

Job Description

HiA Finance Lead

Job title:	HiA Finance Lead
Responsible to	Head of Operations
Responsible for	Finance Administrator
Hours	40 hours (full time)
Internal working relationships	Support Centre Staff, Line managed city teams
External working relationships	Azets auditors, Banks, Suppliers & contractors Wider Hope into Action network

Position Overview

This role is a key financial position at Hope into Action. It includes oversight of all finance processes to deliver the monthly accounts, month end review, balance sheet reconciliations and improvement ideas. Takes responsibility for the whole budget process and always has a considered forecast of surplus for the financial year.

Essential Job Functions

1. Spiritual Leadership

- Ensure the organisation retains a strong Christian ethos, culture and practices throughout, with a strong emphasis on prayer and a Biblical basis for decision and policies.
- Devote specific time to pray for the organisation and plan regular personal retreats.
- Uphold our values and lead into them. Use them to help guide support for users across the Hope into Action network.

2. Day to day financial management

- Responsible for Accounts Payable (including expenses/Zempler and AutoEntry workflow for approvals). This includes generating BACS payment runs.
- Responsible for Accounts Receivable (including tenant accounts). This includes generating invoices and monthly summary of suggested credit control action for Line-Managed team-leads. It also includes the credit control of non-tenant debt.

note: HiA are currently implementing a new CRM called Empower. This will hold all tenant finances and integrate with our Xero accounting system.

- Responsible for all Bank Reconciliations.

3. Monthly tasks

- Preparation of the monthly accounts with commentary and full year forecast.
Meeting with all budget holders to go through their accounts and offer support.
- Cashflow forecast (for review by Head of Operations)
- Balance sheet reconciliations

4. Other tasks

- Annual budget
 - Creation of the budget timetable (for review by Head of Operations)
 - Create budget schedule for budget holders
 - Meet budget holders
 - Consolidation of the budget for Exec Review pre-Christmas (supported by Head of Operations)
- Six monthly HMRC Gift Aid claim (support from Finance Volunteer)
- Six monthly Investor Statements (support from Finance Volunteer)
- Support for Annual Audit
- Annual Financial Controls and Systems Paper (including Charity Commission internal controls checklist) for Finance & Operations committee (July)

5. Other Areas

- Maintain and strengthen current systems and controls, offering suggestions for improvement where required
- Identify training opportunities for yourself
- Be an ambassador for the work of Hope into Action in as many ways as you can.

Person Specification

	ESSENTIAL	DESIRABLE	USEFUL
Experience (general)	<ul style="list-style-type: none"> • Strong Excel skills • Ability to see process improvement opportunities • Well organised and efficient. Able to prioritise and manage workload • Line-management experience 	<ul style="list-style-type: none"> • Confident with pivot tables • Experience of volunteer management 	<ul style="list-style-type: none"> • Project management skills
Finance Experience	<ul style="list-style-type: none"> • Qualified to AAT L2 • Strong bookkeeping experience finance experience • Good understanding of budget and financial reporting 	<ul style="list-style-type: none"> • Qualified to AAT L3 • Experience of delivering month end analysis reports • Forecasting and cashflow experience 	<ul style="list-style-type: none"> • Experience of reporting to Exec and/or trustees
Experience ICT	<ul style="list-style-type: none"> • Experience of Microsoft 365 and SharePoint • Broad experience of Finance and IT Systems 	<ul style="list-style-type: none"> • Good knowledge of SharePoint • Experience of Xero 	<ul style="list-style-type: none"> • Extensive experience of a range of finance packages
Skills/Abilities	<ul style="list-style-type: none"> • Strong organisational skills • Ability to lead and partake in prayer and worship or thanksgiving events. • Ability to develop effective working relationships with a range of partners, staff, investors • Strong attention to detail • Ability to work under pressure 	<ul style="list-style-type: none"> • Able to demonstrate excellent interpersonal and communication skills 	
Personal Qualities	<ul style="list-style-type: none"> • Approachable • Encouraging • Self-motivated • Problem solver, decision maker • Good team player 		

Terms and Conditions

- Hours of Work – 40 hours per week (full time)
- Salary – £33,538
- Annual Leave – 25 days per annum + bank holidays and Christmas days
- Sickness Leave – as per agreed policy
- Pension – Group Personal Pension Plan: 8% employer's contribution
- Maternity & Paternity Leave - Hope into Action gives maternity and paternity leave as per agreed policy.