

Head of Finance

Feed The Hungry UK is an international charity supporting projects across the world and locally focused on supporting Coventry Foodbank, and other projects across Hinckley, Warwickshire and Leicestershire.

Job title: Head of Finance

Responsible to: Chief Executive Officer

Salary: £37,000 - £40,000 p.a. based on experience.

Hours 8.30 a.m. - 4.30 p.m. (Monday to Friday)

Job Summary: This role provides operational and strategic leadership for the Finance function of Feed The Hungry UK. As part of the Management team this role reports to the CEO, Executive Director and the Trustee Board.

Work Pattern Full time(37.5 hours per week)

Location: Based at The Halo Centre Coventry with some flexibility to work from home (by agreement).

JOB DESCRIPTION Main responsibilities.

Ensure the accuracy and completeness of all internal and external financial processing and reporting and full compliance with all covenants, laws and regulations, including Charity Commission, HMRC and Companies House regulations.

1. Lead, motivate, develop and train the finance team, promoting an equal, diverse and inclusive team with a positive culture reflecting the values of Feed The Hungry.
2. Ensure Feed The Hungry operates sound financial, risk management, internal control systems and maintains up to date Financial Regulations to safeguard stakeholders' interests and assets and to ensure the integrity of the organisation's financial performance and statements.
3. Provide effective day-to-day oversight of the organisation's financial controls and financial performance including keeping financial policies up to date and in line with our processes.
4. As Company Secretary, support governance activities, including administration for board meetings, trustee enquiries and administrative duties for the board.
5. Be alert to all organisational activities that have a financial impact and speedily assess the impact of such activities.
6. In partnership with the CEO and Directors, develop and support in the delivery of the organisation's strategic plan and the related budgets and forecasts.
7. Ensure preparation and presentation of accurate and timely financial data including strategic plans, budgets, management accounts, live forecasts, and financial data and monitoring requested by funders.

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8. Provide commercial business support to advise the CEO and Directors on the financial position and risks and opportunities of Feed the Hungry.
9. Financial oversight of contract negotiations (utilities, insurance)
10. Proactively develop strong working relationships with FTH managers providing constructive challenge and commercial insight in support of the strategy. Be proactive in challenging the status quo and be prepared to bring new ideas that will enhance the organisation's activities and returns.
11. Administrative responsibility for oversight of the externally appointed auditors and the successful completion of annual audited financial statements and the annual report, and timely submission to the Trustees.
12. Maintain an ongoing dialogue with the CEO and Directors and the external auditors. Responsible for the Company's Finance, Tax, Pensions, Audit, and Payroll.
13. General Duties:
 - Adhere to all company policies and procedures and recommend changes as appropriate.
 - Attend all mandatory training required to complete and maintain your role, ensuring you keep up to date with changes to specific laws and legislation that are relevant to your role

Person Specification

Requirements	Essential	Desirable
Educational Attainment	Educated to degree level or equivalent. Professional qualification in accountancy (ICAEW, AAT, ACCA, CIMA, CIPFA)	Evidence of continuing professional development Management qualification(s) Finance / HR
Knowledge	Understanding of Charity accounting especially fund management. Understanding of Finance IT systems, Microsoft Packages and Technology Awareness of the principles of fundraising Understanding of grant applications and reporting against restricted income, gift aid and other matters specific to charity finance	Understanding of broader IT systems and technology Knowledge of business and strategic planning tools and processes Understanding of online accounting packages XERO (accounting), SAGE Payroll
Experience	Leadership experience in Finance in small / medium entities. Experience of leading teams of people Developing sound business strategies. Experience of budgeting, forecasting Experience in a financial or HR or admin position in a team	Proven track record in leading similar finance departments. Experience of working in the charity/not for profit sector

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Skills & Aptitudes	<p>Ability to lead and manage the performance of a team to fulfil organisational aims and objectives</p> <p>Ability to communicate effectively, both verbal and written, communicating complex financial information to non-financial audiences</p> <p>Analytical and problem solving</p> <p>Strong organisational and planning skills to cope with the pressure of a demanding workload and identify key priorities</p> <p>Ability to adapt readily to change and work effectively with a wide variety of individuals, groups, organisations and situations</p> <p>Strong interpersonal skills – possessing strong emotional intelligence aware of the impact of their communication (verbal, written)</p> <p>Shares the values of Feed The Hungry, and embraces equity, diversity and inclusion</p>	
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Personal Attributes

- Agree and support the values and vision of Feed the Hungry and the charity's Christian ethos.
- Flexibility in working patterns around the vicissitudes of the workload (especially around reporting deadlines)
- As part of the management team able to problem solve and develop new strategies for the charity.
- Ability to work unsupervised.
- Ability to work under pressure and to deadlines believes in getting the job done.
- Honesty and integrity
- Values all the people who come into contact with or work with Feed the Hungry

Training Provided

- Induction training
- IT training (although a good level of knowledge about Microsoft Office is expected)
- Finance / HR and Admin training as appropriate

Hours, Holidays, Location

- 37.5 hours.
- Holidays 25 days (full-time contracts) per annum + statutory bank holidays.
- All other terms and conditions as set out in Feed the Hungry's standard contract of employment
- Based at Halo Centre, Coventry with the flexibility to work occasionally from home.

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- TOIL may be taken to compensate for additional hours worked. Overtime is not normally paid with this contract.

Feed the Hungry, UK Core Values.

The role requires managers to uphold and support the organisation's core values as stated below.

We are a Christian organisation with the aim to follow Christ's call to fulfil the physical, emotional, and spiritual needs of people in crisis. Our values are based on our Christian heritage with a desire to be an organisation that acts in ways that reflect these values in our behaviour below.

Affirming	positively encouraging everyone to be the best they can be
Joyful	expressing exuberance for doing life together through our words and action
Compassionate	empathising with those who are suffering and work for a better outcome
Relational	building relationships based on trust love respect and accountability
Significant	developing people to recognise, realise and release their full potential