

Head of Finance

Full time (open to flexible working)

As the Head of Finance, you will play a critical role at DFN Project Search - responsible for delivering reliable insight, robust control and good governance. You will have day to day responsibility for the finance function end to end, working in close partnership with the Finance Director and wider Executive Leadership Team to provide the financial insight, controls, and reporting needed to sustain and grow the charity. You will line manage the Finance Administrator and be the primary point of contact for all financial matters, including with internal stakeholders and external advisors.

This is a hands-on role in a small organisation. We have ambitious plans at DFN Project Search and you will play a key role in delivering these plans. You will both lead and do — driving change within finance whilst remaining closely involved in day-to-day financial operations.

Financial Reporting & Management Accounts

- Oversee the day-to-day finance functions of the organisation, ensuring accuracy, efficiency, and compliance across all financial activities, including preparing and posting journals, reconciling accounts, and managing monthly processes.
- Manage the month end close process, including preparing balance sheet reconciliations for review by the Finance Director.
- Prepare accurate management accounts.
- Monitor income and expenditure against budget, identifying risks and opportunities, and manage cash flow to ensure the charity can meet its financial commitments.
- Produce timely and accurate monthly and quarterly financial reports, including variance analysis and commentary, to support effective decision-making.
- Optimise how we use Xero to provide on demand, real time insights for decision making.

Statutory Reporting & Compliance

- Prepare year-end accounts and act as the main liaison with auditors and external advisors.
- Prepare VAT returns and liaise with external VAT advisors
- Ensure compliance with Charity Commission requirements and maintain appropriate financial controls, policies, and procedures.
- Maintain and develop the charity's financial policies and procedures, keeping them up to date and fit for purpose.

Budgeting & Financial Planning

- Support the Finance Director to deliver the annual budgeting process – working closely with colleagues and Trustees to build budgets that are clear, actionable and deliver against the ambitions of the charity
- Support budget holders across the charity in understanding their budgets, providing clear guidance and regular reporting to non-financial colleagues.
- Provide financial modelling and scenario analysis to support strategic planning and new initiatives.

Treasury & Cash Management

- Prepare in robust in month and short term cash flow forecast, ensuring sufficient funds are in place to manage day to day spending whilst maximising return on investment on any reserves held.

- Oversee banking relationships and manage the charity's day to day treasury arrangements, including any investment or reserve accounts.
- Oversee the credit control function – ensuring timely collection of cash and strong management of aged debt.

Financial Controls & Systems

- Design, maintain, and continuously improve the charity's financial controls framework, ensuring risks are identified and mitigated.
- Lead on finance systems development, including identifying opportunities to improve efficiency through better use of technology.

Restricted Funds & Grant Management

- Oversee the management of restricted, designated, and unrestricted funds maintaining clear audit trails for all restricted income and expenditure.
- Prepare financial reports for funders and grant-making bodies, ensuring compliance with grant conditions and deadlines.
- Support fundraising colleagues with budget preparation for grant applications and contract tenders.

Payroll

- Work closely with relevant colleagues and the payroll provider to oversee payroll processing, pensions, and staff-related financial matters, and ensure compliance with employment and HMRC requirements.

Leadership & Team Management

- Partner with Heads of Department to provide financial insight, build financial understanding, and support the planning and delivery of departmental budgets
- Line manage the Finance Administrator, providing day-to-day guidance, support, and development.
- Work collaboratively across the charity to increase financial literacy and support decision making with financial sustainability in mind
- Induct new staff members from across the charity on finance matters, processes and compliance requirements

Person Specification

Essential

- Fully qualified accountant (ACA, ACCA, CIMA, CIPFA, or equivalent)
- Proven experience in a finance management role with end-to-end responsibility for a finance function.
- Strong working knowledge of Charity SORP and charity accounting requirements.
- Experience of preparing management accounts, statutory accounts, and board-level financial reports.
- Confident using accounting software (Xero preferred) and Microsoft Excel to an advanced level.
- Experience of managing restricted funds and grant reporting.
- Ability to explain financial information clearly to non-specialist audiences.
- Strong leadership skills, with the ability to work collaboratively in a small team environment.

Desirable

- Experience working in the charity or voluntary sector.

- Experience of leading technology change and process optimisation