

Job Description & Person Specification

JOB TITLE	Head of Finance and Resources
SALARY	£60,000 per annum (Pro rata if applying for Part Time)
CONTRACT	Permanent

Age UK Kensington & Chelsea Values

We promote the well-being of older people through:

- Providing services which support the independence of older people
- Learning from this experience to inform our understanding of older people's needs
- Ensuring the voices of older people in Kensington & Chelsea are heard
- Working in close collaboration with other organisations to achieve these aims

Job Role and purpose

- The post holder will ensure the successful financial direction and management and operational running of Age UK Kensington & Chelsea through the provision of effective strategic development to ensure our financial viability and sustainability and implementation of effective processes and systems in finance.
- They will provide input and leadership to the Board through the CEO on a strategic level whilst also providing support, advice and technical expertise and guidance on an operational level.
- The post holder will remotely oversee a support team covering finance and IT.

Key Accountabilities

Overall

- Report to the CEO and Finance and Risk Committee and liaise with the Chair and Treasurer to deliver a high standard of financial management.
- Provide strategic direction, leadership and line management for the finance and operations department.
- Be responsible for overseeing the organisation's finance systems and ensure that they are working most effectively.
- Play a key role within the Leadership Team ensuring the daily effective management of Age UK Kensington & Chelsea.

- Develop effective and regular management reporting and analysis to support effective decision making by the Senior Leadership Team and Board.

Financial and Business Management

- Responsibility for the effective financial management of Age UK Kensington & Chelsea including:
 - Production of timely, accurate and detailed management accounts for SMT, Board and external bodies.
 - Preparation of year end accounts for the annual audit incorporating the annual report and accounts and lead the audit process.
 - Work collectively with the Leadership Team to prepare annual budgets and regular forecasts.
 - Maintain an effective budgetary control and reporting systems, continuously looking for ways to improve it.
 - Responsibility for the management of the Charity's bank accounts ensuring that surplus funds are invested in accordance with the Charity's investment strategy.
 - Manage and control processes to control expenditure, improve forecasting and future planning.
 - Ensure good debtor and supplier management so there is effective control of working capital.
- Support the Leadership Team in the submission of tenders providing business and financial planning to produce business cases with a robust financial modelling.
- Develop and manage a framework for financial management policies and processes, which adheres to good practice.
- Ensure that financial governance of the organisation is delivered to exemplary standards of probity and transparency.
- Advise the Board of Trustees, the Chief Executive and the Leadership Team on financial issues affecting the Charity.
- Responsibility for the maintenance of the fixed asset register and inventory of equipment.

Building and Services

- Oversee the management of Age UK Kensington and Chelsea's rented offices and associated services.
- Ensure value for money in the maintenance and servicing of associated contracts.
- Ensure equipment and utilities are properly maintained in respect of health and safety regulations.

Governance
<ul style="list-style-type: none"> • Support the CEO as required in matters relating to the Board. • Maintain oversight of all contracts. • Liaise with Companies House and the Charity Commission with regard to general company and charity administration and ensure timely filing of all reports, returns and accounts as required. • Responsible for ensuring the charity is fully and properly insured. • Ensure that financial management and assurance systems are in place, are adequately monitored and reported on in line with both internal and external requirements. • Lead on business continuity and disaster recovery planning ensuring resilience in all systems.
IT
<ul style="list-style-type: none"> • Oversee the effective and cost-effective functioning of the Charity's IT, including management of outsourced companies

Contribute to the general running and ethos of Age UK Kensington & Chelsea	
<ul style="list-style-type: none"> • Support the governance of the Charity through attendance at committees and the Board of Trustees overseeing their administration. • Provide reports for Committees and the Board of Trustees as required. • Work with the Service Managers in ensuring the involvement of users in the planning and development of services as appropriate. • Abide by all Age UK Kensington & Chelsea's policies and procedures as set out in the staff handbook. • Undertake any other duties which may from time to time be reasonably required. 	
Person Specification	
	Essential
Knowledge & Understanding	<ul style="list-style-type: none"> • Knowledge of working with charities including governance structures • Knowledge of audit processes and financial statutory obligations for charities • Thorough understanding of financial planning, forecasting and analysis techniques • Knowledge of financial systems and monitoring tools

<p>Skills & Abilities</p>	<ul style="list-style-type: none"> • Financial skills including financial modelling, management accounts, managing audits and implementing professional and proper application for financial controls • Use of a range of office and accountancy software, including email, spreadsheets, databases and Sage • Ability to work as part of a team • Good people managements skills
<p>Experience</p>	<ul style="list-style-type: none"> • Demonstrable experience of financial management in a charity, medium sized social or commercial enterprise • At least two years' experience of financial management at a senior managerial level • Excellent organisational, business planning, budgeting and project management skills • Experience of working across business models – contracts/trusts/charge for services • Leadership within finance settings and ability to implement projects and effect change • Experience of developing and improving financial systems and financial reporting • Office Management experience – maintaining the condition of the office premises and arranging for necessary repairs
<p>Qualifications & Training</p>	<ul style="list-style-type: none"> • Qualified accountant (ACCA, CIMA or ACA) CIPFA, ICAEW, MAAT
<p>Other Requirements</p>	<ul style="list-style-type: none"> • The charity's offices are currently located on the first floor and there are no lift facilities or elevators • Understanding of the principles of Equal Opportunities and commitment to incorporating into all aspects of work