



JOB DESCRIPTION & PERSON SPECIFICATION

Post Title:	Head of Finance and Operations
Responsible to:	Chief Executive Officer
Purpose of Job:	To lead and manage the finance and operations team to enable the charity to support children across Sussex.
Location:	Rockinghorse is based in central Brighton. Our work is across Sussex.
Salary Range:	£45,000 - £50,000 FTE
Contract:	Permanent contract. Flexible hours offered – part time up to full time. It is also expected that the postholder will fulfil any occasional additional duties during evenings and weekends as required and work flexibly to do so.

ABOUT ROCKINGHORSE

Rockinghorse Children's Charity was set up in 1967 by Dr Trevor Mann as the official fundraising arm of the Royal Alexandra Children's Hospital in Brighton. We raise money to provide life-saving medical equipment and additional services with the aim of improving the lives of sick children throughout Sussex. Along with the Royal Alex and the Trevor Mann Baby Unit, Rockinghorse also supports the Special Care Baby Unit in the Princess Royal Hospital in Haywards Heath along with paediatric wards, specialist neonatal units, respite centres and children's services across Sussex. Rockinghorse does not receive any government funding and relies on the generous support of individuals, community groups, schools, companies and trusts. We believe that no matter where they are, children should always be allowed to be children. To find out more, visit www.rockinghorse.org.uk

ABOUT THE ROLE

This role manages the finance and operations team. You'll bring strategic leadership to the function to ensure the smooth running of all functions within finance and operations. You will ensure delivery, strategic development and appropriate planning and analysis of financial and operational services and systems to make sure our charity uses the funds it receives wisely and efficiently to support children across Sussex. This is a senior role within the charity reporting to the CEO, working across the charity. You'll be a key influencer and consultative colleague within the charity. You'll foster a culture of excellence and wellbeing in your team, building accountability and championing teamwork, where a vision is shared, and success is celebrated. You'll be committed to developing each member of your team to realise their full potential at Rockinghorse.

DUTIES OF THE ROLE

Finance

- To ensure excellent financial management is in place with effective procedures, processes, and controls to effectively manage risk, embed best practice and meet regulatory requirements.
- To provide high quality and timely management information to budget holders, SMT, the CEO and Trustees.
- To work closely with the Head of Development & Philanthropy and other managers to develop funding bids, ensuring that appropriate budgets are constructed.
- To establish and maintain effective working relationships both inside and outside the charity, particularly with auditors, bank, Charity Commission, Companies House and Insurance brokers so Rockinghorse is always perceived as a professional, efficient and ethical organisation.

Strategic

- To support the development, effective implementation and monitoring of organisational strategy and business plans.
- To develop and lead the organisation's budget and forecasting process.
- To contribute to all Board meetings and two sub-committees: Finance, Audit & Risk and HR and Operations.
- To provide great leadership and line management for the Finance and Operations team, driving quality and performance and providing support and development for team members.

Operations

- To oversee the delivery and maintenance of high-quality IT for the organisation (via our outsourced function).
- To oversee the provision of effective HR management across the organisation.
- To oversee the delivery of office facilities to ensure a positive working environment and is compliant with health and safety legislation.
- To champion value for money across the whole charity and make sure contractual arrangements and leases are appropriate.

Other (Depending on the hours/days of contract)

- Oversee the volunteering function of the charity - either as the direct manager of the function or by managing a part time volunteer co-ordinator.
- Any other duties as may be reasonably requested by the Chief Executive.

PERSON SPECIFICATION

Essential:

1. A fully qualified accountant with a recognised qualification (ACCA, ACA, CIMA, CPA).
2. A proven track record of successful management of finance and operations functions (ideally in a charity or not for profit).
3. Technical accounting skills, especially in relation to statutory accounting.
4. Sound knowledge of Charity SORP, VAT, taxation and other compliance requirements.
5. Strong analytical skills and highly numerate.
6. Strong IT skills, including accounting and reporting packages and especially Excel.
7. Experience of identifying and implementing process, system and control improvements.
8. Hands-on, pro-active approach to working; proven to be detail oriented.
9. Experience of building relationships with and managing internal and external stakeholders.
10. Experience of using a range of finance packages, programmes and databases.
11. Experience in developing robust financial performance indicators, measures and reporting frameworks.
12. Excellent planning, problem solving and organisational skills.
13. Excellent written and verbal communication.
14. Knowledge of the regulatory and governance landscape for charity finance and operations.
15. Commitment to Rockinghorse's mission, vision and values.

Desirable:

1. Experience line managing staff and volunteers in a charity environment.
2. Excellent people management skills, adaptable and flexible in manner and approach.
3. An understanding of safeguarding, confidentiality and safe working practices.
4. Experience in project management – including budget development and day to day management, project planning and delivery, and project evaluation.

Work skills you'll need on the job:

1. Brilliant financial planning and management skills.
2. Brilliant stakeholder management skills.
3. Excellent people skills, adaptable and flexible in manner and approach.
4. Excellent planning, problem solving and organisational skills.
5. Excellent written and verbal communication.
6. A creative mindset.
7. Ability to work on own initiative and as an active team member.
8. Ability to work under pressure and in a fast-paced environment.
9. Ability to take calculated risks and learn from mistakes.

Benefits of working for Rockinghorse Children's Charity:

- 25 days annual leave (prorated for part-time) plus bank holidays.
- An additional day of annual leave on your birthday.
- Christmas closure days (prorated for part-time) – up to three additional days of annual leave.
- Cycle to work scheme.
- Tax-free childcare voucher scheme.
- Competitive pension scheme.
- Employee and dependants' health cash plan including access to an online GP and counselling.
- Family leave including maternity, adoption, shared parental and paternity leave.
- Ongoing opportunities for learning and professional development for staff.
- Quarterly reward and recognition days for all staff.
- Opportunity for flexible, hybrid and part-time working.
- Subsidised car parking in Brighton.
- Access to Enterprise Car Club.

Rockinghorse is committed to building an inclusive workplace, with equity for all, whilst embracing and championing inclusion and diversity. We welcome applications from all.

Application Process

To apply, please send your CV and covering letter outlining how you fulfil the fifteen essential elements of the person specification to the CEO: donna@rockinghorse.org.uk.

Your covering letter must address your experience, skills and knowledge against the fifteen essential elements of the person spec. Applications without a covering letter will not be considered. If you also have any of the four desirable criteria, please outline these too.

If you need any support with the process or application, please get in touch. We can also talk to through the role and answer any questions you may have informally.

All applicants will be shortlisted (to go to interview) based on their ability to demonstrate they have, or can gain, most of the essential criteria for the role – as demonstrated in the covering letter.

Estimated Timeframes:

- Application Deadline midnight 12th January 2025.
- Shortlisting w/c 13th January 2025.
- Interviews will be 21st January in central Brighton.

Interviews will be with the CEO, Project Manager and the Treasurer and will consist of a series of set questions (the same for each candidate) about your skills, experience and knowledge relating to the post (Essential, Work and Desirable skills).

The interview will also be an opportunity to ask any questions you may have about the role, the charity and the process of recruitment.

The role will be available from February 2025 onwards (flexibility depending on post holder's availability).

To ensure our recruitment practices are inclusive and promote diversity, Rockinghorse Children's Charity is committed to providing equal opportunities for all applicants. We welcome applications from people of all backgrounds and are dedicated to building a diverse and inclusive workforce. We actively encourage individuals from underrepresented groups to apply. If you require any reasonable adjustments to participate in the recruitment process, please let us know, and we will be happy to accommodate your needs.