



Head of Finance

Reports to: Chief Executive Officer

Direct Reports: Finance & Business Administrator

Location: Remote

Job Purpose

The Head of Finance is responsible for the strategic and operational leadership of the charity's finance function, ensuring effective financial management, robust controls and compliance with all regulatory requirements.

As a member of the Senior Management Team, the postholder works closely with the Chief Executive and Board of Trustees to support organisational sustainability and informed decision-making.

Key Responsibilities

Strategic Financial Leadership

- Contribute to the strategic leadership and development of the charity
- Provide financial advice and insight to the Chief Executive, Senior Management Team and Board of Trustees
- Lead financial planning, budgeting, forecasting and scenario modelling
- Support organisational sustainability and long-term financial resilience

Financial Management and Reporting

- Lead all aspects of financial management and control
- Manage and co-ordinate the annual budgeting process
- Produce accurate and timely management accounts, forecasts and financial reports
- Monitor financial performance and provide analysis and recommendations
- Oversee cashflow management, reserves and investments
- Ensure effective financial systems, processes and internal controls are maintained
- Process quarterly VAT returns
- Oversee payroll and other statutory reporting obligations
- Manage the maintenance of the financial accounting system (Xero)

Statutory Accounts and Audit

- Lead the preparation of annual statutory accounts
- Manage the external audit process and relationships with auditors
- Ensure compliance and manage reporting with Charity SORP, Companies House, Charity Commission, Scottish Charity Regulator and HMRC requirements

Funding and Grant Management

- Lead the financial management, monitoring and reporting of restricted and unrestricted funding, ensuring compliance with funder requirements and supporting effective budget management across the charity
- Support budgeting and reporting for grants, contracts and funding agreements.
- Ensure compliance with funder requirements and reporting obligations

Governance and Compliance

- Prepare financial reports and papers for the Board of Trustees and Committees
- Attend Board, Finance Committee and Senior Management Team meetings
- Support organisational risk management and governance processes
- Develop and maintain financial policies including Investment and Reserves policies
- Develop and maintain charity wide policies
- Develop and maintain financial procedures and internal controls
- Ensure compliance with financial regulations and best practice
- Manage the insurance function

Leadership and Continuous Improvement

- Lead and develop the finance function
- Build strong relationships across the organisation and with external stakeholders
- Identify opportunities to improve systems, processes and reporting
- Support organisational change and continuous improvement initiatives
- Work with the Chief Executive and the Senior Management Team to ensure a consistent approach to staff development and management of HR issues
- Support staff teams with onboarding new staff and induction
- Support the wider aims of the charity and, from time to time, carry out other general duties as may reasonably be required by the Chief Executive Officer

Person Specification

- Qualified accountant (ACA, ACCA, CIMA, CIPFA) or QBE
- Significant experience in a senior finance role
- Experience of budgeting, forecasting, management accounting and statutory accounts

- Experience of leading audits and managing external auditor relationships
- Strong understanding of financial controls, governance and risk management
- Excellent communication skills with the ability to present financial information to non-finance audiences
- Experience within the charity or not-for-profit sector
- Experience of restricted fund accounting and grant management
- Knowledge of Charity SORP and charity regulation
- Experience supporting Boards of Trustees and committees
- Ability to work from home