

JOB DESCRIPTION

JOB TITLE:	Head of Finance
DEPARTMENT:	Finance
REPORTING TO:	Chief Executive / Deputy Chief Executive
ACCOUNTABLE FOR:	Finance Manager, Finance Officers, Finance volunteers
HOURS:	35 hours per week
LOCATION:	Hybrid/remote working (Brixton office)

Job Overall Objective

- a) To be responsible for developing and maintaining financial processes, procedures, systems and controls sufficient to safeguard the assets of Ruach City Church (RCC).
- b) To lead on working with the Bishop and Trustees on ensuring the financial stability of the charity that includes negotiations with Ruach's chosen Lender(s) and maintaining adequate Cash and other resources.
- c) Efficiently and effectively resource the Finance department working with the Human Resources department.
- d) To provide accurate, timely and meaningful financial and management reporting and analysis to department budget holders, Board of Trustees and the senior leadership, that is sufficiently reliable to support decisions on the strategic direction and operational needs of RCC.
- e) To manage the finance team and the engagement of external professional services for financial matters.
- f) To lead on the delivery of the Finance department catching up with finance processing and finance monthly reports required by stakeholders.

KEY TASKS / MAIN DUTIES

a) Development, Policy & Governance Activities

Aiming for Excellence

1. Keep up to date with financial and regulatory matters affecting the church as a charity and a business.
2. Develop and implement financial processes & strategies to improve efficiency and effectiveness of financial governance and meet the changing requirements of the church;
3. Advise trustees on business & financial strategy to ensure that financial resources are maximised sustainably.

Acting with Integrity

4. Develop and implement financial policies and controls for compliance with statutory and regulatory requirements and best practice.
4. Ensure all financial statutory and regulatory requirements and deadlines are met, e.g. HMRC returns (VAT, Corporation tax, tax claim on Gift Aid), Charity Commission and Companies House returns, and returns to other bodies as required.

Working together

5. Attendance at meetings of the Board of Trustees, Finance sub-Committee and the senior leadership team as required;
6. Prepare and present written and oral reports to the Board, its committees and the senior leadership team as required;
7. Provide the Finance sub-Committee with financial information and reports necessary to discharge their fiduciary responsibilities, attending meetings and providing support and advice to trustees.
8. Liaison with the external auditors on the audit of the Annual Report and Financial statements.

b) Operational Activities (Financial and Accounting)**Aiming for Excellence**

1. Overall responsibility for implementing effective systems, processes and procedures to ensure the recording of income and expenditure is timely, accurate and compliant with accounting convention, policies and statutory regulations.
2. Responsible for delivery of timely management accounts at every month and at year end and internal audits in adherence to strict timescales and deadlines.
3. Prepare monthly management accounts & reports for the Board of Trustees.

Working Together

3. Communicate regularly with the Chief Executive and Trustee Chair to keep them informed on the financial position and other matters with likely impact on the finances of the church.
4. Manage and oversee the Finance function ensuring it is fit for purpose to partner the vision and strategic aspirations of Ruach City Church.
5. Oversee the Finance function and work with the Board's appointed professionals on finance matters such as accountants/auditors, bank/investment managers etc.

Acting with Integrity

9. Oversee and implement financial systems and processes to ensure the completeness of income and expenditure, and ensure best practice in financial accounting, controls, procedures and systems to safeguard assets and prevent fraud.
10. Prepare detailed annual budgets and financial forecasts.
11. Ensure effective financial control of the day-to-day operation such that the financial records of Ruach City Church are kept up to date and sufficient to disclose the financial position at any time.
12. Liaise with HM Revenue and Customs to ensure compliance with regulatory requirements, all liabilities are minimised and VAT recovery and Tax claim on Gift Aid is maximised.

c) Management and Supervision**Aiming for Excellence**

1. Define and implement short and medium term plans for the Finance function ensuring Finance has the skills and capacity to support the aims and vision of the organisation.
2. Set objectives for the Finance department as a whole and its individual functions to enable the department to discharge its responsibilities;
3. Use performance management frameworks to change culture and embed values based behaviours, continually appraising staff and providing feedback;

4. Coach and mentor the finance team to develop individuals and competencies.

Working Together

5. Liaison with auditors, bankers and other financial professional services.

Respecting each Other

6. Manage and supervise Finance Manager and Finance Officers and be responsible for the overall direction, co-ordination and evaluation of this group.
7. Carry out other supervisory responsibilities in accordance with the Church's policies as well as any applicable regulations including recruitment, planning, assigning, and directing work; conducting appraisals, performance management, addressing complaints and resolving problems.
8. Lead the Finance department ensuring that Finance staff and volunteers receive adequate training, supervision, and support to discharge their roles effectively.
9. Inspire, develop and empower Finance staff and volunteers to improve performance, meet and exceed customer/ stakeholder expectations.

d) Customer Service Standards

Aiming for Excellence

1. Develop, communicate and maintain service excellence for all Finance functions embedding Ruach City Church's AWARE values.
2. Establish, agree and communicate service levels and standards to stakeholders and key performance indicators / goals so that they are aware of what can be expected of Finance.

Acting with Integrity

3. Act as a role model for Finance personnel and lead by example.
4. Represent the organisation in a professional manner in financial matters and in line with organisation values.

Respecting each Other

5. Communicate and develop staff to deal with complaints or complex situations effectively.

Empowering our Team

6. Deliver and promote a solution focused approach to staff when dealing with stakeholders.
7. Deliver and promote within the Finance team a welcoming, professional, helpful and efficient approach when dealing with queries on the telephone, face-to-face, by email and through all communication channels.

