



## Role description

Post:	Head of Finance
Location:	Homebased
Contract type:	Full time
Contract length:	Permanent
Reports to:	Director of Finance and Corporate Resources
Grade:	<u>Grade 3TBC</u>
Line Manages:	Finance Officer, Training Coordinator and Project Coordinators

### Job Purpose:

The Head of Finance will lead the Finance Team, providing strategic financial leadership and management to ensure SCIE's financial health and long-term sustainability. Working to a high level of autonomy, the role will form part of the Operational Leadership Team, supporting SCIE to deliver its organisational strategy making contributions beyond their area of expertise. The role will oversee financial operations, providing insights to drive informed decision-making, ensuring compliance with charity legislation, providing key senior level financial management support to both the Director of Finance and Corporate Resources and the Senior Leadership Team.

### Main Duties

1. Provide strategic leadership to the Finance Team, overseeing all aspects of SCIE's day-to-day financial operations, including all income, expenditure and balance sheet accounts, ensuring compliance with polices, charity legislation and other relevant financial standards.
2. Leading the Finance Team and directing the work, whilst fostering a collaborative and high-performing culture. Liaise across the organisation, being responsible for the set up and managing of a matrix style approach across teams, to ensure the smooth running of the Finance Team.
3. Lead on the complex process of preparing and setting budgets, ensuring accurate and complete financial forecasting, liaising closely with the Director of Finance and

Corporate Resources and budget holders as appropriate, aligning with SCIE's strategic priorities.

4. Lead on the timely preparation and production of the monthly management accounts and all associated reconciliations, ensuring income and expenditure is recognised accurately with appropriate, supporting audit documentation in place.
5. Act as a Finance Business Partner, leading and directing meetings with budget holders on a monthly basis, to review, monitor and manage SCIE's financial position and performance, providing strategic financial insights and advice, reporting on budget variances to the senior leadership team.
6. Lead on the preparation of accurate and timely financial reports to the CEO, Senior Leadership Team, Audit and Risk Committee and the Board of Trustees, providing strategic financial advice, direction and recommendations as appropriate.
7. Lead on the critical undertaking of required financial due diligence approval checks against the raising of our client sales invoices, monthly payroll submissions, fortnightly BACS runs and bank reconciliations, ensuring appropriate, supporting audit documentation is in place.
8. Leading and maintaining the timely production of our monthly cash flow forecast and bank account management to aid reliable financial forecasting and reporting, ensuring SCIE maintains an operational surplus position, keeping the Director of Finance and Corporate Resources and SCIE's Treasurer closely updated.
9. Leading on SCIE's annual external audit, including the preparation of our statutory accounts, ensuring compliance with all relevant charity legislation, regulations and financial reporting standards, ensuring the successful implementation of audit recommendations.
10. Leading on the submission of timely quarterly VAT returns to HMRC, mitigating the risk of potential financial penalties for late submission.
11. Lead on the training and support required for non-financial staff, to enhance financial understanding and capabilities across the organisation.
12. Maintain and develop robust financial systems and internal controls, promoting a culture of transparency, safeguarding SCIE's financial assets, whilst minimising the risk of fraud.
13. Review and assess SCIE's financial processes, procedures and policies, keeping them up-to-date, to ensure that SCIE is both compliant and efficient.

#### **General responsibilities:**

1. Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination.
2. Have fun and challenge yourself at work, model the charity's values and abide by our policies and practices.
3. Show a clear commitment to working with people with lived experience in a sensitive and non-judgmental way to facilitate positive working relationships.
4. Work flexibly and positively contributing to good team working and the delivery of the SCIE's objectives through matrix working.
5. Other tasks as may be required, commensurate with the level of the post.

## General Comment

This job description describes the principal purpose and main elements of the job. It is a guide to the nature of the main duties as they currently exist but is not intended as a wholly comprehensive or permanent schedule of tasks. PERSON SPECIFICATION

### Person Specification

<b>1</b>	<b>Aptitude/abilities/skills</b>  Proficient in preparing, analysing and presenting financial statements (income statement, balance sheet and cashflow statement).  Excellent financial management and analytical skills, with the ability to interpret and explain complex financial information.  Strategic thinker with a proactive approach to problem-solving and decision-making.  Deep understanding of financial ratios, trends and performance metrics.  Excellent communication and interpersonal skills, including the ability to explain financial processes to non-financial staff.  Proficient in financial management software and tools.  Identifies and supports the mitigation of risk.  Ability to work collaboratively with a diverse range of stakeholders.  Ability to work under pressure and to tight deadlines, managing a varied workload with competing deadlines.
<b>2</b>	<b>Education/knowledge</b>  Achievement of a recognised, fully qualified professional Accountancy qualification (for example, ACA, ACCA, CIMA or equivalent).  Strong knowledge of the legislative, tax and regulatory framework of companies, ideally in the charity sector.  Proven IT skills, including a high-level proficiency in Microsoft Office packages, with a strong knowledge of Excel's functions and formulas.

<b>3</b>	<p><b>Experience</b></p> <p>Strong leadership and people management skills, with demonstratable experience of leading a finance team and managing change.</p> <p>Proven experience in a senior finance role, ideally within the charity sector.</p> <p>Proven experience in strategic financial planning, budgeting and forecasting, including leading on the production of monthly management accounts.</p> <p>Proven experience working with senior leadership teams and Boards, providing financial insights and strategic advice, in managing an organisation's finances (ideally within the charity sector).</p> <p>Proven experience of leading on an annual external audit, including the preparation of statutory accounts.</p> <p>Proven experience of maintaining and developing robust financial systems, procedures and internal controls.</p>
<b>4</b>	<p><b>Personal Characteristics</b></p> <p>A clear understanding of, and commitment to, equal opportunities and diversity, and a commitment to promote high standards of conduct, integrity and probity.</p> <p>Ability to establish and maintain effective, collaborative working relationships.</p> <p>A demonstrable commitment to continuing professional development and to keeping up-to-date with new developments in the financial sector.</p>
<b>5</b>	<p><b>Desirable criteria</b></p> <p>Knowledge of social care.</p> <p>Knowledge and understanding of the Charity sector, including associated legislation and the Charity Commission's financial guidelines and reporting requirements.</p> <p>Knowledge of restricted and unrestricted charity funds.</p>

Experience of running payroll and associated HMRC and pension requirements.

Systems implementation experience.

Knowledge of Certinia.

Knowledge of project management systems.

Experience of project accounting and working with external funders.

Experience of having worked in a matrix structure.