



Job Description:

Head of Finance and Business Administration

Reports to: Chief Executive
Location: Office (Birmingham) Based
Hours: Average 2 day per week (flexible)
Fixed term for 12 months

Reporting directly to the CEO, the Head of Finance and Business is responsible for the overall financial management, business analysis and reporting of In Control, ensuring ongoing viability and a secure financial future in line with the organisation's charitable status, mission and values.

You will be a qualified accountant with a keen commercial sense and a passionate commitment to the vision of choice and control for all citizens. You will provide financial advice and information to the Chief Executive, the Board of Trustees and the senior team and develop and maintain financial and investment strategies. You will have substantial experience / awareness of SORP, charitable finance regulations and key strategic finance reporting.

You will be responsible for the preparation of management and annual accounts, business analysis and management report information . maintaining close links and a strong working relationship with the Head of Operations and the programme leads to ensure appropriate and timely provision of management information and close management of individual budgets.

This role will also be accountable for management of the annual audit process, risk assessment and preparation and overview of all contracts for self employed associates and business partnerships.

You will be a proactive team player who can demonstrate initiative with excellent organisational, team management and communication skills.

Principal Responsibilities

Finance and Accounts

- To provide an accurate and timely financial service including setting and monitoring of budgets, forecasts, cash flow analysis, management and financial accounts and advice and support to inform decision making at all levels
- To ensure that the Chief Executive is appraised of key financial issues that need to be discussed with the Board of Trustees to enable them to fully understand the financial position of the charity
 - To review and ensure appropriate overall performance reporting to the CEO and the Board of trustees
 - To support the chief executive and senior team to develop a medium-term financial plan
- To be responsible for all statutory reporting, compliance, annual accounts and VAT, including SORP, SOFA and Charity regulations
- . To work with the office team to develop finance policies and procedures and ensure that these are being consistently followed - including customer and supplier contracts, purchase orders, credit control, and ensuring timely invoicing by suppliers.
- To manage the annual audit process in conjunction with the appointed auditors to ensure statutory accounts are produced within the required deadlines
- To ensure that budgets and management accounts accurately reflect the business activity, that accruals and other adjustments are being made correctly, that variances from budget and other issues are investigated and resolved.

Risk Assessment

- To be responsible and report on the overall business risk assessment and management process of the organisation, ensuring with the CEO, that the Board of Trustees adequately assess and document risks faced by the charity in line with the requirements of the charity commission

General

- To maintain and develop organisational culture, values and reputation with all staff, associates and external stakeholders
- To implement and assist in the development, review and maintenance of organisational policies and strategy

Person Specification – Head of Finance and Business

	Essential	Desirable
Qualifications/ Education/ Knowledge	<p>Qualified Accountant - relevant graduate qualification and/or equivalent business experience.</p> <p>A knowledge of business operations processes, preferably in a voluntary sector environment.</p> <p>Knowledge of SORP/SOFA, charitable finance regulations and key strategic finance reporting.</p>	<p>Relevant post-graduate qualification in Business Management or Public Sector</p>
Experience required	<p>Proven administrative, leadership and management experience in the areas of strategic planning, analysis and organisational development.</p> <p>Experience in devising and implementing strategic development and resource plans, particularly in the areas of service development, staff development and the management of change</p> <p>Previous experience of running a small finance function including payroll, PAYE, NIC, VAT, Payments, banking arrangements, accounts preparation and audit and other accounting transactions, adhering to proper controls and processes.</p> <p>Demonstrated experience of using QuickBooks or similar and translating raw financial data into accessible management information and recommendations for action.</p> <p>Significant demonstrated experience of preparation of management and annual accounts, business analysis and management information and the development, maintenance and monitoring of management information systems and procedures.</p>	<p>Experience as Company Secretary for Registered Charity</p> <p>Experience of working with an international remit</p> <p>Experience as Company Finance Director / Senior manager</p>

Abilities and Skills required

Demonstrated experience and understanding of P&L and Cash Flow Analysis and reporting and trend analysis and forecasting.

Experience of liaison with external auditors and management of an annual audit process.

Ability to work on own initiative, prioritise work, handle pressure and take day-to-day decisions on the running of the organisation.

Substantial relevant work experience within the public/ private or voluntary sector.

Demonstrated experience of managing risk assessment and mitigation for a charitable organisation.

Able to communicate fluently in English, both verbally and in writing.

Strong networking and interpersonal skills. Able to exercise diplomacy and build partnerships and consensus, within teams and among other stakeholders. Commercially astute and able to effectively communicate complex financial data and information to managers with non-financial expertise.

Able to bring a strong vision of development, continuous improvement and growth for In Control.

A proactive team player and self-starter who can demonstrate initiative with excellent organisational, team management and communication skills.

Able to motivate, maintain and develop an effective team.

Good computer skills, particularly Excel.

Able to report and present complex financial information in an accessible and people friendly way to board members and others who do not have expertise in strategic management and accounts

**Personal
qualities**

Commitment to and understanding of team work and collaborative working.

Strong commitment to inclusion and change development issues.

Able to travel regularly. (this post will include 6 meetings a year in London for the Trustee Board Meetings)

Highly motivated self-starter.

High attention to detail and accuracy.

Terms and Conditions

- Salary £50k (Pro rata £20k)
- Average across year 15 hours per week
- Flexible approach required to the demands of the post
- Fixed term for 12 months
- Three months Probation
- Contributory company stakeholder pension scheme (following successful probationary period) available

Closing Date for applications – 12pm, Monday 25th June 2012

Interviews will be held on Tuesday 3rd July 2012