



Job Description

Survivors' Network Vision

Uniting to confront sexual violence, abuse and harassment so that no one has to face the impacts alone

Survivors' Network Mission

- Delivering accessible, survivor-centered services across Sussex
- Empowering our communities to stand up against sexual violence, abuse and harassment through education, training and campaigning
- Demonstrating and advocating for intersectional feminist leadership

Job Title	Head of Finance
Reports to	CEO
Location	Hybrid working from home and at our offices in central Brighton or Eastbourne
Hours	25 hours a week. The post holder will be expected to attend quarterly remote board meetings for half an hour. These meetings are on Thursday evenings.
Pay Scale	£42,080 - £45,316 (FTE salary pro rata)
Date issued	05/2024

Job Purpose

The Head of Finance is a new role, created to provide a robust and focused finance function for the organisation. The postholder will be responsible for monitoring and reporting on the financial position of the organisation, providing strategic financial advice to the Senior Management Team and managing the day-to-day finance operations. This includes complying with all statutory and regulatory requirements alongside supporting service managers across the team to manage income and expenditure across their programs of work.

The role line manages the Finance Officer and sits within the senior management team.

Key Accountabilities

- Work alongside the CEO and other members of the senior management team to develop and deliver strategic plans, business plans and budgets in line with the charity's vision and mission.
- Ensure the provision of financial management information to relevant users including the Board, Managers and Funders on a regular basis supported by commentary appropriate to the various stakeholders.



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- Ensure the organisation is complying with all statutory and legal requirements and leading on the annual audit process
- Operating and maintaining the payroll function.

Key Working Relationships

- CEO and Senior Management Team
- Finance Officer
- Service Managers

Duties and Responsibilities

- To manage the whole Finance function, with the support of the Finance Officer.
- To manage the preparation and publishing of the annual accounts, in liaison with the auditors.
- To ensure that accurate and timely financial returns are provided to funders and other agencies.
- To ensure that accurate management accounts are provided, for the Board of Trustees, the Senior Management Team, and Service Managers.
- To provide financial advice, guidance and forecasts to the Board and the Senior Management Team.
- To assist the Senior Management Team and Service Managers to produce budgets, ad-hoc financial reports and forecasts.
- To closely monitor cash flow and report to the senior management team.
- To assist the Board to ensure that Survivors' Network meets the financial requirements of Charity and Company law.
- To regularly review bank and cash reconciliations.
- To operate and maintain the payroll on Xero



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- To maintain an understanding of the external financial environment.
- To define and document financial procedures and implement improvements to these as required.



Person Specification

Assessment Area	Criteria	Desirable (D) / Essential (E)	Method of Assessment (*A, I, T)
Role Specific Skills & Experience	Able to demonstrate an understanding of our values and contribute to our culture.	E	A, I
	Qualified accountant with solid experience of working at a senior level.	E	A, I
	Ability to analyse and interpret financial data and use this to forecast and support the CEO in setting and managing budgets.	E	A, I
	Ability and experience in the development of business plans and strategic plans.	E	A, I
	Ability to manage and support at operational and transactional level and ensure policies, systems and controls are in place and understood by the wider team.	E	A, I
	Experience of managing all aspects of finance, financial reporting and of providing management reporting tools.	E	A, I
	Strong communication skills, including presentation, written and verbal skills to work with the team and present to Board.	D	A, I
	Experience of leading and managing operational staff, the finance function and developing financial procedures that are fit for purpose.	E	A, I
	Able to provide finance workshops to improve financial capability and competence in the Charity.	E	A, I
	The ability to work both independently and as part of a team and to maintain effective	E	A, I

	relationships with people at all levels of an organisation.		
	Strong organisation skills. Ability to work under pressure and multitask through managing and prioritising work and deadlines.	E	A, I
	Excellent IT skills and proficiency with Microsoft Excel and Teams and experience in using an online accounting package (such as Xero) for financial accounting and management.	E	A, I
General Skills and Professional Behaviours	An interest in creating and improving systems and processes that work and can be scaled.	E	A, I
	Self-motivated, able to work independently and collaboratively within a small team.	E	A, I,
	Committed to personal development and the ability to critically assess own performance and engage in reflective practice.	E	A, I,
	Excellent written and oral communication skills.	E	A, I
	Commitment to self-care and maintaining appropriate professional boundaries,	E	A, I
	Ability to think creatively and innovatively and show initiative.	E	A, I, T
	Commitment to the vision, mission, and values of Survivors' Network.	E	A, I, T
	Commitment to anti-discriminatory practice, equal opportunities and an	E	A, I, T



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	intersectional understanding of feminism.		