Head of Finance and Income Operations

Role Profile

Job Title	Head of Finance and Income Operations
Reports to	CEO
Direct Reports	Head of Fundraising
Working Days	Full-time (37.5 hours per week)
Length of Contract	Permanent
Salary	£45,000 per annum
Place of Work	Home-based in the UK with occasional travel for team meetings & events
Closing Date	8:30 am Friday 7th August 2026
Phone Screen Date	Wednesday 12th August 2026
Interview Dates	Monday 17th & Tuesday 18th August 2026
To apply fill in application at: https://forms.gle/G8NDWJfNikGmEr5j8	

Job Description

The Head of Finance and Income Operations will lead NFFN's finance function and help strengthen the financial systems, controls and reporting needed to support the organisation's next stage of growth.

This is a senior leadership role with responsibility for day-to-day financial management, budget planning, financial controls, management reporting, funder reporting, restricted fund oversight and income operations. The role will work closely with the CEO, CSO, Head of Fundraising, SLT and budget holders to make sure NFFN's finances are clear, well managed and aligned with organisational priorities.

The post holder will also play a key role in improving how finance works across NFFN, helping budget holders understand their budgets, improving visibility of committed and available funds, and supporting the organisation as it manages a more complex mix of grants, donations, restricted funding and revenue-based delivery work.

The role will provide line management to the Head of Fundraising and may line manage additional roles as the finance and income operations function develops.

Key Responsibilities

Financial management and controls

- Lead the day-to-day finance function, including bank account oversight, reconciliations, invoice processing, staff expenses and financial record keeping.
- Coordinate payroll, pensions and related administration with NFFN's payroll provider and external advisers.
- Prepare and maintain management accounts, cashflow forecasts, annual budgets and project budgets.
- Track restricted and unrestricted funds, reserves, income and expenditure clearly and accurately.
- Support year-end processes, audit preparation, statutory accounts and liaison with accountants or auditors.
- Maintain and improve financial controls, approval processes, delegated authority arrangements and audit trails.

Budget holder support and finance systems improvement

- Act as a finance business partner to Country Managers, Heads of Department and project leads.
- Provide clear, practical budget information showing spend to date, committed spend, available funds and relevant restrictions.
- Improve how budgets, account codes, project costs, approvals, invoices and expenses are recorded and reported.
- Help budget holders understand the financial implications of delivery decisions and funding restrictions.
- Develop simple, robust finance processes that work well for a small, remote organisation with limited administrative capacity.
- Identify opportunities to improve finance systems, reporting tools and internal workflows.

Grants, funder reporting and income operations

- Maintain a clear reporting calendar for funders, grants, contracts and other income streams.

- Track grant conditions, reporting deadlines, financial claims, project budgets and KPI evidence requirements.
- Ensure restricted funds are allocated, monitored and reported accurately.
- Work with colleagues to gather financial information, project updates, evidence and reporting data for funders.
- Support the preparation of funding applications by providing budgets, financial information and reporting structures.
- Help harmonise KPI tracking and reporting requirements across funders where possible.
- Support effective funder stewardship by ensuring reporting is accurate, timely and professionally managed.

Income model, VAT and commercial readiness

- Support NFFN to manage a more complex income landscape, including grants, donations, contracts for services and revenue-based delivery.
- Help ensure project budgets reflect full cost recovery wherever possible.
- Support VAT registration and ongoing VAT processes where required, working with external advisers as needed.
- Support review of NFFN's organisational structure as income streams develop, including whether charitable, trading or subsidiary arrangements may be needed for tax, VAT, governance, risk or funder reasons.
- Help distinguish clearly between philanthropic funding, restricted grants and commercial or commissioned income.
- Support financial planning for new income opportunities, delivery partnerships and externally funded projects.
- Identify financial, compliance or reporting risks linked to new income streams and escalate these appropriately.

Internal Coordination and Organisational Contribution

- Work closely with the CEO, Chief Strategy Officer, Head of Fundraising, SLT and budget holders to support good financial planning and decision making.
- Prepare clear financial reports and updates for SLT, the Board and relevant governance meetings.
- Contribute to organisational planning, risk management, business planning and reporting.
- Support stronger internal communication around finance processes, spending decisions and budget responsibilities.
- Help ensure NFFN's finance function supports organisational resilience, transparency and sustainable growth.
- Attend relevant staff, SLT and planning meetings, contributing as a senior member of the organisation.

External relationships and representation

- Liaise with external accountants, auditors, payroll providers, pension providers, banks and financial advisers.
- Support financial and reporting communication with funders, grant makers and relevant commercial or delivery partners.
- Represent NFFN professionally in finance, funder reporting and income-related discussions.
- Work with external advisers to ensure NFFN receives appropriate specialist guidance on tax, VAT, audit, payroll and compliance matters.

Line management and team leadership

- Provide supportive and effective line management to the Head of Fundraising and future roles within the finance, income or funding operations function.
- Hold regular one-to-ones, set clear objectives and support prioritisation, development, workload management and wellbeing.
- Help align fundraising, finance, funder reporting and operational delivery.
- Support a collaborative, well-organised team culture within a small remote organisation.
- Identify capacity gaps, handover needs and process improvements within the finance and income operations function.

Person Specification

Essential Qualifications, Skills, and Experience

- A relevant finance, accounting or business qualification, or equivalent professional experience.
- Strong practical experience in charity, non-profit, grant-funded or mission-led finance.
- Experience of financial management in an organisation with multiple budgets, projects or restricted funding streams.
- Strong understanding of charity finance, restricted funds, grant reporting and budget management.
- Experience preparing or supporting management accounts, budgets, forecasts and financial reports.
- Ability to support non-finance colleagues to understand budgets, spending, commitments and financial risks.
- Experience improving finance systems, processes, controls or reporting tools.
- Confidence managing payroll liaison, invoices, expenses, reconciliations and financial administration.

- Experience working with funder reporting requirements, grant conditions, claims or project budgets.
- Good understanding of financial controls, audit trails, approvals and compliance.
- Awareness of VAT, contracts for services, full cost recovery and different income types, with judgement to seek specialist advice where needed.
- Excellent attention to detail and ability to work accurately with financial information.
- Strong written and verbal communication skills, including the ability to explain finance clearly and practically.
- Good organisational skills, with the ability to manage deadlines, reporting cycles and competing priorities.
- Ability to work independently in a remote organisation while keeping colleagues well informed.
- Supportive and practical line management skills.

Desirable Qualifications, Skills and Experience

- Qualified, part-qualified or working towards a recognised accountancy qualification.
- Experience working in a small or growing charity, social enterprise or values-led organisation.
- Experience of charity audit, reserves planning, statutory accounts or Board finance reporting.
- Experience supporting funding applications, funder stewardship or grant management.
- Experience with VAT registration or VAT processes in a charity or mixed-income setting.
- Experience introducing or improving finance software, budget dashboards, reporting systems or workflow tools.
- Experience line managing fundraising, finance, operations or administrative staff.
- Interest in nature-friendly farming, environmental issues, food systems or rural communities.
