

Job Title:	Head of Finance and IT
Service:	Central Services – Finance
Salary:	£55,000 - C £63,000 dep on experience and qualifications
Hours:	Full-time 35 hours per week
Reporting into:	Chief Executive Officer
Direct reports:	Finance Administrator, Finance Assistant, Digital Transformation Analyst & IT Coordinator

Role Responsibilities

1. Financial integrity and controls, monitoring financial health and sustainability	Ensure that robust and transparent financial reporting systems are in place, and adhered to, across the organisation
	Foster a culture of financial responsibility and value for money across the organisation, maintaining checks and balances on expenditure
	Oversee monitoring and reporting of financial performance and lead the budgeting process
	Ensure that robust financial control systems are in place, mitigating the risk of fraud and error
	Ensure financial systems integrate effectively with IT systems and processes
2. Compliance	Ensure that the charity complies with all financial, reporting and record keeping requirements
	Keep up to date on best practice within non-profit finances, business systems, governance and internal control measures; take responsibility for sharing best practice with stakeholders to ensure adherence to this
	Lead on working with external auditors in relation to statutory audits
	Lead the month end process within Finance and Payroll to ensure full compliance to all external regulators including HMRC, pension providers and financial obligations relating to statutory contracts, ensuring accurate reporting and adherence to contractual terms and conditions.
	Lead on all compliance issues with Charity Commission and companies house and associated regulations
	Work with the Director of People & Resources to ensure IT systems comply with data security standards, privacy regulations and cyber security best practices.
3. Strategy	Work with the CEO, Senior Management Team, Trustees and key stakeholders to develop a five-year financial strategy for the charity, optimising our sustainability while ensuring regulatory compliance
	Proactively contribute to the strategic direction of the charity by preparing financial modelling and forecasts around economic sustainability and business growth
	Collaborate with IT service provider and the senior management team to ensure systems and tools are forward looking and adaptable to future technological needs
4. Leadership & Management	Lead a small team of staff, cultivating a high-performance culture and commitment to continuous learning and development

	<p>Act as executive lead to the Finance Committee, providing reports and attending Finance Committee and Executive Board meetings</p> <p>Advise the Senior Management Team and Board of Trustees on the financial implications of proposed courses of action, helping to inform decisions which balance opportunity and risk</p> <p>Lead on the Annual report and consolidated financial statement in conjunction with the CEO</p> <p>Manage outsourced IT service provider to ensure cost efficiency and quality</p>
5. Funding and income generation	<p>Work with Directors and Heads of Service to ensure the terms and conditions of grants are understood and complied with, providing financial information for monitoring of grants to funders as required</p>
	<p>Develop budgets and other financial information for the purposes of grant applications and fundraising, in collaboration with the CEO, Directors, Head of Services and other managers</p>
	<p>Support the IT infrastructure for tracking funding and grant usage, ensuring smooth integration between finance and fundraising systems</p>
6. Service focused finance provision (in collaboration with operational stakeholders)	<p>Develop a financial reporting framework for Heads of Services. This will include detailed monthly reports with key metrics for budget performance, expenditure and aged debt. This will be presented and discussed at monthly Heads of Services meetings, to ensure informed organisational decision making</p> <p>Produce accurate and timely financial accounts for all cost centres, ensuring that these:</p> <ul style="list-style-type: none"> ○ reflect up to date expenditure ○ enable informed decision making across operational areas ○ improve cost control ○ focus on value for money ○ convey complex financial information in a clear and relatable style to Trustees, CEO and other stakeholders as and when required. Financial information for the preceding month should be available to the board two weeks following the close of the previous period
	<p>Develop strong collaborative working relationships with Directors and Heads of Service</p>
	<p>Develop effective and user-friendly financial training – including use of visual tools – for relevant stakeholders, taking responsibility for financially educating teams and cultivating a sense of co-ownership</p>
7. Information Technology	<ol style="list-style-type: none"> 1. Managing the current outsourced contract 2. Ensuring value for money 3. Working collaboratively with the Director of People and Resources and the Senior Leadership Team to embed digital transformation throughout the organisation and the associated interdependencies with other business system developments 4. Chair and lead on the Digital Transformation Working Group

