

## **JOB DESCRIPTION – HEAD OF FINANCE**

<b>Location:</b>	Leicester
<b>Team:</b>	Internal Services
<b>Line Manager:</b>	Assistant Director of Finance and Resources
<b>Salary:</b>	£40,000 to £50,000 per annum (pro rata if applicable) plus LGPS defined benefit pension scheme and 25 days holiday plus 8 days bank holiday plus up to 6 further grace days (including Christmas shutdown).

### **Main Purpose**

Reporting to the Assistant Director the role holder is responsible for providing an effective financial service and managing and developing a small finance team.

Responsibilities include management and project accounting with appropriate support and challenge to non-finance managers, production of statutory accounts to comply with companies and charity requirements, VAT, pensions, payroll and accounting ledgers.

We are in the final stages of implementing Microsoft NAV and looking for the role holder to embed the processes and continuously extract value from the system using a proactive and collaborative approach with 50 – 60 staff across offices in Leicester, London and Cardiff.

### **Duties and Responsibilities**

To continuously improve current processes and procedures to:

- Produce monthly management accounts and forecasts that provide insightful information. This involves meeting with non-finance project managers at least every two months to reforecast projects and provide support and constructive challenge to improve financial outturn.
- Drafting quarterly Board reports for Assistant Director review.
- Produce timely finance reports to a range of our funders.
- Produce key general ledger reconciliations including Bank, Sales and Purchases. Oversee VAT returns, Pensions and Payroll requirements.
- Manage cashflow and aged debt. Produce short term 8 week cashflow forecasts on a fortnightly basis and longer term 12 month forecasts on a quarterly basis.
- Prepare year end statutory accounts to relevant accounting standards and charity SORP requirements. Manage the external audit process.
- Liaise with L&W's outsourced Internal Auditors. Co-ordinate visits and ensure audit points are tracked and implemented. Assist in the production of Audit Committee Papers.
- A key aspect of the role is to motivate and develop the small finance team, including the Assistant Accountant.

## PERSON SPECIFICATION

	<b>Qualifications / Professional Status</b>	<b>Essential/ Desirable</b>
1.	UK CCAB recognised qualification.	E
<b>Skills</b>		
2.	Individual who works on their own initiative to identify and resolve issues to improve the organisation. The role holder will thrive on being proactive, demonstrate a commercial acumen and have strong Interpersonal skills.	E
3.	Ability to analyse and interpret financial information and to prepare and present reports in a thorough and confident manner to explain matters to a diverse set of users.	E
4.	Ability to produce concise reports for management and well written draft Board reports for Trustees or similar.	D
5.	Proven skill in successfully managing and developing a small finance team.	E
6.	Ability to prioritise activities and communicate challenges with suggested solutions in order to meet deadlines.	E
7.	Able to work in a collaborative business partnering manner to gain trust, build relationships, influence and constructively challenge non financial staff.	E
<b>Knowledge</b>		
8.	Ability to produce statutory accounts with knowledge of requirements for Company and Charity law (eg SORP)	D
9.	knowledge of accounting for pensions, payroll and VAT	E
10.	Knowledge and understanding of the organisation's charitable aims and purpose.	D
<b>Experience</b>		
11.	Minimum of three years post-CCAB qualification	D
12.	Experience of accounting for public service contracts, lottery and European funding.	D
13.	An understanding and experience of the specific accounting regulations for charities.	D

14.	Experience of team management, motivation and development	E
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**Reviewed by:** Robert Gill, Assistant Director Finance and Resources, Jan 2019

Learning and Work Institute works in both England and Wales. Our work in Wales is led by a Cardiff based team, but all staff are required to follow the guidance set out in our Welsh language scheme when working in Wales.