

Director of Finance

Job Description and Person Specification

Position Details

Position: Director of Finance	Department: Senior Management TEAM	Reporting to: Chief Executive Officer
Salary: £13,296 - £17,728 pro rata	Contract: Perm	Hours per week: 15 to 20 hours to be worked flexibly

Overall Objective: To inspire and lead on finance function of the charity to ensure timely, accurate and insightful financial information and reports.

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<p><u>Main Objectives</u></p> <ul style="list-style-type: none"> • To inspire and lead on finance function of the charity to ensure timely, accurate and insightful financial information and reports. • Production of monthly and quarterly management accounts, financial and solvency forecasts. • Development and operation of an appropriate system of financial controls subject to oversight from the Chair of Finance (Trustee) • Assisting the CEO and SMT as needed and working closely with the Head of Support Services <p><u>Summary of Duties</u></p> <ul style="list-style-type: none"> • Ensure appropriate controls are in place for the finance function of the charity • Oversight of bank reconciliations, debtor and creditor reports, journal entries, ensuring payroll entries are accurately processed in the general ledger, liaising with the payroll, maintaining relationships with statutory agencies • Oversight of Xero & overseeing and maintaining the chart of accounts. • Maintaining relationships with the charity's banks and funders and acting as an authority for payments subject to oversight from Chair of Finance 	<p><u>Essential</u></p> <ul style="list-style-type: none"> • A suitably qualified accountant with demonstrable relevant experience. • Possess advanced Excel skills and practical knowledge of integrated financial systems (for example, Sage and Xero) • A demonstrable ability to work on own initiative and to prioritise own workload and that of the team. • Ability to build excellent working relationships with a wide range of stakeholders. • Excellent verbal communication skills in order to provide accurate and easily understandable financial advice. • Strong levels of personal integrity and commitment to safeguarding • Commitment to Equality & Diversity policies and activities. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Charity or Third Sector experience • Experience of successful project management • Recognised appropriate qualification • Able to act in a way that embraces the organisational values (Respect, Include, Stay Safe, Progressive, professional, fun) • Ability to influence the attitudes and opinions of others, gaining agreement to ideas and proposals.

- Subject to oversight from the Chair of Finance (trustee), ensuring the provision of:
- Produce appropriate management reports (management accounts, statutory accounts, budgets, re forecasts, cash flows and ad hoc reports, etc.).
- Project Manager's budgets and reports for funding purposes and reporting
- Restricted and unrestricted funding reports (monthly on Xero)
- Prepare the statutory accounts of the charity in association with Auditors
- Prepare and present finance reports to board quarterly
- Prepare annual budget in line with business planning
- Oversight general donations and fundraising donations
- Prepare other relevant external reporting requirements e.g. Charity Commission, Gift Aid, HMRC, Bank and Funders etc
- Managing relationships with auditors to support formal external audit processes.
- Deputising for Support Services Manager duties re Payroll, Book-keeping as required.
- To commit to relevant CPD & training
- To ensure necessary records are kept, maintained and health and safety guidelines are met.
- To collect and manage feedback in order to positively affect future performance.
- To participate in management team and performance review meetings.
- To develop, protect and enhance the MK SNAP brand.
- To deputise for the CEO or SMT where required and act as an outstanding ambassador for the organisation

- Adaptable, receptive to new ideas and willing to adjust to new demands and circumstances.
- Motivated, enthusiastic, tenacious and results orientated.
- Willing to work unsociable hours if required

This role requires enhanced DBS clearance

<ul style="list-style-type: none">• To carry out any other duties as required which are commensurate with the level of the post.	
Reference: DOF MK SNAP	Closing Date: 14 July 2021 Interview Date: week beginning 26 July 2021