

## HEAD OF FINANCE AND RESOURCES

### Job Description

**Responsible to:** Chief Executive Officer (CEO)

**Weekly Hours:** 28 hrs flexible over 4 or 5 days

**Annual Salary:** circa £38,000 pro rata plus 5% pension contribution

**Work Location:** Merton Voluntary Service Council (MVSC) Office in Mitcham with flexible working from home when required

### Job Purpose

- Provision of strategic advice to the CEO on all matters of Finance.
- Preparation of the Annual Budget with the CEO and the Treasurer.
- Preparation of quarterly management accounts, forecasts and cashflows.
- Preparation of Final Accounts and Financial Statements and liaison with the External Auditor, ensuring compliance with all statutory reporting requirements.
- Development of financial, investment and risk management policies.
- Ensuring the efficient provision of MVSC's computer-based accounting systems and security of prime documents.
- Working with the Senior Leadership Team (SLT) to manage timely reporting against contract and grant funding requirements.
- Management of MVSC process and systems and how they support general office functions and robust management of grants and contracts.
- With the Head of Development and Volunteering, advising Borough voluntary organisations on best financial practice and procedure.

### General Responsibilities

- Responsible for managing the Finance Officer, the Process and Systems Officer and the Administration Officer.
- As a member of the Senior Leadership Team attending all meetings and providing advice and briefings to team members on all matters of Finance.
- To keep abreast of developments in charity accounting, financial management and regulation and advise on changes to be implemented.

- Attendance at the meetings of the Finance Committee.
- Attendance at meetings of the Board of Trustees as and when required.
- Continue self-development attending training courses, meetings and other occasional duties inside and outside normal working hours.
- To undertake any other duties that may from time to time be reasonably required that is within the competence of the post holder that will assist with the smooth running of the organisation.

## **Person Specification**

### **Qualifications/Experience**

#### ***Essential***

- Qualified or part qualified Accountant (ACCA, ACMA, ACA, CPFA).
- A minimum of 3 years' experience of working as a finance manager or similar senior finance role.
- Experience of developing and maintaining financial systems, procedures and records and dealing with confidential information.

#### ***Desirable***

- A minimum of 2 years' experience of charity accounting (knowledge of SORP).
- Managing and supervising staff

### **Skills and Abilities**

- The ability to prepare revenue and project budgets.
- The ability to produce management and year end accounts for trustees and auditors.
- Ability to organise and prioritise own work as well as the team's to ensure deadlines are met.
- Ability to work on own initiative and as part of a small team.
- Ability to communicate effectively with colleagues, trustees, key stakeholders and service providers.

### **Knowledge**

- Good knowledge of charities' accounting and financial administration.
- Good knowledge of the statutory regulations and relevant legislation for charity accounting.

- Working knowledge of QuickBooks, Excel and Microsoft Office.

**Note**

This Job Description and Person specification is not an exhaustive document and is a reflection of the current position. Details in due course may change in consultation with the staff member.