

**Job Description**

**Job Title:** Head of Finance & Assets

**Responsible to:** Sefton Carers Centre – CEO

**Salary:** £34,433 pro rata, per annum 8% pension

**Hours:** 25 hours per week (to include attendance at bi-monthly evening Board meetings)

**Term:** Permanent

**Job Purpose:**

To provide a comprehensive financial management service for Sefton Carers Centre services and projects to enable the Charity to operate effectively and efficiently within financial resources available. To ensure compliance with all financial standards and Company and Charity Commission operating requirements.

Provision of financial advice and guidance to the Chief Executive, Board of Trustees, Treasurer and Senior Management Team to support the development of the Charity and enable informed decision making.

To provide oversight and management of Sefton Carers Centre properties and assets.

**Key duties and tasks**

* In conjunction with the Treasurer and Chief Executive, ensure proper financial management in compliance with internal procedures and legal requirements
* Ensure accurate financial records and accounts are maintained and performance monitored against agreed budgets and contracts/service level agreements.
* Ensure banking, insurance arrangements, salary payments and service agreements are maintained and calculate budget forecasts to support applications for future bids/tenders
* Ensure appropriate financial reports and bank statements are prepared for the Board of Trustees in line with bi monthly meetings which are held during the evening.
* Ensure the payment of invoices, receipts, expenses and petty cash and that associated records are maintained.
* Assist in the preparation of accounts and financial statements in conjunction with the Chief Executive, Treasurer and Auditors.
* Manage Accounts Payable and Accounts Receivable processes. Ensure QuickBooks accounting system files are accurately maintained on a full Accruals basis.
* Identify and account for restricted funds and non-restricted funds as agreed annually by the board of Trustees
* Prepare for Year End Audit and complete relevant legal returns and financial sections in the annual report; liaising with external auditors as required.
* Regularly review and recommend improvement/update of financial procedures and internal financial controls.
* Responsibility for ensuring regular reconciliation of all balance sheet accounts (including all bank accounts and petty cash).
* Responsible for cash management and produce cash flow forecasting
* Responsible for ensuring the organisation is compliant for pensions’ auto-enrolment and oversee all pension administration.
* Be responsible for the completion/submission of VAT returns as agreed by the Board of Trustees to comply with HMRC requirements
* Be responsible for ensuring compliance with Charity and Company law – in particular making sure that accounts are submitted on time.

**Assets**

* Act as the main point of contact with tenants regarding rented premises
* Ensure that all legal requirements are met and appropriate insurance is in place and that contracts for services and equipment is maintained.
* Liaise with the Health & Safety Lead to ensure the organisation is fully compliant with health and safety and fire risk regulations at all times.
* Working with the Office Support Team to ensure supplies are maintained and purchased at the most cost-effective rates
* Provide Line Management to the Office Support Team ensuring staff supervision and training is completed

Health and Safety

It is the general duty of every employee to take reasonable care of their own health and safety

and that of others, and to co-operate with management in meeting its responsibilities under the

Health and Safety at Work Act. Any failure to take such care, or the contravention of safety

policy or managerial instructions may result in disciplinary action being taken.

Confidentiality

Employees are required to respect the confidentiality of all matters they may learn relating to

their employment, other members of staff and the general public.

Data Protection

Employees are expected to adhere to the regulations regarding the Data Protection Act (2018) in

accordance with Sefton Carers Centre’s policies and procedures.

Variation

The postholder may be required to undertake other duties commensurate with the role. Some

duties may be subject to variation changes and will only be made after consultation with the

post holder.

**Policy and Procedure Expectations**

Employees are required to comply with the data protection, health and safety and safeguarding protocols and all further procedures of Sefton Carers Centre.

Employees are required to comply with Sefton Carers Centre’s policies and procedures relating to Equality and Diversity.

Employees are required to maintain confidentiality of all information and records relating to the work of the project and Sefton Carers Centre.

**Supervision, Training and Development**

Employees are required to participate in regular supervision, appraisal and personal and staff development planning sessions, as required.

**Other Terms of Employment**

* A group pension scheme, comprising 8% employer contribution of gross salary.

* 25 days Annual Leave entitlement per year, in addition to the 8 Statutory Public Holidays (pro-rated for part-time employees). This entitlement increases after 5 years of service as below:

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| --- | --- | --- |
| **Complete years of service** | **Additional days holiday in a complete holiday year** | **Total annual entitlement in a complete holiday year** |
| 5 years’ service | 2 days | 27 days |
| 7 years’ service | 1 day | 28 days |
| 9 years’ service | 1 day | 29 days |
| 10 years’ service | 1 day | 30 days |
| 15 years’ service | 2 days | 32 days |
| 20 years’ service or more | 3 days | 35 days |

* An unconditional offer of employment will be made to the successful candidate subject to successful completion of the following pre-employment screening checks:
* Evidence to confirm the candidate’s Right to Work in the UK
* Evidence to confirm attainment of the relevant qualifications identified as essential to this role
* Receipt of two references, satisfactory to Sefton Carers Centre

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#### **Person Specification**

**Head of Finance & Assets**

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| Qualifications | **Essential** | **Desirable** | **How Identified** |
| Recognised qualification in Accountancy, or actively working towards same | X |  | A, C |
| Experience | Essential | Desirable | **How Identified** |
| Recent and ongoing experience of providing a full financial management service in a charity or similar organisation, with experience of meeting deadlines and setting priorities | X |  | A, I |
| Experience of using QuickBooks or similar accounting package and Microsoft Excel spreadsheets | X |  | A, I |
| Experience of development and maintenance of accounting processes | X |  | A, I |
| Recent and ongoing experience of drafting management information, and meaningful reporting of variances to Treasurer/Trustee Board |  | X | A, I |
| Recent and ongoing experience of budgeting, particularly project-by-project and contributing to the budgeting processes across the organisation. | X |  | A, I |
| Strong analytical skills and an ability to input and interpret complex data using IT systems | X |  | A, I |
| Knowledge of employment legislation |  | X | A, I |
| **Skills** | **Essential** | **Desirable** | **How Identified** |
| Excellent communication skills | X |  | A, I |
| Ability to work under pressure and meet set deadlines | X |  | A, I |
| Effective recording and report writing skills | X |  | A, I |
| Ability and commitment to maintaining confidentiality of information relating to the organization | X |  | A, I |
| Ability to organise and priorities own workload | X |  | A, I |
| Ability to analyse problems and adapt an innovative approach to finding solutions | X |  | A, I |
| Ability to work as part of a team and on own initiative | X |  | A, I |
| **Personal Attributes** | **Essential** | **Desirable** | **How Identified** |
| Ability to communicate, negotiate and liaise with other people and organisations | X |  | A, I |
| Commitment to continually develop and update knowledge | X |  | A, I |
| Ability to attend bi-monthly evening Board of Trustee meetings | X |  | A, I |
| Flexible and proactive attitude | X |  | A, I |

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| **KEY** | |
| **A** | Application |
| **I** | Interview |
| **T** | Test |
| **C** | Copy of Certificates |
| **P** | Presentation |