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HEAD OF FINANCE

ROLE PROFILE

SALARY - £31,200 (£52,000 FTE)

LOCATION – London, W10 6BL

(hybrid working available)

CONTRACT – Part-time, Permanent

24 hours per week (0.6 FTE equivalent)

REPORTING TO - Director of Finance and Operations

ABOUT THE NUCLEO PROJECT

Nucleo is a music for social action programme founded in North Kensington in 2013. We believe that immersive, ensemble-based music education can transform the lives of children and young people, positively impacting families and communities. Nucleo delivers six days of weekly activities at no cost to participants and currently supports over 400 children and young people aged 0-20.

As we continue to grow, diversify income streams and strengthen our impact, we are seeking an experienced and proactive Head of Finance to provide financial leadership and ensure robust financial management across the organisation.

ABOUT THE ROLE

The Head of Finance will lead and oversee all aspects of Nucleo's financial management, ensuring the charity operates with strong financial controls, effective planning and accurate reporting. Working closely with the Founding Director and Treasurer, the postholder will support strategic decision-making, maintain compliance with charity and statutory requirements, and help build a financially sustainable future for the organisation.

This role is ideally suited to an experienced finance professional who enjoys combining strategic oversight with practical operational management in a mission-driven organisation.

KEY RESPONSIBILITIES

Financial Leadership and Strategy

- Provide strategic financial advice and support to Founding Director, Treasurer and Board of Trustees.
- Contribute to organisational planning and decision-making, ensuring financial sustainability is embedded within strategic priorities.
- Develop financial models, forecasts and scenario plans to support growth and investment decisions.
- Identify financial risks and opportunities and recommend appropriate mitigation measures.
- Support income diversification initiatives by contributing financial expertise to fundraising, grant applications and organisation development activities.

Financial Management

- Oversee bookkeeping, accounting processes and financial administration.
- Manage relationships with external bookkeepers, payroll providers, auditors and accountants.
- Review monthly management accounts and investigate significant variances.
- Monitor restricted, unrestricted and designated funds, ensuring expenditure complies with funder requirements.
- Oversee full-cost recovery budgeting and cost allocation methodologies.
- Ensure timely payment of invoices and supplier management.
- Maintain accurate financial records and audit trails.
- Monitor organisational cash flow, reserves and liquidity.
- Liaise with the Treasurer regarding financial performance, risks and key financial matters.
- Ensure financial information is presented clearly and accurately to non-finance stakeholders.

Budgeting and Forecasting

- Lead the annual budgeting and reforecasting process.
- Work with budget holders to develop, monitor and manage departmental and project budgets.
- Produce regular cash flow forecasts and long-term financial projections.
- Analyse financial performance against budgets and organisational targets.

Governance, Compliance and Risk

- Ensure compliance with Charity Commission requirements, accounting standards and relevant statutory obligations.
- Maintain and review financial policies, procedures, financial risk registers and internal controls.
- Support the Board's oversight of financial governance and risk management.
- Prepare papers and reports for Board meetings.
- Ensure compliance with payroll, pension and tax obligations as applicable.

Audit and Year-End Processes

- Manage relationships with auditors and professional advisers, leading on the annual audit or independent examination process.
- Coordinate preparation of statutory accounts, supporting schedules and Annual Report.
- Implement recommendations arising from audit findings where appropriate.

Funding and Grant Management

- Support the fundraising team with budget preparation for grant applications and funding bids.
- Monitor grant expenditure and income against approved budgets.
- Prepare financial reports for funders and stakeholders.
- Ensure compliance with funding agreements and reporting requirements.
- Develop financial information needed to demonstrate organisational impact and sustainability.

PERSON SPECIFICATION

ESSENTIAL EXPERIENCE & SKILLS

- Qualified accountant (ACA, ACCA, CIMA, CIPFA or equivalent) or qualified by significant relevant experience.
- Experience of senior financial management within a charity, not-for-profit or SME environment.
- Strong understanding of management accounts, budgeting, forecasting and cash flow management.
- Experience of preparing year-end accounts and managing audits or independent examinations.
- Knowledge of charity finance, including restricted funding and fund accounting.
- Experience of preparing reports for boards, trustees or senior leadership teams.
- Strong analytical, organisational and problem-solving skills.
- Excellent communication skills with the ability to explain financial information to non-finance audiences.
- Ability to work independently and effectively within a small team environment.
- High levels of integrity, accuracy and attention to detail.

DESIRABLE SKILLS & ATTRIBUTES

- Experience using Xero, Fathom, Dext and related cloud-based finance systems.
- Knowledge of Charity SORP and Charity Commission requirements.
- Experience supporting grant-funded programmes and reporting to funders.
- Understanding of financial modelling and scenario planning.
- Experience working within education, arts, youth or community organisations.

WHAT WE OFFER

- The opportunity to make a meaningful impact on the lives of children and young people through music.
- Flexible and hybrid working arrangements.
- A collaborative, passionate and mission-driven team.
- The opportunity to help shape the financial future of a growing and ambitious charity.
- Ongoing professional development opportunities.

APPLICATION PROCESS

In order to complete your application, please submit your CV and cover letter to joinus@thenucleoproject.org

Deadline for applications: Monday 16th November

Interviews: Weeks commencing 23rd November and 4th December

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At Nucleo, we are committed to fostering a workplace that reflects the diversity of the communities we serve and where everyone feels empowered to bring their full, authentic selves to work. We believe that diverse perspectives and inclusive practices drive innovation, strengthen our charity, and contribute to better outcomes for all.

We actively seek to create a culture of equity and inclusion through our recruitment practices, internal policies, and day-to-day operations. We welcome and encourage applications from candidates of all backgrounds, identities, and experiences, including but not limited to race, ethnicity, gender identity, sexual orientation, age, disability, religion, and socioeconomic status.

If you require accommodations during the application or interview process, please let us know. We are committed to ensuring an accessible and respectful experience for all candidates.

