



JOB DESCRIPTION

A. OUTLINE OF POST

Job Title	Head of Finance
Contract	Permanent
Hours of work	Part Time - Up to Two Days per Week
Place of work	Brandon Centre, 26 Prince of Wales Road, London, NW5 3LG
Managed by	Chief Executive Officer (CEO)
Responsible for	Finance Assistant HR Administrator (Functional report only)
Accountable to	Board of Trustees through the CEO

B. JOB SUMMARY

- To work with the CEO and Treasurer to take responsibility for the overall financial sustainability of the organisation. To ensure accurate and timely accounting of the Brandon Centre finances, delivery of actual results in line with budget, timely identification of financial risks and proper financial procedures.
- To work with the CEO and Senior Leadership Team to develop an overall strategy for the organisation with a corresponding financial plan.

Summary of purposes of role:

- Together with the CEO, to be responsible for the financial sustainability of the organisation including monitoring for short, medium, and long term risks and ensuring corrective actions are put in place.

- Participate in preparation of the organisation's strategy and develop strategic financial plan.
- Manage the accounting and audit of the organisation.
- Prepare financial reporting for the organisation including budgets, revised forecasts and management accounts. To review variances as relevant and ensure corrective actions are put in place if needed.
- Ensure the organisation has adequate cashflow through cashflow planning and pro-active credit control.
- Ensure compliance with external financial regulations and ensure sound internal financial procedures.
- Protect the assets of the organisation and ensure financial assets used effectively.
- Manage the Finance Assistant and other members of the finance team as relevant.
- Be a pro-active member of the SLT and work with them to develop the business.

C. BRANDON CENTRE OVERVIEW

The principal objective of Brandon Centre is to provide a professional, accessible, and flexible service which responds to the psychological, medical, sexual and social needs of young people under 25 years and their families.

The services we provide are:

- Mental Health Services including individual Counselling & Psychotherapy for young people, Systemic Integrative Treatment for families using a range of evidence-based therapies and therapeutic work and a variety of innovative outreach projects in community settings
- Clinical Training and Consultancy including healthy living, parent programmes and other group work

D. PRINCIPAL DUTIES AND RESPONSIBILITIES

Strategy and financial sustainability

- Continuously monitor the financial sustainability of the organisations.
- Monitor for short, medium, and long term risks and ensure corrective actions are put in place. To alert Board of Trustees, CEO and Senior Leadership Team to issues as appropriate.
- Participate in preparation of the organisation's strategy.
- Develop a strategic financial plan aligned with the organisation's strategy.

Accounting and audit

- Oversee the effective management of the organisation's finances.

- Organise timely sales invoicing.
- Maintain the proper approval and ensure timely payment of supplier invoices.
- Take overall responsibility for payroll (including PAYE and pension) providing instruction to the payroll provider and checking, timely payment and proper accounting of payroll.
- Ensure all transactions accounted accurately and regular reconciliation with the bank accounts.
- Monitor and ensure accuracy of balance sheet accounts.
- Prepare documentation relating to the audit and work with the auditors to prepare full set of accounts.
- Maintain the Quickbooks ledger.

HR documentation

- Work with HR Administrator to ensure HR documentation including Contracts, LoVs correctly reports hours, FTE, actual salaries and leave allowances.
- Work with HR Administrator to ensure leave allowances are correctly set up in Citation and leave calculations are correctly done for starters and leavers.

Management Accounting / Budgeting

- Prepare budget, regular re-forecasts and monthly management accounts.
- Ensure budget and actuals are consistent in Quickbooks.
- Review and explain variances and put in place corrective actions if necessary.
- Contribute financial information for fundraising bids and track expenditure for each bid to ensure accurate reporting can be provided to funders.
- Advise CEO of possible financial options.
- Prepare finance reporting for Finance Committee to and Board of Trustees.

Financial procedures and regulatory compliance

- Ensure the organisation adheres to all tax, SORP, charity and all other relevant financial regulation.
- Maintain an up-to-date Finance Policy detailing all internal control procedures and ensure that all areas of the organisation have proper financial controls.

Cashflow and Treasury

- Regularly re-forecast cash flow.
- Ensure pro-active credit control.
- Manage with bank accounts and other financial assets of the organisation.

Asset Management

- Maintain an asset register and ensure all assets properly protected.
- Propose an investment strategy for financial assets to the Board of Trustees and implement once agreed.

SLT and business development

- Be a pro-active contributor to the SLT and Business Development Committee.
- Work with the CEO, BDM and heads of department in tendering for contracts for Brandon Centre services and in submitting funding bids.

