

JOB DESCRIPTION

JOB TITLE:	Head of Finance
STATUS:	Full time Permanent
HOURS:	35 hours per week 9:00am – 5:00pm (JDRF operates a flexible working hours policy)
SALARY:	£55,200 per annum
HOLIDAY:	Starts at 25 days plus statutory holidays
LOCATION:	Hybrid working part London Office (Islington, London) part homework The post holder will usually work one day a week in the office
REPORTS TO:	Director of Finance and Resources
DIRECT REPORTS:	Finance Manager (1 x FT), Finance Officers (2 x PT)
KEY INTERNAL RELATIONSHIPS:	Heads of teams, senior management team, other budget holders
KEY EXTERNAL RELATIONSHIPS:	Auditor, bank, HMRC, JDRF audit and risk committee

JDRF is the type 1 diabetes charity, improving lives until we find the cure. We fund research to cure, treat and prevent type 1 diabetes. We also provide information for children and adults living with the condition at all stages, from diagnosis and beyond. We give a voice to people with type 1 diabetes and campaign for increased focus on, and funding for, research to find the cure.

(Jan 2024)

PURPOSE OF THE ROLE

This is a really interesting time to join JDRF, the type 1 diabetes research charity. Big advances in the treatment of type 1 are being discovered and offered to people with the condition, we are co-partners in the world's largest philanthropic gift ever for type 1 medical research, and a new strategy is being elaborated and implemented.

As a dynamic and focused head of finance you will lead the team with responses to new circumstances as they arise, and will support colleagues across JDRF as they also address new priorities and workstreams. You will lead an efficient and effective finance team that works collaboratively with other teams to meet JDRF's financial goals, and adapts to these developments. You will:

- provide an effective business partnering service, providing accurate and timely financial information to the SMT and other budget holders, and support less financially confident colleagues in preparing budgets and reviewing management accounts and their progress towards key goals over the year
- co-ordinate the budget-setting and management account processes, collating budgets and monitoring financial outcomes to help staff achieve departmental and organisational objectives within operational plans and the wider strategic framework
- ensure that financial controls are effective, and JDRF's financial operations are compliant with statutory requirements including the Charity SORP
- lead on the financial elements of ongoing digital projects and new funding mechanisms, working with colleagues in relevant teams, and benefiting from change by automating and streamlining financial processes where this is possible. In particular you will lead the team in the transition from the server based version of Sage 200 to the cloud hosted version from 1 July 2024

KEY RESPONSIBILITIES

Financial management and reporting

- Coordinate the annual budget-setting process, in conjunction with the director of finance and resources
- Oversee the distribution and review of management accounts, investigation of variances against budget and reforecasts
- Report on financial performance at relevant departmental and team meetings, particularly the fundraising management team
- Support senior colleagues across JDRF in a business partnering capacity, offering support and information as relevant to need

- Prepare and monitor cash-flow forecasts, including appropriate analysis between restricted and unrestricted funds, and maintain records of restricted income and expenditure

Financial controls and statutory compliance

- Prepare statutory consolidated Group accounts and JDRF Trading accounts for audit, ensuring preparation for and oversight of the audit process and liaising with the auditors
- Support the director of finance and resources in providing a secretarial service to the audit and risk committee, and to JDRF Trading (turnover c.£0.35m)
- Support the director of finance and resources in ensuring regulatory compliance for both JDRF and JDRF Trading, including managing the intercompany relationship
- Develop and maintain robust financial systems and internal controls. Ensure financial policies and controls are reviewed on a regular basis
- Ensure accurate and timely submission by agents and staff of VAT, PAYE and corporation tax returns and payments to HMRC and support gift aid claims
- Control the cash position of JDRF and its subsidiary, including investment of surplus funds in suitable deposit accounts

General

- Manage the day-to-day operations of the finance team and achievement of key goals and priorities
- Line manage the team including regular one to ones, annual appraisals and team meetings. Coach/mentor individuals as appropriate, ensuring training and personal development needs are met
- Foster collaborative working with other teams
- Oversee and approve payroll processes
- Take the lead in the administration of JDRF's group personal pension scheme. Ensure ongoing auto enrolment compliance
- Ensure the charity takes full advantage of charity VAT reliefs and that gift aid is correctly reclaimed in a timely manner
- Maintain organisational KPIs
- Induction of new non finance staff in appropriate financial procedures (at head of team level and above)
- Keep informed of appropriate developments within the sector and undertake other duties consistent with the post and assist with other areas of work as required.

(Jan 2024)

PERSON SPECIFICATION

Criteria	Essential	Desirable
Experience	<p>Accounting at a senior level in a charity with significant fundraised income (£1M+)</p> <p>Knowledge of the charity SORP</p> <p>Cross-departmental project management</p> <p>Taking the lead on statutory account and related audit file preparation</p> <p>Five years management of finance staff</p>	<p>Working with CRM systems in tandem with accounting programmes</p> <p>Project management of change to new accounting systems</p>
Skills	<p>Excellent technical accounting and analytical skills (Sage Line 200)</p> <p>Excellent spreadsheet skills</p>	
Personality	<p>Good all-round communications and demonstrable interpersonal skills</p> <p>Ability to lead teams and projects</p> <p>Ability to organise time, prioritise and meet deadlines</p> <p>Pragmatic approach to the achievement of goals and resolution of problems</p> <p>Calm and reliable disposition</p>	
Education	<p>CCAB qualified accountant or working towards the qualification or a willingness to study towards it</p>	
Other	<p>Willingness to work some hours outside the normal working day from time to time</p>	<p>Understanding of type 1 diabetes and research</p>

EQUAL OPPORTUNITIES

JDRF is an equal opportunity employer and does not discriminate against employees for job applications on the basis of race, sexual orientation, religion, colour, sex, age, national origin, disability or any other status or condition protected by applicable law. This policy includes but is not limited to recruitment, selection, remuneration, benefits, promotion, training, transfer and termination.

JDRF is a registered charity No. 295716 (England and Wales) and SC040123 (Scotland)

(Jan 2024)