

Job Description

Job Title:	Head of Finance
Salary:	£60,000 (pro rata)
Reports to:	Chief Executive Officer

Job Purpose: The post-holder will be a member of the charity's Strategic Leadership Team (SLT). They will have responsibility for the finances of the Charity and the leadership of the Finance team. The Head of Finance will contribute to the strategic development of the Charity and will have a major role to play in sustaining the values and ethos of Catholic Care. Staff directly accountable to this post are:

- Assistant Management Accountant x 1
- Finance Assistant x 1
- Payroll Administrator x 1

Key Responsibilities:

Ensure that all financial activities and transactions are accurate, timely and compliant with charity and company law

Advise on the financial viability of Catholic Care including financial modeling and appraisal of new and existing projects

Keep abreast of changes in relevant legislation procedural guidance and practice developments

Ensure robust financial management across the Charity to enable budget holders to deliver efficient services

Actively attend and prepare reports for all meetings relating to the areas of responsibility, the Finance and Property Sub Committee, full board of Trustees and Strategic Leadership.

Develop and promote the implementation of clear financial guidelines and internal controls which will ensure robust financial management of monies belonging to our services users where the Charity has a responsibility in relation to the management of these.

Prepare annual accounts in full compliance with charity and company law and statements of recommended practice

Monitor and control debt collections and action ageing debt.

Prepare timely and accurate monthly management accounts

Draft annual budgets in negotiation with the strategic leadership team and work closely with managers and budget holders to support their effective use of agreed budgets within agreed limits

Prepare costings, cash flow and income and expenditure projection showing the potential financial effects of future work development

Work with local authorities and other external stakeholders to ensure full and accurate billing and cash collections in line with contracts.

Secure efficient and effective financial control and keep the CEO fully apprised of the financial performance of the Charity

Prepare a cashflow forecast on a monthly basis

Prepare financial projections, advise on the costing of new initiatives and appraise the CEO of critical factors which have a potential impact upon the delivery of the Charity's objects

Manage the production of the financial details in support of tenders, service level agreements and grant applications

Authorise all relevant payments in line with responsibility and delegated authority.

Manage the Charity's investment portfolio.

Work on *ad hoc* financial assignments as required by the CEO or Trustees

Contribute to the development of strategic plans and lead on budget preparation and forecasting.

Ensure high standards of compliance in all aspect of the role

Be responsible for the leadership of the charity's Finance Department and a team of staff responsible for the finances of the Charity

Be a visible leader who communicates confidently and effectively

Provide direct supervision and performance and development of staff directly accountable to the role.

Ensure staff carry out duties to full legal requirements and standards and deal with matters of discipline and competency in accordance with policy and procedures

Liaise with other organisations concerned with the practice and financial governance of the Charity

Represent Catholic Care in both internal and external forums relating to finance and strategic leadership

Undertake high level negotiations in areas of responsibility and contract terms with key purchasers, keeping stakeholders relevantly informed

Maintain accurate, confidential and up to date documentation which relates to the charity's finances.

Work together with Head of Corporate Services, CEO and Trustees to ensure accurate and timely completion of all required charity commission and companies house reporting.

Work with the strategic leadership team on projects which support the development of the Charity

Ensure at all times you uphold the values of the charity as a senior strategic leader

Promote and champion the mission, values and strategic plan of the charity

Act in the best interests of the charity, staff and respect service users individuals needs at all times.

ADDITIONAL DUTIES

It is the nature of the work of Catholic Care that tasks and responsibilities are, in many circumstances, unpredictable and varied. Each staff member is, therefore, expected to work in a flexible way when the occasion arises, when tasks not specifically covered in their job description have to be undertaken. Such additional duties would normally be to cover unforeseen circumstances or changes in work and would normally be compatible with the regular type of work. If the additional responsibility or task becomes a regular or frequent part of the member of staff's job, it will be included in the job description in consultation with the member of staff.

CONFIDENTIALTY

It is expected that all Catholic Care employees will understand that our work is confidential and they are likely to encounter personal information about employees and service users, and also corporate and financial information. It is a requirement that all Catholic Care employees and volunteers, in the course of their work, treat such personal data confidentially and comply with Catholic Care's Confidentiality Policy. A failure to comply with this may result in disciplinary action. This obligation will continue indefinitely, even after termination of employment. All approaches by the media and other third parties must be referred to the Chief Executive Officer.

VALUES AND PRACTICE PRINCIPLES

The person who holds this position is expected to be familiar with and have regard to the Values of Catholic Care and work within that framework. The person must be prepared to operate within the ethos of the Charity and ensure that people of all denominations and faiths have their spiritual needs respected.

QUALIFICATIONS AND EXPERIENCE

The person appointed to this position will satisfy the criteria identified in the Person Specification.

SAFEGUARDING

Catholic Care acknowledges the responsibility to safeguard and promote the welfare of children and adults at risk regardless of gender, ethnicity, disability, sexuality or beliefs. We are committed to ensuring safeguarding practice reflects statutory responsibility, government guidance and complies with best practice. It is therefore the duty of all employees, trustees and volunteers to adhere to this policy commitment.

All posts will be offered subject to satisfactory references and DBS Enhanced Disclosure being obtained.