

Job Description



Post	Head of Finance
Grade	£40,000 – 50,000 per annum, pro rata
Hours	21 – 28 hours per week
Reporting to	Chief Executive
Direct reports	2 (1 x p/t Finance Assistant, 1 x p/t Cleaner)

Job Purpose

The postholder will be the charity's lead finance professional, combining hands-on financial management with strategic advice, risk oversight and support for managers across the organisation. They will oversee the effective use of Xero for day-to-day accounting, reporting, reconciliations and financial controls.

Key Responsibilities

Financial Management and Reporting

- Prepare accurate quarterly management accounts, cash flow forecasts, budget reports and financial commentary using Xero and supporting reporting tools.
- Monitor income and expenditure to manage financial performance and maintain accurate records.
- Oversee day-to-day accounting processes in Xero, including purchase ledger, sales ledger, banking, reconciliations and payment approvals.
- Act as the organisational lead for Xero, ensuring accurate set-up of the chart of accounts, tracking categories, bank feeds, users, permissions and approval workflows.
- Review and improve Xero processes to support efficient month-end close, accurate reporting and strong internal controls.
- Oversee and process the monthly payroll in-house, ensuring employees are paid accurately and on time and ensure compliance with PAYE, National Insurance, pensions and other relevant statutory requirements.

Governance, Compliance and Risk

- Ensure compliance with charity accounting requirements, relevant legislation, internal policies and good practice.
- Lead the preparation of annual accounts and coordinate the annual audit.
- Maintain and improve financial policies, procedures, controls and delegated authority arrangements.

Building and Facilities Management

- Oversee day-to-day building and facilities management arrangements, ensuring the charity's premises are safe, compliant, well maintained and suitable for all.
- Manage supplier relationships and contracts relating to premises, utilities, maintenance, cleaning, insurance and health and safety support.
- Ensure appropriate records are maintained for building compliance, including health and safety checks, fire safety, risk assessments, maintenance schedules and statutory inspections.
- Plan and monitor premises-related expenditure, identifying opportunities for value for money and efficient use of resources.

Maintain a flexibility of job function in response to the evolving demands of the organisation and undertake other duties as may be required.

Person Specification

	ESSENTIAL	DESIRABLE
Qualifications & professional knowledge	- Recognised accountancy qualification or evidence of equivalent senior-level financial management experience. - Strong understanding of charity finance, financial controls, budgeting, management accounts and statutory reporting requirements.	- Membership of a relevant professional accountancy body. - Knowledge of charity accounting SORP and audit preparation.
Experience	- Significant experience of preparing budgets, forecasts, management accounts and financial reports for senior leaders and Boards. - Experience of supporting governance, compliance, risk management and audit processes. - Hands-on experience using Xero, with a strong working knowledge of its accounting, reporting and reconciliation functions. - Demonstrable experience of processing payroll in-house, including PAYE, National Insurance, pension administration and associated statutory requirements.	- Experience working in a charity, voluntary sector or values-led organisation. - Experience of building, premises or facilities management. - Experience of improving finance systems, reporting structures, approval workflows or user permissions.
Leadership & management	- Ability to provide clear professional advice to the Chief Executive, senior team and Trustees. - Experience of managing staff, contractors or suppliers effectively and constructively. - Ability to support colleagues to understand and meet financial procedures and responsibilities.	Experience of supervising part-time staff or small teams.
Skills & abilities	- Excellent attention to detail and ability to maintain accurate records. - Strong analytical, planning and problem-solving skills. - Ability to communicate financial information to non-finance colleagues in a clear and accessible way. - Ability to manage competing priorities and meet deadlines.	Ability to identify opportunities for improved value for money, efficiency and organisational resilience.
Personal qualities	- High level of integrity, discretion and professionalism. - Commitment to accountability, good governance and continuous improvement. - Collaborative, proactive and flexible approach to work.	Commitment to the charity's purpose, values and long-term sustainability.