

Job pack

Head of Finance

The background of the page is a large, abstract graphic composed of several overlapping, diagonal bands of color. From top to bottom, the colors are: dark blue, bright blue, magenta, orange, lime green, and a darker blue at the bottom left corner. The text "Head of Finance" is overlaid on the top portion of this graphic.

This pack contains the following sections:

- About Age UK Sutton
- How to apply
- Role description and person specification

About Age UK Sutton

Age UK Sutton (AUKS) is a charity with a turnover of over £1m, and runs a subsidiary trading company delivering paid for services in Sutton.

The charity delivers a mixture of 'on demand' services, commissioned services, social and community activities, and is increasingly involved in local influencing and strategy. In December 2017 Age UK Sutton was announced as the new lead partner for the older people's strand of the Sutton Plan, the local plan to develop services and improve live for all residents in Sutton.

We are a small charity with 27 staff, and a cohort of over 40 further employees working variable hours in our support services. The charity also has over 400 volunteers. At the heart of our work is the involvement of users and customers who support the charity to shape and enhance existing and future services in the London Borough of Sutton. Age UK Sutton involves volunteers of all ages in service delivery, 'back office' support, user involvement and as Trustees.

AUKS enjoys an open and participative working environment. We work to our core values of being supportive, professional and person centred. These are reflected in the way we work with older people, with each other and with our partners. A key element of all roles is to develop and maintain the organisation's working ethos and culture.

AUKS strives to provide a supportive working environment for all staff and volunteers in order that they can develop personally and professionally and acquire new skills. This job description does not provide an exhaustive list of tasks and activities as all posts within the organisation are subject to evolution as we continue to develop and grow.

How to apply

Candidates are invited to submit a CV, accompanied by a supporting statement detailing how they meet the person specification.

Candidates are advised to structure their supporting statement in line with the points in the person specification, and to provide clear examples of their experience that demonstrate their skills and knowledge.

Candidates are warmly invited to arrange an informal discussion with the recruiting manager, before submitting their application, which can be arranged by contacting Lauren Emina-Bougaard:

Lauren.eminabougaard@ageuksutton.org.uk

0208 770 6876

The deadline for applications is 5pm on Wednesday 24 January. Please note that CV's not accompanied by a supporting statement will not be considered.

The role: Head of Finance, Age UK Sutton

RESPONSIBLE TO: Chief Executive Officer

The Head of Finance is a Senior Manager responsible for the accounting and financial management of Age UK Sutton, a local independent charity operating in the London Borough of Sutton. Further to the planned departure of the current post holder, the Chief Executive Officer seeks to appoint a Head of Finance. The charity takes a 'continuous improvement' approach and is seeking a post holder who will enjoy the opportunity to work in a thriving organisation, whilst also seeking to improve and develop systems, processes and financial success.

This role offers the opportunity to show strong leadership and staff engagement, and requires a post holder who will enjoy a varied role which requires acting as a strategic advisor alongside managing all day to day operational financial activity. You will work closely with the Chief Executive and other managers, advising and developing financial strategy and operational processes, preparing organisational and project budgets and reporting on the financial performance. In this small charity, you will also conduct day to day financial tasks, with the support of a Finance Officer, who you will manage. You will be responsible for supporting our project teams with all elements of financial management, coaching them to develop their skills and build capacity within the charity.

Key Tasks

1. Statutory financial reporting, and day to day financial operations

- Prepare SORP accounts and arrange audit files and information
- Develop process for Annual Budget setting in line with business planning
- Prepare an annual budget for SMT and Trustees approval
- Manage cash flow and provide advice on use of reserves and investments
- Monthly reconciliations of control accounts including bank, debtors etc.
- Develop and maintain records of all funding in order to prepare financial reports and advise on planning
- Ensure purchase invoices are appropriately authorised and that payments are received, and that all income and expenditure is recorded in accordance with the financial procedures
- Co-ordinate all accounting and taxation activity and advice to the charity

2. Working with Trustees, senior management and other colleagues

- Work with the CEO to ensure that a clear vision and processes for finance are in place.
- Work with the CEO, Trustees, and SMT on strategy planning and budgeting processes, advising on the financial consequences of proposed actions.
- Ensure appropriate strategic and operational financial risk management techniques controls are embedded
- Provide sound financial advice to colleagues at an appropriate level, including coaching and training where necessary

3. Producing and presenting financial reports

- Produce and present regular finance reports for the Senior team and trustees, and for funders where required
- Deliver monthly management accounts for the organisation and individual cost centres including variance analysis
- Act as organisational lead regarding VAT, tax and Gift Aid

4. Providing an external interface with banks, payroll and pension providers and auditors

- Ensure timely completion & submission of Annual Returns for Charity Commission and Companies House
- Manage relationships with the outsourced payroll and pension providers ensuring timely payments
- Act as organisational lead contact with auditors, maintaining a regular dialogue throughout the year

5. Management and supervision

- Line manage, coach, and support the Finance Officer
- Work with the CEO to develop the Finance Officer and finance volunteer roles

6. Organisational Responsibilities

- Carry out administrative duties in connection with the post
- Provide statistical information in relation to monitoring requirements
- Contribute to the overall achievement of AUKS mission and objectives, within the AUKS values framework
- Contribute to a supportive working environment to all staff and volunteers
- Undertake any other duties as determined by the CEO and Directors

Person specification

Essential Skills and Experience:

- Qualified Accountant with strong financial management experience
- Fully conversant with accounting procedures and relevant legislation
- Strong understanding of charity SORP and its application in practice
- Excellent working knowledge of SAGE50 or similar accounting system and Excel
- Substantial track record of working with complex and varied budgets and funding sources
- Experience of managing and coaching junior staff
- Excellent verbal and written communication skills
- Ability to work independently within a delegated authority framework
- Ability to consistently meet deadlines and manage multiple priorities
- Ability to analyse and clearly explain financial information to colleagues at a range of levels
- Ability to develop and maintain accurate records
- Ability to develop and implement monitoring systems
- Ability to write reports to an excellent standard
- Experience of delivering strategic and operational outcomes in tandem

Desirable Skills and Experience:

- Experience of working in the charity sector
- Experience of Gift Aid
- Experience of overseeing Payroll, PAYE and Pensions
- Experience of working in a charity with a trading subsidiary
- A personal interest in the work of charities like Age UK Sutton