

Head of Finance Operations



Too many older people have no one to turn to for support. We believe no older person should have to struggle alone. We're Age UK, the UK's leading charity for older people. We provide information, support, friendship and advice when it's needed most. Our services are a lifeline – could you help us reach even more people who need us?

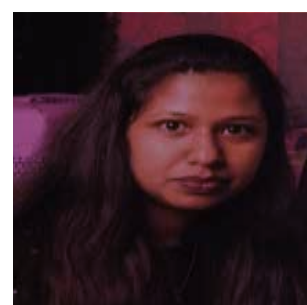
The job, in a nutshell

The purpose of the Head of Finance Operations is to lead, manage, coordinate and develop Age UK's treasury operations, income and cash management, accounts receivable and accounts payable.

What you'll do for us

Treasury Operations

- Management of investment manager relationships ensuring a coordinated approach with both investment managers; ensuring Age UK's working capital needs are met by releasing/depositing funds and negotiating RCF as required.
- Management of banking relationship; negotiating fees and facilities as appropriate.
- Understanding of retail PDQ processing and oversight of the retail banking reconciliations (joint with Retail operations).
- Take the lead on protecting Age UK's financial assets through robust financial controls and processes, ensuring GDPR compliance where applicable.



'I have worked in the finance team for over 5 years now and I've really enjoyed the journey so far. Everyone at Age UK is very friendly and supportive. I have learnt so much over the last five years, I look forward to the next five.'

Chai Dev
SENIOR FINANCIAL
ACCOUNTANT

Our values

- Collaborative
- Impactful
- Ambitious
- Inclusive

Head of Finance Operations



- Oversight of all cash reporting and daily cash balances.
- Review of bank reconciliations for all Age UK and subsidiary bank accounts.
- Oversight of maintenance of bank accounts and mandate changes.
- Oversight of direct debits and standing orders.
- Design and review of insightful information on cash performance for senior management.
- Oversight of daily cashflow forecast and support the cashflow preparation for statutory and management accounts, budgets, and forecasts.
- Familiarity with asset financing/leasing and arranging this in liaison with the budgetary director if cost appropriate.
- Manage the structure and data environment of the internet banking activities, processing transactions and maintain controls.

Accounts Receivable/Income Processing

- Oversee all accounts receivable activities including the review of aged debtors and the creation of bad debt provision where necessary.
- Coordinate the processing of all income and clear the unpaid, differences and suspense accounts on a regular basis.

Accounts Payable

- Oversee all accounts payable activities with the help of the AP Manager.
- Carry out secondary checks and sign-off on payments and BACS/fast payment runs.
- Review of the reconciliation of other payment files (e.g. rental payments).

Year-end Accounts/Management Accounts

- Support year-end preparation of statutory accounts and monthly management accounts.
- Provide input to relevant working papers, responding to audit requests as required.

Location

One America Square
London & Home working

People management

Yes, 3 direct reports

Division

Group Finance



ageuk.org.uk

Age UK, 7th Floor, One America Square, 17 Crosswall, London EC3N 2LB.
Registered charity number 1128267. Company number 6825798.

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Other

- Other ad-hoc duties and projects as required.
- Work collaboratively and contribute to Finance department initiatives and reporting and system development.

Must haves:

- Treasury and finance operations experience in a similar sized, complex organisation.
- Experience of using finance IT systems and working with colleagues to make improvements to process and procedure.
- Sound commercial judgement and confidence in challenging assumptions.
- Able to establish priorities and consistently deliver accurate, timely and relevant data to tight deadlines.
- Excellent analytical and problem-solving skills, and excellent attention to detail.
- Proficient in the use of Microsoft Office particularly Excel and Word.

Great to haves:

- Excellent written and verbal communication skills that enable you to clearly explain issues and present solutions.
- Experience of working with staff at all levels of an organisation and with both financial and non-financial staff.
- Evidence of building successful working relationships externally and internally and at all levels of an organisation.
- Experience working in charities.

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