	5. Provide IT tools that ensure that software and hardware align with the organisations needs and regulatory requirements
8. General Duties	Mandatory attendance at the following committees: Executive, Finance, and when requested attendance at the following: - Independent Living and Specialist Services, Personnel, and any others as required. Attendance at Senior Leadership Team meetings
	Commit to taking responsibility to undertaking training commensurate with your level of responsibility
	Meet regularly with CEO, Director of People and Resources as well as any other senior management team members as and when needed
	Ensure IT tools and solutions also follow the principals of Equality, diversity and Inclusion in their design and application
	Ensure that the health, wellbeing and safety of staff and service users is at the centre of everything you do
	Be informed in new areas of research, new developments and legislation in the areas of responsibility, and inform the appropriate people of these updates
	Ensure in all areas of work, principles of Equality and Diversity are upheld, contributing to the Centre 404 Equality Action Plan and where relevant, complete Equality Impact Assessments.
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	Any reasonable and designated responsibilities from the CEO

Person Specification

(E) Essential criteria (D) Desirable criteria

Physical requirements	Flexible and able to attend to work commitments that take place outside of usual working hours. Finance Committee (approximately seven times each year between 4.30pm til 6pm)and the Executive Board (approximately six times each year between 6pm and 8pm).Occasionally you may also be required to work evenings and weekends in accordance with the needs of the post and the organisation as a whole Attend the annual AGM, fundraising functions, events and staff away days as required	E
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Knowledge & Understanding	Qualified Accountant (ACCA, ACA, CIMA or CIPFA with demonstrated understanding of IT systems management)	E
	Understanding of and sensitivity to the discrimination experienced by members of vulnerable and/or minority groups	E
Experience	3+ years of experience in a financial leadership position	E
	Experience managing IT systems or working with outsourced IT services, in addition to financial responsibilities	E
	Senior level experience within a charity or not-for-profit organisation	D
	Experience of financial strategy, including medium term financial planning and modelling	D
	Experience of horizon scanning and monitoring of external context (i.e. economic indicators, sector trends) to plan scenarios, score risks and prepare mitigations	D
	Experience of working closely with senior managers and dealing with confidential and sensitive areas of work	E
	Skills & Values	Excellent communication skills, with the ability to present complex financial data succinctly to lay audiences through charts and dashboards, making connections between economic indicators, income projections, costs and ROI
Proven experience managing financial software and digital transformation initiatives.		E
Knowledge of IT risk management, including data security and privacy		E
Strong interpersonal skills, with the ability to develop and maintain trustworthy and professional relationships with CEO, Trustees, Senior Management Team and external stakeholders		E
Strong organisational skills, with the ability to prioritise own and others' workload effectively		E
High IT proficiency, with the ability to confidently use a range of software and to understand I.T efficiencies		E
Able to work on own initiative, proactively resolving issues and managing change		E
Strong self-reflective skills, able to take learning from situations		E
Positive and solution-focused, with the ability to manage staff, motivate others and achieve successful outcomes in line with agreed work plans, targets and operational objectives		E

	Able to maintain professional boundaries and handle confidential information appropriately	E
	Excellent analytical and interpretive skills	E
	Non-judgemental and demonstrate empathy and awareness, remaining calm in adverse situations, and leading by example	E
	Contribute to your personal and professional development by attending regular support and supervisions sessions and training as identified by your line manager in relation to your role and responsibilities	E

Centre 404 is committed to safeguarding and promoting the welfare of vulnerable individuals, and we are looking to recruit people who share these values.

Mission, Beliefs and Values

Centre 404 is working towards a world where people with learning disabilities and their families have the support they need to flourish and enjoy the same rights, freedom, responsibilities, choices and quality of life as people within the wider community.



Centre 404's **Beliefs** and **Values** are deeply rooted in the way that we work and will continue to underpin the future direction of the charity.