General:

Aiming for Excellence

1. Demonstrate, communicate and promote Ruach City Church's AWARE values in all areas of the role, policies, procedures and processes.
2. Proactively anticipate problems/challenges directly relating to Ruach City Church activities and offer creative solutions.
3. Comply with Ruach City Church's health and safety policy, reporting any matters of concern to the Health and Safety representative.
4. Comply with Ruach City Church's Data Protection policy, reporting any matters of concern to the Data Protection Officer.
5. Promote the interests of Ruach City Church and its values in all areas of work.
6. Undertake personal and professional development as required for the role to keep up-to-date with issues impacting Ruach City Church's activities such as legislative changes and best practice.

7. Carry out any other duties commensurate with this role at the request of the Operations Director, Senior Management or Trustees.

Working Together

8. Attend staff meetings, training and other meetings as appropriate to the role.

Acting with Integrity

9. Ensure 'best value' in deploying financial resources is achieved and maintained.

Respecting each Other

10. Actively promote Ruach City Church's Equality and Diversity policy and practices in discharging all duties.

Job Dimensions	
Staff:	Finance Manager, Finance Officers and Finance volunteers
Stakeholders:	<ol style="list-style-type: none"> a) Lender(s) b) Auditors c) Trustees d) Staff e) Ruach Partners (i.e. church membership)
Budget:	Revenue: c.£2.5m p.a.
Other:	4 worship centres: Brixton (UK), Kilburn (UK), Walthamstow (UK), Birmingham (UK) and [with Norbury and Streatham developments]
Regulatory:	Charity Commission & Companies House HM Revenue & Customs

PERSON SPECIFICATION

JOB TITLE:	Head of Finance
DEPARTMENT:	Finance
REPORTING TO:	Chief Executive / Deputy Chief Executive
ACCOUNTABLE FOR:	Finance Manager, Finance Officers, Finance Volunteers
LOCATION:	Brixton

	Essential	Desirable
Knowledge & Qualifications		
Finance qualification, e.g. ACA, ACCA, CIMA	✓	
Knowledge of both financial and management accounting and good technical knowledge of financial process management	✓	
Member of professional Finance body	✓	
Evidence of continued professional development	✓	
Knowledge of Charity Accounting regulations (SORPS)	✓	
Knowledge of financial controls suitable to small businesses and charities	✓	
Knowledge of financial and accounting computerised management information systems	✓	
Experience		
Experience of providing accounting services in an accounting department for a minimum of 3 years	✓	
Strong team leadership and management skills and experience	✓	
Experience of working with volunteers, or relevant experience of working with people with diverse needs and abilities		✓
Experience of preparing and making accessible complex technical financial management information written and verbally for a variety of purposes and audiences	✓	
Experience of acting as a change agent, working proactively to make and implement effective organisational change	✓	
Experience of delivering customer excellence to service users, staff, customers and stakeholders	✓	
Experience and evidence of developing and implementing finance initiatives to support organisational strategy and develop strong financial performance	✓	
Skills		
Excellent customer service skills	✓	
Management skills with demonstrable track record in problem solving, delivering efficient solutions / outcomes and decision making	✓	
Excellent communication skills: verbal, written, presentations, clear and well-presented report writing	✓	
Ability to read, analyse and interpret financial and management accounting journals, financial reports, and legal documents.	✓	
Ability to prioritise a complex and conflicting workload efficiently and achieve demanding deadlines	✓	
Excellent time management, organisational, planning and implementing skills	✓	
Proactive in identifying problems or areas in need of improvement and providing solutions resulting in continuous improvement	✓	

Ability to proficiently use to intermediate/advanced level a range of software packages including Microsoft Office and SAGE accounting package, especially SAGE Line 50	✓	
Ability to write and implement policies and procedures	✓	
Good coaching, motivating, empowering and interpersonal skills with the ability to develop and manage a team	✓	
High level attention to detail, accuracy and quality management skills	✓	
Ability to establish and maintain strong working relationships and influence at all levels of the organisation	✓	
Team player with the ability to work well with others in a multi-denominational and multi-site context, and contribute to a positive team environment.	✓	
Ability to identify, assess and manage financial risk and have strong internal financial controls	✓	
Highly motivated, able to work independently to high standards and under own initiative	✓	
Good analytical skills to achieve best value	✓	
Ability to work well and remain calm in demanding circumstances	✓	
Commitment		
<u>Professional/Policies</u>		
Commitment to deliver excellent customer service	✓	
Demonstrate and promote Ruach City Church's AWARE values in all areas of work and role	✓	
Adhere and promote Health and Safety legislation and policies	✓	
Adhere and promote Ruach City Church's equality and diversity policies	✓	
Commitment to work consistently to accepted practice, policies and procedures	✓	
Commitment to demonstrate and promote strict confidentiality and data protection principles	✓	
<u>Personal</u>		
A lifestyle in choices, words and practice demonstrating characteristics that are in harmony with Christian values, including reliability and integrity	✓	
Agreement with Ruach City Church values	✓	
Demonstrates a commitment to the process of continuous improvement and positive change	✓	
Able to work unsociable hours and attend evening meetings, when required	✓	
Willingness to travel between Ruach City Church locations and wherever reasonably required for the role	✓	
Able to attend Ruach locations on a Sunday, when required, to oversee Finance and volunteers	✓	