

JOB DESCRIPTION

Job Title	Head of Finance and Operations
Last review date	August 2020
Line Manager	CEO
Base of Work	Community Impact Bucks Office (currently Monks Risborough) with some home working.
Hours	21-28 per week
Salary	£37,000 pro rata
Contract	Permanent

ABOUT US

About the Charity:

At Community Impact Bucks we are passionate about helping people to get involved and make a difference in Buckinghamshire communities.

We do this by:

- Supporting **people** to find volunteering opportunities, and develop their skills and knowledge through volunteering and training.
- Supporting **charities and other not-for-profit** groups with information, advice and training, and helping them to have a collective voice in matters that affect them and the people or environment they support.
- Working with **communities** to identify their needs, the solutions they want to see, and help them to make change happen.

Established in its current form in 2010, and with a 35-year history of supporting communities in Buckinghamshire, Community Impact Bucks is the backbone of the charity, voluntary and community sector in the county. We are the nationally accredited Volunteer Centre and the Rural Community Council for Buckinghamshire.

About the Finance and Operations team

Led by the Head of Finance and Operations, this team of staff and volunteers provide the specialist disciplines to enable the organisation to perform to the highest standards.

The team works to provide the organisation with:

- Financial control, budget planning and financial resource management.
- Internal operations, including payroll, HR and premises management.

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JOB PURPOSE

The purpose of the Head of Finance and Operations is to provide the necessary professional expertise so as to enable the Charity to successfully execute its strategy and achieve its objectives on time and within budget, while exceeding stakeholder expectations.

The role will be accountable for:

- Ensuring sound financial and governance procedures and control within the Charity, its subsidiaries and other organisations purchasing these services from the Charity, in accordance with UK law.
- Overseeing the management of the charity's internal operations, including payroll, HR and premises.

KEY RESPONSIBILITIES & ACCOUNTABILITIES:

Leadership

- Take collective responsibility with leadership colleagues and Trustees for the Charity's strategy, goals, objectives, culture and values.
- To work closely alongside the CEO and trustees in developing and delivering the ongoing transformation programme.
- Provide strong leadership and performance management and support the development of the staff and volunteer team.
- Develop and implement the strategy and business plans for your areas of responsibility (finance, operations, HR).
- Oversee performance, quality assurance, risk management and impact evaluation across your areas of responsibility, and report to the CEO and Board.
- Deputise for CEO and other leadership colleagues as required.

Financial management

- Maintain and develop a sound system of financial management and control, working closely with the Treasurer.
- Work alongside Trustees and budget managers to ensure that they have a full understanding of financial information to enable them to make informed decisions.
- Lead on day-to-day financial operations including management accounting, cash flow management, managing investments, VAT, overseeing petty cash, company credit cards, donations and payments, and purchase invoices.
- Produce statutory accounts, liaising with auditors and ensuring compliance with Charity Commission and Companies House financial requirements.
- Lead on financial planning, working alongside the Leadership Team to prepare annual budgets, cash flows, resource forecasting and longer-term business plans, for approval by the trustees.
- Work with budget managers and the Head of Programme Management to plan and monitor resource to ensure that costs are well controlled.

Operations & governance

- Act as Company Secretary, ensuring compliance with UK Company and Charity law.
- Maintain appropriate records of trustee and director meetings and statutory registers.
- Oversee operations including premises management, health and safety and customer service.

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- Maintain up-to-date policies across all areas of the charity's activity.
- Oversee the implementation of effective HR policies, procedures, record-keeping and staff development.
- Lead on continuous improvement of financial and operational processes to ensure the organisational maturity required to deliver strategic objectives, alongside the Head of Programme Management.

Business Development

- Identify and develop commercial opportunities to generate sustainable, independent sources of income, including through the provision of business services.
- Establish and manage an effective Business Development Process to develop new activity and secure new income sources, including grants and commissions and commercial income generation.
- Advise on budget drafting and resourcing for new activity and funding bids, including developing and implementing the full cost recovery model, alongside the Head of Programme Management.

SAFER RECRUITMENT

Community Impact Bucks is committed to safeguarding and ensuring the welfare of children and adults. We expect all employees and volunteers to share this commitment.

The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment. We have safeguarding policies in place which staff/volunteers are expected to read at induction and keep up to date with any policy changes throughout their employment and/or volunteering experience. Regular training is provided.

PERSON SPECIFICATION

About you

- A desire to affect positive change, and a genuine interest in communities and their well-being and development.
- High levels of personal integrity and credibility.
- Resilience, good judgement and a 'can do' attitude.
- Driven to achieve great results.
- Desire to build relationships and work collaboratively across a diverse set of stakeholders to achieve a common goal.
- A self-starter who takes ownership for seeing a deliverable through to completion.
- An understanding of and commitment to equality and diversity issues and practices

Education and qualifications

- Fully-qualified accountant.
- Evidence of continued professional development.

Experience

Essential

- Leadership / Management experience from a senior finance role.

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- Strategic financial management.
- Business partnering and providing financial analysis to support key decision-making.
- Adding commercial value to an organisation.
- Excellent relationship management skills including exceptional stakeholder relationship management.
- Able to maintain and improve policies, procedures and systems.
- Demonstrable experience of planning and managing budgets and business planning.

Desirable

- Working in a finance operation within the charity sector with multi income streams.
- Supporting trustee boards.
- Experience of managing volunteers.
- Premises management.
- HR and line management.

Knowledge, skills and abilities

Essential

- Strong all-round finance capabilities that can be evidenced through experience.
- Able to communicate effectively with finance and non-finance colleagues at all levels.
- Effective at identifying issues early, proactively problem-solving and escalating these appropriately.
- Highly skilled at prioritising effectively in a high-pressure, uncertain environment to deliver stable performance.
- Able to work under pressure, multi-task and meet strict deadlines.
- Strong and competent user of IT, databases and the Microsoft suite of software.

Desirable

- Knowledge of the Voluntary and Community Sector, including legal frameworks, best practice and trends.
- Understanding of financial controls in the charity sector.
- Knowledge of Charity SORP Accounting.