

Head of Finance

Hours a week: 16

Reports to: CEO

Salary range: 32,708 - £38,480 pro rata depending on experience

Direct reports: Bookkeeper

Emerge Advocacy is a registered charity, set up in 2016 in the Royal Surrey County Hospital. We enable trained youth work staff and volunteers to support young people who are attending A&E because of self-harm, overdose or suicide attempt. We are available in the hospital during the evenings to come alongside vulnerable young people in a unique way, being a voice of comfort, information and hope.

We continue to work with many young people after their discharge for up to three months to catch up, listen, and be an encouragement.

Our vision is to meet young people at the point of crisis to be a friend and advocate, ultimately a voice of hope which accompanies them in their first steps towards recovery.

We are a Christian Charity, it is the reason we do what we do and it's why we are passionate about supporting and caring for all young people of all faiths and none. We're motivated by our ethos and values and are passionate about supporting those who are faced with adversity. We are here to offer care and compassion indiscriminately and we let our actions speak. We lead through example, so it is important that all our staff and volunteers are committed to the ethos and values of Emerge.

As an employer we are committed to inclusivity we welcome and encourage job applications from people of all backgrounds. We particularly welcome applications from disabled and black, Asian, and minority ethnic candidates. We value diversity and encourage volunteers of all ages and abilities from all sections of the community. Please note we can only accept applications if you have the right to work and/or volunteer in the UK and Ireland.

Emerge's Head of Finance

- ✓ Fully and wholeheartedly embrace and embody the vision, values, ethos and culture of Emerge.
- ✓ Prayerful person used to stepping out in faith with finance
- ✓ Have a can-do attitude and are willing and able to manage their time and priorities to facilitate the smooth running and success of Emerge's work in their area
- ✓ Already experienced and competent in the areas of responsibility described

If you fit this description, and you have a genuine concern for young people in crisis, we would love for you to consider applying to work with us.

Please follow this [link](#) for the application form, if you have any queries about the role please email elizabeth@emergeadvocacy.com and include recruitment@emergeadvocacy.com

Responsibilities	Skills and experience
Oversight	
Prayerfully having oversight of all Emerges Finance.	Experience in discerning the voice of God in finance. Having faith to step out and the wisdom to manage risk.
Carrying the day-to-day responsibility for this area of the life of Emerge, working flexibly and managing your time to ensure that all tasks are done in order for all necessary processes to take place on time	Clear understanding of small to medium charity accounts. Experience of managing multiple budgets across a growing number of projects.
Being part of the Senior Leadership teams including monthly meeting	Strategic thinker with the ability to prayerfully adjust and wisely re plan when expected provision is withdrawn or when new provision is offered.
Working with the CEO to prayerfully assess, monitor and plan for the financial progress of Emerge in a context of faithful stewardship and faith-filled action	Ability to represent Emerge to financial stakeholders, exhibiting our culture and values
Budgets and future planning	
Plan the budgets with input from the board, the core team and project leads create annual budgets for the bookkeeper to input into Quick Books	Working knowledge of the budgeting process.
Updating management budgets and tracking progress against annual budgets, working with bookkeeper to do a mid-year re-budget if necessary. Have an overview of all cost centres working with the bookkeeper to re allocate funding when needed	Ability and experience in using Excel including the ability to create and maintain complex sheets, familiarity with functions and formulae such as COUNTIF.
Producing a monthly finance summary to finance sub-group and making it available to the board if required	Ability and experience in using and extrapolating information from QuickBooks' budgeting tools.
Producing budgets for grant applications and bids	Ability to think ahead and anticipate potential issues and opportunities in Emerge's funding.
Monitoring the funding the finance spreadsheet to track income across cost centres and plan for future bids	
Reporting	
Producing a quarterly summary broken down by cost centre and a written narrative for the board	Having a clear understanding of how grant and contract funding works across different time periods and how reporting this differs from the monthly reporting produced by QuickBooks.
Having a detailed eye to check all quarterly reports against the budget paying attention to where things may have been misallocated, working with the bookkeeper to correct any discrepancies	Using QuickBooks including the ability to create and run reports, the ability to spot and correct errors and misallocations.
Producing or checking finance reports / figures for grant and contract reporting as needed	
Work with the Treasurer, Bookkeeper and CEO to produce the Annual Report and liaise with the Independent Examiner as needed	

Financial management	
Monitoring and forecasting cash flow and bank accounts, moving money as needed	Ability to hold the responsibility of monitoring cash flow in a way which is diligent but not unduly onerous, communicating and collaborating with colleagues as necessary Ability to discern who to involve in a question or issue and at the most appropriate time Wisdom and foresight in decision making and recommendations
Working with the bookkeeper to make sure invoicing scheduled are implemented and reconciling transactions	
Monitoring Emerge’s reserves in line with Emerge’s policy, making recommendations to the board and processing agreed actions	
Oversee Emerge Bank accounts transferring money where necessary and authorising transactions.	
Remuneration	
Compiling monthly payroll report and sending to Stewardship, receiving and checking salary payment confirmation and checking	Attention to detail The ability to hold details of our team’s rates of pay and conditions with discretion, sensitivity and clarity. Able to support staff in administering the process and correctly allocating expenses
Updating staff hours and pay with Stewardship	
Oversee the expense system, ensuring that it runs effectively through Emerge’s administrative team member(s).	