

Head of Finance & Technology

Job Description



Responsible to: Chief Executive Officer

Responsible for: Finance and IT Team

Hours: minimum 22.5 hours per week up to 30 hours

Location: Flexible working (East of England) with occasional travel across the various Trust offices (Cambridgeshire, Ipswich, Hertfordshire, Bedfordshire).

Main purpose of job: To lead and manage the Finance and IT functions of the Charitable Trust ensuring robust financial management, planning, compliance, and continued modernisation.

You will support the wider business by providing coaching and financial support to the management team and will work closely with the Chief Executive Officer and Operations Director to drive profitability and efficiencies through continuous improvement and collaboration.

Main Duties:

1. Develop, implement, and monitor finance policies and procedures and ensure regulatory compliance.
2. Work with the senior leadership team (SLT) and budget managers to set and monitor financial KPIs and budgets, reviewing and reforecasting as appropriate.
3. Maintain detailed insight into the financial position of the organisation, including monitoring cash flow, assessing the financial impact of proposed projects or policies, identifying opportunities for improvements, making financial adjustments, and producing financial reports.
4. Provide sound, proactive strategic financial advice to the SLT and Board of Trustees to support the long-term financial viability of the charity. Act as secretariat for the Finance Committee and hold the primary relationship with the Chair of the Finance Committee.
5. Produce monthly management accounts to an agreed timetable (including P&L, forecasts, cash flow, balance sheet & a KPI dashboard) and communicate the results to the Leadership Team and Finance Committee.
6. Prepare year end accounts ensuring statutory financial reporting for audit in line with SORP recommendations and requirements.
7. Ensure the accuracy of payroll and pension including liaising with pension providers, HMRC and other agencies as appropriate.
8. Ensure VAT is managed, and returns are accurately prepared and submitted. Ensure we have effective finance management systems, implementing changes as required.
9. Maintain all financial records and systems to a high standard of accuracy (including addressing any discrepancies in reconciliations) in accordance with accounting principles, auditing standards and to meet external legal and tax requirements.



10. Maintain and review the finance risk register, the fixed asset register and process depreciation.
11. Work with the finance manager, operations managers and other team members as necessary to manage day to day finance processes, including invoicing. Process bank payments in a timely manner each month.
12. Work with the SLT to ensure the design and implementation of an appropriate full cost recovery and charge out rate model.
13. Manage procurement, financial control and quality assurance processes including embedding operational financial regulations, to ensure financial management best practices are upheld.
14. Oversee IT requirements and specifications, implement cloud-based solutions and manage external IT contractors to ensure system and data security
15. Lead and/or support key projects and represent GWKEast on external forums such as GWKUK Finance working group.

Staff and/or Volunteer Management

16. Leading and managing the finance team in accordance with organisational values and goals.
17. Ensuring regular one to ones and team meetings are undertaken and staff performance is effectively managed.
18. Embedding a culture of coaching and collaboration across the organisation.
19. Co-ordinating internal teams for smooth, timely, effective and efficient delivery

Person Specification



	Essential	Desirable	Evidence
Qualifications	<p>Good general education</p> <p>Professional member of CCAB, CIMA, ACCA or overseas equivalent</p>	<p>Education to degree level</p> <p>A valid driving licence</p>	<p>Application form (confirmation of qualifications will be sought from successful candidate)</p>
Experience	<p>Experience of a wide range of financial duties within an accounting environment including the provision of management accounts, budgets, strategic financial analysis, problem solving and business planning guidance</p>	<p>Experience of a senior finance role within the private sector and / or "not for profit" sector</p> <p>Preparation of statutory accounts</p>	<p>Application form and formal interview</p>
Skills	<p>Excellent verbal, presentation and written communication skills in both a financial and non-financial environment</p> <p>Proven people management skills</p> <p>Excellent IT skills, especially Excel / Word / email / internet</p> <p>Effective planning and organisation and self-motivated</p>	<p>Xero</p>	<p>Application form and formal interview</p>



Knowledge	Of accounting software packages Project management software and systems	State Aid regulations EU, National and Lottery funding bid processes and procedures Local authority procedures Experience of operating within a geographically dispersed organisation The Charities SORP Interest in current community and/or environmental issues	Application form and formal interview
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