and encouraging continuous improvement | ✓ | |
| | Committed to working positively in a team | ✓ | |
| | Able to communicate effectively with people from all walks of life and diversity of backgrounds | ✓ | |
| | Good technical and organisational skills & ability to problem solve to resolve issues as they arise | ✓ | |
| | Personal commitment to progressing equality, inclusion and diversity | ✓ | |
| | Commitment to working to the mission and objectives of ACT | ✓ | |