



School-Home Support

JOB DESCRIPTION

Job title:	Head of Finance
Reports to:	Chief Executive
Line Management:	Senior Finance Manager
Location:	Flexible working with a mixture of remote working and office-based at Solar House, 3rd Floor, 1-9 Romford Rd, London, E15 4LJ. The post-holder will also be expected to undertake occasional travel within the UK.
Liaison:	Organisation-wide, Trustees and External Agencies
Contract:	Permanent, three or four days per week
Annual Salary:	Range up to £62,500 (pro rata)
Benefits:	28 days' holiday (pro-rated), pension scheme, life assurance, employee assistance programme

Purpose of Role

The Head of Finance provides strategic leadership and oversight of the charity's financial management, ensuring the effective stewardship of resources in support of School-Home Support's charitable objectives. The role is responsible for maintaining robust financial controls, delivering high-quality financial reporting, and ensuring compliance with all financial regulations, and Charity Commission requirements.

Our mission

SHS gets children and young people back into school, ready to learn. Whatever it takes. For over 40 years, SHS has been working with children, families and schools to break the long-term cycle of deprivation. What starts as poor school attendance becomes low educational achievement, antisocial behaviour, crime, low-paid or no job - generation after generation. Our work builds a vital and effective bridge between school and home life, resulting in better attendance, improved pupil behaviour and greater attainment.

Key Tasks and Responsibilities

- Provide strategic financial leadership aligned with the charity's overall strategy, organisational objectives and long-term sustainability;
- Ensure the charity's financial systems are robust, compliant, support current activities and future growth and make good use of new technologies where appropriate ;
- Oversee all aspects of the finance function, including management of the general ledger, allocation of reserves and liaison with third-party providers;
- Oversee all aspects of financial reporting, including monthly management accounts, statutory accounts, budgets, forecasts, variance analysis, cash flow and accompanying narratives;
- Improve/develop, implement and oversee effective financial policies, procedures and controls;
- Line manage the Senior Finance Manager, overseeing and working closely with them on all matters relevant to their role and ensuring appropriate learning, training and development opportunities are identified and undertaken where possible;
- Report to and provide strategic support to the Chief Executive Officer;
- Provide information, support and guidance to the Finance Committee, liaising with the Chair to provide commentary and supporting analysis of financial reports ahead of meetings of the Finance Committee and the full Board
- Provide information, advice, guidance and, where appropriate, reports to the Remuneration Committee;
- Ensure compliance with the requirements, rules and regulations of the Charity Commission, HMRC and other relevant statutory bodies; ensure the charity complies with all relevant aspects of the Charities SORP and keep all colleagues, including trustees, up-to-date on any amendments affecting the Charity;
- Work closely with the external auditors to deliver the annual audit including responsibility for finalisation of the statutory annual report and accounts ahead of approval by the Board; liaise with Communications colleagues to create and publish the 'glossy' final version;
- Oversee all elements of banking and cash flow management including producing reports for SLT and Trustees, agreeing expenditure authorisation levels, maximising the return on funds and ensuring bank mandates are kept up-to-date;
- Oversee the monthly payroll process in liaison with the People and Culture department and the third-party payroll provider;
- Support the Trustees in relation to their duties on overall risk management, including responsibility for the maintenance and update of the SHS Risk Register; ensure that the charity has adequate insurance to mitigate against risk;

- Provide support, advice and guidance to other departments in relation to tenders, costings, modelling, funding proposals, new product development, change management etc;

Corporate responsibilities

- Work closely with the CEO and other members of the Senior Leadership Team to provide leadership to the organisation as a whole
- Support the development of good practice that will support SHS to become a recognised outstanding organisation
- To be committed to the aims and values of the organisation.
- To ensure that safeguarding processes and policy are adhered to and be committed to keeping safeguarding knowledge up to date.
- Liaise with others and participate in internal and cross-organisation working groups for training and exchange of information and best practice.
- To take on additional responsibilities commensurate to the role as and when required.
- To conform and apply all SHS policies, including: Safeguarding; Health and Safety Policy and the Equal Opportunities Policy.
- To be committed to developing professional knowledge and management practices through continuing professional development, making good use of training opportunities provided.

Working contacts - Internal

The post holder will be working closely with the CEO and will also liaise extensively with colleagues throughout the organisation, and with the Board of Trustees.

Working contacts - External

The post holder will liaise with a wide network of funders, service providers, partners, volunteer contacts, schools and media. This is not a definitive list.

The successful candidate will be

- An effective leader, good strategic thinker and experienced senior manager.
- An experienced senior strategic financial leader, with a proven track record
- An individual with the necessary drive, vision and strong organisational skills to build on the existing success in scaling up
- A good communicator, able to deliver verbal and written presentations, and with demonstrably excellent relationship-building skills.
- Able to demonstrate a commitment to SHS, its work and objectives.

This job description is not exhaustive; it merely outlines the key tasks and responsibilities of the post. These key tasks and responsibilities are subject to change as needed by the

charity. The post-holder will be expected to comply with any policies and procedures that SHS may issue.

Person Specification

Experience, knowledge, skills and abilities

Essential Criteria

Qualified CCAB or CIMA accountant, including extensive post-qualification experience

Proven track record of holding a senior management position within a similar organisation, with experience of working with and reporting to Boards of Trustees and leading the management of a Finance Committee

Experience of working in a senior Finance role in the charity sector, including budget and financial policy formulation, external statutory reporting and audit. A track record of preparing statutory accounts, management accounts and other financial reports and managing these over at least two full year cycles.

Experience of managing the legal requirements of a charity, experience of charity governance, company law, HMRC, data protection, and the regulations applicable to charities. Leading on ensuring compliance to all elements of risk and health and safety.

Demonstrable leadership qualities with a proven track record of ensuring financial sustainability to facilitate growth and development to further charitable aims and of facilitating change and continuous improvement

Outstanding verbal and written communication skills, including the ability to adapt message and style for different audiences. Experienced in communicating at a high level with senior people in business and other sectors.

Proactive and self-motivated, with strong organisational skills, the ability to work on own initiative, set and prioritise plans and targets, and deal effectively with conflicting demands.

Ability to work well under pressure. Be able to demonstrate a 'hands-on' and 'can-do' approach, moving seamlessly between the strategic and the operational.

Excellent leadership skills and able to motivate others to meet agreed, realistically ambitious targets and objectives.

Desirable Criteria

Experience of working with Sage and Salesforce

Understanding of challenges faced by vulnerable families