

Gaddum



Head of Finance

Job Description

Job Title: Head of Finance

Responsible to: Chief Executive

Accountable to: Chief Executive

Reporting to: Chief Executive

Salary: £43,857 per annum (pro rata for part time)

Working hours: Minimum 21 hrs (0.6WTE) up to 35 hours per week with flexible working required to suit the needs of the role.

Location: St Wilfrid's Enterprise Centre, Hulme & other service delivery sites, as required.

Job Summary

As a member of Senior Leadership Team to lead the financial support of Gaddum in delivering its organisational objectives through a financial management function and controls ensuring quality, governance, and value for money.

Job Purpose

To lead and manage a high performing financial management function and provide a comprehensive financial management, costing and advisory service, whilst ensuring financial governance of the organisation is delivered to exemplary standards of probity and transparency to support excellent client services delivery.

To operationally manage the Finance Function, monitoring and reviewing as required by Chief Executive and Senior Leadership Team.

Key responsibilities

- At Senior Leadership Team level, ensure the finance function is efficient and effective and direct the production of, and/or producing where required, cash flows, sales invoicing, purchase invoicing and bank reconciliations.
- Provision of sound strategic financial information including forecasts, budgets and financial growth plans to the Chief Executive, Senior Leadership Team and Trustees Board.
- Production of Finance Reports for both Senior Leadership Team and Trustees Board.
- Primary point of contact for audit enquiries and for Chief Executive, Senior Leadership Team and Finance Trustee for all senior financial matters.

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- Responsible for the preparation and production of all financial information, including quarterly management accounts and annual accounts including purchase ledger, sales ledger and bank reconciliations.
- Lead the annual budget setting process for all Gaddum service areas.
- Work with Chief Executive and Senior Leadership Team to investigate new opportunities and lead the finance input into business cases, tenders and procurements.
- Develop and maintain excellent relationships with relevant external partner organisation key contacts to support prompt payment of invoices and awareness of new opportunities for Gaddum.

Main Duties and Responsibilities

Finance

- Responsible for setting and financially managing individual programme and project budgets including reporting to funders on financial expenditure in agreement with Chief Executive and Senior Leadership Team as required
- Ensure production of sales invoices and follow up correspondence with suppliers for payment.
- Review, develop and implement financial and administrative structures that facilitate the effective delivery of the finance responsibility in agreement with Chief Executive and Senior Leadership Team
- Ensure robust financial administration of all payments including all entries into accounting system to relevant programme and project budgets and the subsequent filing of all payment documentation.
- Monitor Gaddum's annual budget and analyse income from grants, fundraising and other earned income to monitor cashflow and manage the financial sustainability of the charity.
- Analyse expenditure to ensure it is charged to appropriate restricted and unrestricted income streams within the budget.
- Working with Gaddum's Chief Executive, Senior Leadership Team, Finance Trustee treasurer and auditors to manage the preparation of annual accounts.
- Lead the management and delivery of Gaddum's monthly payroll including relevant HMRC/Pension payments and processing.
- To produce quarterly detailed finance reports for services and projects across Gaddum (figures & narratives) for SLT, Trustee Board and Finance Subgroup.
- Financial analysis and budget preparation to support bids, contracts & tenders

Commercial & Corporate governance

- To update Gaddum finance policies and procedures in accordance with any legislative changes in agreement with Chief Executive, Senior Leadership Team and Finance Trustee.
- To manage compliance with Scheme of Delegation and Delegated Authorities in line with Gaddum Finance Policies and Procedures
- Ensuring the authorisation of expenditure is carried out in accordance with Gaddum's finance policies and internal control systems.

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- Ensure finance records and data are maintained in accordance with Gaddum's policies and procedures
- To support the Business Support Lead in coordination and completion of required statutory returns and meet other information requests from funders and strategic agencies.
- To support the Business Support Lead on Gaddum Business Continuity Function

Financial Analysis and Development

- To support Chief Executive and Senior Leadership Team with financial analysis of contracts on a quarterly and annual basis in preparation for review processes including compliance
- To provide robust and comprehensive Financial Reporting for current and future organisational issues.
- To support Chief Executive & Trustee Board with future Investment and Business planning as required
- To provide financial analysis and data to support bid, contract & tender development
- To provide support to Chief Executive and SLT on development of additional income sources

Other duties and responsibilities

- To represent Gaddum at external meetings and events as required
- To maintain awareness of local, regional and national issues relevant to the objectives and expectations of the Charity.
- To meet regularly with Chief Executive for supervision.
- To organise and attend meetings as required by Chief Executive.
- To undertake additional duties within competence of post holder as required by Chief Executive.
- Flexible approach to working patterns to suit the needs of the role and responsibilities as required.
- Explore possibilities for business development of service areas in collaboration with the Head of Development & Partnerships.

The post-holder will be required to undertake other tasks as reasonably directed by the Chief Executive, which will usually be commensurate with the skills and experience of the post-holder.

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that it is inevitable that, over time, the nature of individual jobs will change; existing duties may be lost and other duties may be gained, without changing the general character of the duties, or the level of responsibility entailed. Consequently, this job description may be revised from time to time.

All staff are expected to work within all Gaddum policies and procedures.

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Person Specification - Head of Finance

Criteria	Essential	Desirable	Assessed*
Qualifications & Training	<p>Maths and English GCSE at grades C or above (or equivalent qualification)</p> <p>CIMA, CIPFA or relevant professional accountancy full or part qualification</p>	<p>Evidence of continuous professional development</p> <p>Educated to degree level, equivalent professional qualification or relevant experience</p>	A,I,T
Knowledge & Experience	<p>A knowledge and understanding of financial regulations</p> <p>Experience of using accounts and budgetary software (Sage preferably or QuickBooks)</p> <p>Experience of report writing and record keeping</p> <p>Experience of working in a finance environment at a management/leading level</p> <p>Understanding of the ethos of the voluntary and community sector</p>	<p>At least one year's experience of working within VCSE or CIC field.</p> <p>Experience of managing payroll and using payroll software</p>	A,I,T

*A = Application, I = Interview, T = Test

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<p>Skills & Abilities</p>	<p>Demonstrable skill and experience of using Microsoft Office, particularly Microsoft Excel.</p> <p>Excellent verbal, listening and written communication skills</p> <p>Ability to listen and question sensitively whilst maintaining control of the situation</p> <p>Ability to manage own workload whilst working in a direct access service</p> <p>Proven team work skills as well as ability to work on one's own</p>	<p>Experience of outcome monitoring</p>	<p>A,I,T</p>
<p>Attitudes & Values</p>	<p>Committed to the values of Gaddum</p> <p>Non-judgmental attitude</p> <p>A flexible & positive work ethic</p> <p>Demonstration of a commitment to equality and diversity</p> <p>Demonstrable experience of solution focused thinking</p>	<p>Understanding of Gaddum and wider VCSE sector across GM</p>	<p>A,I,T</p>
<p>Others</p>	<p>Flexible approach to working hours to meet the needs of the service</p>		