

JOB DESCRIPTION

Job title: Head of Finance

Reports to: CEO

Hours: Full time (consideration will be given to 4 days per week)

Salary: £50,000 (this role falls within Band 3)

Location: The post will be based at the Charity's office in London Bridge. Hybrid working is permitted and the pattern of WFH / office will be agreed with line manager (likely to be 1 day per week in the office)

Job Purpose:

Reporting to the CEO the role of Head of Finance is to oversee day to day running of the finance function whilst playing an active and vital role the organisation. It will involve line management of the Office Manager (Office, IT and Governanace)and the Finance Assistant. The role leads on all financial reporting and analysis to the team and to the Board and Finance and Audit Committee, the preparation of monthly management accounts, and budgets and forecasts, working with the SMT on Eve Appeal policies. The Head of Finance leads the annual audit and preparation of the annual report and accounts working closely with the CEO, Treasurer and Chair of the Board. In addition, the role supports the wider team in the compliance with financial policies and procedures and acts as a Finance Business Partner to budget holders.

DUTIES & KEY RESPONSIBILITIES

Strategic Management and Leadership

- Compiling reports for the Board of Trustees and Finance and Audit Committee (Board sub committee) on a quarterly basis
- Presenting financial information to the Board and staff team for budget preparation, sign off and planning purposes
- Taking part in Senior Management Team (SMT) meetings and decision making on organizational strategy, planning and management issues. The SMT is led by the CEO
- Working closely with the Chair, key Trustees, particularly the Treasurer, on plans, presentation of information and finance strategy.

Database Management

- Working closely with the Fundraising team to ensure financial and donor information is recorded on the database.
Play a lead role in user group discussions and decisions and the subsequent recording and revising of database procedures including basic training for new staff on Raiser's Edge.

Processing Income

- Work with the Fundraising Team to produce regular income reports and analysis on long-term trends
- Working with the Fundraising Team on monthly reconciliation, making sure all income is recorded on Raiser's Edge by month end and balanced with the finance system
- During busy periods, work with the Finance Assistant to ensure that income is on promptly at month end
- Submit quarterly Gift Aid collection

Sales Ledger

- Supporting the Fundraising Team in terms of credit control and collections;
- Raising invoice to Corporate sponsors.

Month End

- Responsible for month-end procedure so management accounts can be produced
 - Bank Reconciliations
 - Prepayments and Accruals
 - Restricted Funds Reconciliations
 - Income Reconciliations (to Raiser's Edge)
 - Fixed Assets

Monitoring income and expenditure

- Producing monthly management accounts and distributing them to the relevant individuals
- Work with the Fundraising Team to produce regular income reports and analysis on long-term trends
- Undertake variance analysis and work closely with team members to produce budget reforecasts
- Reconciling transactions and ledgers to ensure financial controls
- Cash flow reporting and assisting SMT with forecasting
- Updating and reconciling the balance sheet
- Submit quarterly VAT return

Line Management

- Line manage Finance Assistant and Office Manager (Office, IT and Governance). Finance Assistant is responsible for adding income to Raisers Edge and day-to-day financial processes including bi-monthly payment runs and raising invoices for corporate supporters
- Oversee and assist, when needed, to ensure everything is recorded accurately and in a timely manner

Payroll & Pensions

- Induct new employees on Eve's workplace pension and enroll them
- Liaise with payroll provider to ensure that timely payments of salaries, tax and pensions contributions

Governance and Strategy

- Act as principal lead on the organizational audit working with SMT and working closely with CEO
- To prepare the financial reporting and finance updates for the Board and Finance and Audit Committee
- To work with the and CEO with the production of the annual report and annual accounts
- To work with CEO, and Director of Fundraising to produce the annual budget
- To support the CEO and with long-term organizational strategy and business planning
- To keep up to date and comply with best practice and legal requirements regarding data protection
- Responsible for submitting annual accounts to Charity Commission
- Responsible for tax return to HMRC

HR

- To work closely with Office Manager, CEO and external specialist HR agency to review and update Eve's policies
- To ensure that all records are accurate and kept up to date
- To update and monitor sickness, annual leave and other absences

GDPR

- To act as the Data Controller for The Eve Appeal and lead on any reporting issues and regular review of recording systems
- To lead on the reviewing and updated The Eve Appeal's GDPR policy and ensuring that the charity is compliant across all its programmes

Research

- Work with CEO and the Head of Programmes to monitor and review our research programmes
- Responsible for the proper processes and deployment of funds to research institutions
- Ensure that all the documentation is recorded to comply with AMRC and statutory accounts and in line with donor requests on funding restrictions
- Update and monitor research liability in line with the charity's reserves policy and cashflow planning

Other Responsibilities

- To present to the Board and other senior stakeholders on financial issues
- To support all members of The Eve Appeal team on an ad-hoc basis as and when required
- Contribute to team meetings and organisational priorities in team meetings and forums
- Carry out other associated duties that may arise, develop or be assigned in line with the broad remit of the post
- Be proactive in keeping up to date with developments affecting your work including participation in conferences, seminars and networking opportunities within the charity finance sector
- Abide by organisational policies and practices
- Support diversity and equality of opportunity in the workplace

PERSON SPECIFICATION

Strong working knowledge of charity accounting, fully or part qualified ACA/ACCA/CIMA accountant. Some experience of / ready to step up into managing a small team, reporting to Board and playing a role within a senior management team. Experience of budgeting, financial analysis and planning and cash flow forecasting.

ESSENTIAL:

- Strong working knowledge of charity accounting, fully or part qualified ACA/ACCA/CIMA accountant
- Experience of line management
- Experience of budgeting, business analysis and planning
- Experience of cash flow forecasting
- Experience of audits in line with SORP for a turnover of £1 million+
- Knowledge and experience of charity accounting requirements and standards

DESIRABLE:

- Experience of managing a team
- Experience of working with different types of fundraising programmes and supporting a Director of Fundraising
- Experience of Governance processes and charity law and responsibilities
- Experience of working within a research awarding charity or organisation

If you have any questions about this role, your suitability for it, or would like a conversation before applying for any reason then please email office@eveappeal.org.uk with Head of Finance Role in the subject line, and we will get back to you as quickly as possible.