General responsibilities for all Brandon Centre staff

- All employees of Brandon Centre are required to observe legislation, Brandon Centre Policies, standards and guidelines relating to confidentiality, information governance, risk management, safeguarding children, safeguarding adults, equal opportunities, data protection, freedom of information, health and safety, infection control, and the Health and Social Care Act 2008 (previously known as the Hygiene Code).

Confidentiality and data protection

- All Brandon Centre employees are required to ensure that personal data and personal information concerning service users and staff is protected at all times, to maintain confidentiality in accordance with Brandon Centre's policy on confidentiality and information governance and data protection legislation.
- Staff are required to obtain, process and/or use personal information in a fair and lawful way, to hold personal information only for the specific registered purpose and to only share or disclose data to authorised persons or organisations following the strict guidelines and principles as outlined in Brandon Centre policies as instructed.
- All Brandon Centre employees are expected to sign a confidentiality agreement on taking up their post at the Centre.

Safeguarding of children and adults

All staff have a responsibility to safeguard and promote the welfare of all children and adults that they come into contact with during the course of their work at Brandon Centre. The post holder will receive the appropriate level of training, both at induction and on an on-going basis. She/he is responsible for ensuring that they are familiar with, understand and always work within the safeguarding policies of Brandon Centre.

Health records, record keeping and record management

All staff have an obligation to ensure that patient records (both paper and electronic) are maintained in accordance with Brandon Centre policies, to facilitate clinical care and effective administration, and to ensure that confidentiality is protected at all times. All staff are advised

to compile records on the assumption that they are accessible to patients in line with the Access to Health Records Act 1990.

Equality and Diversity

Brandon Centre is committed to equality in employment and service delivery. Its Equal Opportunities Policy aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, race, colour, religion, marital status, sexuality, age or disability and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justified. All those working for Brandon Centre are expected to actively promote equality and diversity in all aspects of their work.

Health and Safety

Employees must be aware of the responsibilities placed on them under Health and Safety Legislation and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

Infection Control

The post holder will ensure compliance with Brandon Centre's Infection Prevention and Control policies and procedures, and the Health and Social Care Act 2008, ensuring that the risk of healthcare associated infection to young people and staff is minimised.

Waste disposal

All staff must ensure that waste produced within the Centre is disposed of in such ways that control risk to health or safety of staff and the public alike in accordance with relevant legislation and procedures contained within the policy.

Smoke free environment

There is a No Smoking policy in operation at Brandon Centre. In accordance with this policy smoking is positively discouraged and is not permitted on our premises.

To be noted:

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties in discussion with their manager.

This job description will be reviewed regularly in the light of changing service requirements and any such changes will be discussed with the post holder.

**Person Specification
Head of Finance**

	Essential Requirement	Desirable Requirement
Qualifications	Accountancy qualification (ACA, CIMA or ACCA).	
Experience	<p>A minimum of eight years post-qualification experience in relevant financial roles.</p> <p>Experience of taking lead responsibility for the financial sustainability of a medium sized organisation.</p> <p>Experience in analysing and presenting complex information</p> <p>Track record of preparation and successful delivery of financial plans.</p> <p>Track record of sound cash management.</p> <p>Experience of taking overall responsibility for the accounting, planning, reporting and internal control of a medium-sized organisation.</p> <p>Track record of using financial expertise to provide added value to setting up strategy and business development of organisations.</p>	<p>Experience of working on a Board.</p> <p>Experience of working with and supporting Trustees</p> <p>Experience of working in the voluntary sector</p>
Knowledge and Skills	Solid knowledge of UK of financial regulatory environment including accounting, tax, legal as relevant to	Detailed expertise on SORP requirements and other charity rules.

	<p>medium-sized organisations and charities.</p> <p>Proven ability to develop and maintain strong professional relationships with colleagues and customers</p> <p>Challenges the status quo in a constructive manner.</p> <p>Working knowledge of relevant financial systems including excellent Excel skills.</p> <p>Accounting, budgeting, internal financial controls.</p> <p>Knowledge of business management policies, procedures and practices</p> <p>Proven ability to develop and maintain strong professional relationships with colleagues and customers</p> <p>Diagnostic, consultative approach to relationship and business</p> <p>Ability to optimise financial systems and processes.</p>	<p>Knowledge of health commissioning and/or experience of fundraising.</p>
<p>Personal Qualities</p>	<p>Calm and works well under pressure, including working flexibly.</p> <p>Highly organised and able to prioritise workloads</p> <p>Good verbal and written communication skills</p>	

	<p>Practical and hands-on</p> <p>Team player</p> <p>Demonstrates problem solving abilities, resourceful, finds ways to get things done and makes things happen</p>	
Motivation and Expectations	<p>Highly motivated and able to empower others</p> <p>High expectation of self and others</p> <p>Able to work for the benefit of the team</p>	