



## job description: Head of Finance

Job Title	Responsible For
Head of Finance	Finance Officer
Salary	Reports to
£48-50k FTE (pro-rata'd £28,800-£30,000)	Chief Executive Officer
Hours	Annual Leave Entitlement
3 days/21 hours per week (hybrid working option available)	28 days pro-rata + Bank Holidays

### job purpose

The Bridge has been supporting women's health and wellbeing since it was formally set up in 1932 and today we continue the pioneering work of the radical women who laid the foundations.

Our various income streams include: income our gym, venue hire and café activities; revenue from leases, investments; and funding and donations. The diverse range of activities makes for a fascinating and ever-changing financial landscape within our small yet growing Charity.

You'll be a key part of developing a forward-looking financial strategy to help us maximise our income and expenditure management to ensure the best outcome for the people we support in the community. You'll be our go to person, efficiently and accurately overseeing the Charity's day to day financial management. You'll work closely in all that you do with the Senior Management Team.

### summary of role

Reporting to the CEO and Finance Sub-committee of the Board of Trustees, you'll be a key member of the Senior Management Team and will assume responsibility for the financial operations of the Charity, including:

- developing a forward-looking financial strategy for the Charity
- management of the Finance Officer and oversight of the day to day financial management
- producing and presenting the annual budget and forecasts
- monitoring the Charity's cash flow and providing proactive advice
- producing relevant financial reporting and analysis to allow effective decision making
- supporting managers in the delivery of their individual services and development of new income streams
- liaising with external auditors and fund managers
- continuously improving finance processes

## roles and responsibilities

### strategy and analysis

- develop a forward-looking financial strategy for the Charity including horizon scanning of relevant issues and opportunities
- continuously improve financial processes to increase efficiency, reduce costs and provide improved information to senior management and trustees
- provide insightful information to the Board of Trustees and Senior Management Team to aid in long-term and short-term decision making
- support key service initiatives through costing, analysis, interpretation and providing advice on the implication of service proposals
- actively promote and champion good financial management with finance and with non-finance colleagues.

### reporting

- lead the production of monthly management accounts, with analysis and insight on variances for the Senior Management Team
- prepare and present quarterly management accounts and other financial reports
- manage the organisation and agenda setting for Finance Sub-committee meetings
- prepare the annual financial statements and supporting documentation for audit purposes
- Lead on the year end audit process to ensure all files and documentation available as needed
- ensure all legal, company secretarial and tax requirements are met within timescales.

### Budgets and forecasts

- prepare and manage the process for annual budgets in conjunction with budget holders
- prepare regular financial forecasts
- review spending against budget, with individual departments; and support their budget management and financial planning activities
- provide timely financial advice and challenge to budget managers
- provide regular cash flow forecasts and provide timely advice to decision makers.

### compliance and security

- influence and promote best financial practice and compliance within the Charity in accordance with best accounting practice and statutory requirements
- ensure robust financial policies and processes are in place and these are reviewed at least annually and ensure a robust financial control environment is in place
- keep abreast of all relevant accounting and legal requirements and ensure changes are implemented on a timely basis
- update the finance risk register annually for presentation to Finance Sub-committee and ensure risk mitigation is actively pursued
- ensure compliance with the Charity's policies.



### Necessary accounting work

- provide regular cash flow forecasts and provide timely advice to decision makers. Ensure sufficient cash held to manage the day to day function of the charity.
- Manage the payroll processes to ensure that staff and related tax & pension providers are paid accurately and on time
- manage the Finance Officer and oversee their activities including managing sales & purchase ledger
- System management and finance integration responsibility – ensure bank, income CRMs etc connect and give accurate information

### communications

- develop relationships with external advisors, e.g. bankers, insurers, energy suppliers, pension suppliers
- liaise with investment managers
- provide advice and guidance to managers on an ad hoc basis, resolving queries as they arise
- work in close collaboration with the Senior Management Team.
- recommend new bank accounts, energy suppliers, pension schemes, insurers, etc., to optimise the Charity's resources source and advise on contracting outside services as necessary

### training and development

- train new staff members in financial policies and procedures and provide refresher training for existing staff members
- stay up to date with technological advances and accounting and CRM software used for financial purposes.

### general

- promote equality as an integral part of the role, treating everyone with fairness and dignity
- comply with the Charity's policies and procedures
- attend Finance Sub-committee and Board of Trustee meetings which are held outside of normal business hours
- any other duties as set being commensurate with the job grading.

## person specification

You must have the right to work in the UK.

<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>CCAB (or equivalent) qualification or qualified by experience</li> </ul>	essential
<b>Experience</b>	
<ul style="list-style-type: none"> <li>experience in a similar finance role including liaison with external auditors</li> </ul>	essential
<ul style="list-style-type: none"> <li>charity/voluntary sector experience</li> </ul>	essential
<ul style="list-style-type: none"> <li>knowledge of accounting for grants and funding</li> </ul>	desirable
<ul style="list-style-type: none"> <li>staff management</li> </ul>	essential
<ul style="list-style-type: none"> <li>investment portfolio management</li> </ul>	desirable
<b>skills, abilities and knowledge</b>	
<ul style="list-style-type: none"> <li>knowledge of charity SORP accounting and reporting requirements</li> </ul>	essential
<ul style="list-style-type: none"> <li>knowledge of filing accounts (Companies House and Charity Commission)</li> </ul>	essential
<ul style="list-style-type: none"> <li>ability to analyse and explain complex financial information to non-financial managers and trustees</li> </ul>	essential
<ul style="list-style-type: none"> <li>ability to provide innovative solutions and recommendations, including challenging existing practice</li> </ul>	essential
<ul style="list-style-type: none"> <li>sound technical and practical knowledge of accounting and regulatory reporting requirements</li> </ul>	essential
<ul style="list-style-type: none"> <li>critical thinking and problem solving skills.</li> </ul>	essential

<b>work related and personal qualities</b>	
<ul style="list-style-type: none"> <li>superior attention to detail</li> </ul>	essential
<ul style="list-style-type: none"> <li>excellent time management and organisational skills</li> </ul>	essential
<ul style="list-style-type: none"> <li>ability to build relationships with all levels of staff and management; trustees; and external providers</li> </ul>	essential
<ul style="list-style-type: none"> <li>excellent team player who is willing to provide support wherever it is required in the Charity</li> </ul>	essential
<ul style="list-style-type: none"> <li>keep abreast of all relevant accounting and legal requirements</li> </ul>	essential
<ul style="list-style-type: none"> <li>must be able to attend meetings outside of normal business hours.</li> </ul>	essential