

**Job Description**

**Job Title:** Head of Finance

**Reporting to:** Chief Executive

**Salary:** c£60k (pro rata, depending on experience)

**Contracted hours:** Minimum 25 hours per week

**Contract type:** Permanent

**Key Purpose**

The Head of Finance will be a member of the Senior Management Team (SMT). They will be responsible for developing financial plans, budgets, forecasts and analysis to ensure an efficient and cost-effective organisation. They will be involved in the preparation of the company accounts and for supporting the Chief Executive in financial analysis for strategic decision-making purposes.

**Specific Duties**

* Prepare monthly, quarterly and annual management accounts within a tight time frame and provide insightful analysis and commentary on variances.
* Manage all finance processes including the production of statutory accounts, month end accounting processes, consolidation of the profit and loss account, balance sheet analysis, conducting cost variance analysis - actual versus budget, sales targets analysis and ensure internal controls are applied.
* Ensure the finance function has robust and compliant processes, producing timely, accurate financial information, ensuring disciplined financial controls and identifying opportunities for improving efficiencies.
* Prepare financial analysis and present to quarterly board meetings.
* Work closely with SMT members to interpret and analyse departmental results.
* Prepare annual budgets and forecasting for new emerging businesses.
* Assist with year-end audit and liaising with auditors.
* Liaise with bank manager to discuss and manage financing arrangements.
* Liaise with insurers to ensure adequate insurance is in place for the organisation.
* Liaise with other key stakeholders as and when required.
* Manage performance of the Finance team members ensuring they are fully trained to meet agreed targets and to ensure quality, consistency and accuracy of responses and interaction with clients.
* Participate in regular staff training and development activities on company services, operating systems, processes and procedures and contribute to same.
* Comply with the organisation’s Key Holder Roles and Responsibilities policy.
* Be responsible for opening and/or closing the office when required.
* Comply with the organisation’s Security & Confidentiality policy at all times, ensuring the highest levels of information security, data protection and confidentiality.
* Undertake any other reasonable duties appropriate to the achievement of the organisations goals and targets.

**This job description is neither exhaustive nor exclusive and may be reviewed depending upon operational requirements and staffing levels.**



**Personnel Specification**

The Personnel Specification shows **essential** skills, abilities, knowledge and/or qualifications required to be able to carry out the duties of this post.

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| **Factor** | **Essential Criteria** | **Desirable Criteria** |
| **Qualifications** | * Applicants must be fully qualified accountants (ACA/ACCA/CIMA)
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| **Experience** | * Strong finance operations experience with a minimum 5 years’ post-qualification experience including

- Management Accounting experience with a commercial element- experience of producing and presenting robust financial projections with integrated profit & loss, balance sheet and cash flow statements- Board level reporting and provision of commentary to support decision making* Experience of accountancy and payroll software.
* Experience of and proven track record of staff management
 | * Preparing year end accounts for a charity.
* Experience within a leisure or retail environment.
* Experience of QuickBooks and BrightPay
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| Skills and Aptitudes | * Strong personal integrity.
* Excellent commercial focus with the capability of applying focus to innovate and solve problems in order to achieve results.
* Strong leadership and management skills with ability to promote and drive functional strategies and operational excellence.
* Good administration and IT skills including ability to maintain and update records and files.
* Excellent analytical skills and the ability to communicate financial performance of a business to non-financial people
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