

JOB DESCRIPTION

**Head of Finance (100% FTE)
G8**

Version 2.0

Document Revision History		
Date	Version	Description of Change
08/20	V 1.0	Head of Finance
12/20	V2.0	Review by CEO

Document Owner: Head of Finance

Document Location:

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Role Purpose

To provide full accounting support to the Chief Executive Officer, Council of Management and Finance Committee. To manage and develop the finance function, including staff, procedures, and policies. To lead the monthly and annual accounts cycles including external audits and budgets. To be part of the Senior Management Team and advise on finance related issues.

Responsible to: Chief Executive Officer

Responsible for: Senior Finance Officer, Finance Officer

Principal Responsibilities for the Finance Function:

Senior Management Team

- Responsible for preparing timely and accurate current and historical finance reports for the Chief Executive Officer, Council of Management, Finance Committee and Dean Organic Fund
- Manage the annual budget cycle, including drafting and sharing the budget timetable, preparing budget templates, and holding budget meetings with the SMT
- Responsible for developing and maintaining a robust forecasting procedure, including holding regular review meetings and reporting projected results
- To play a leadership role in the overall management of the business as part of the Senior Management Team, working with the CEO, Head of Research and Deputy Head of Research, including strategy and business model development.
- To deputise for the CEO as required

Management Accounts

- Responsible for preparing the monthly management accounts pack, including I&E, balance sheet and cashflow
- Responsible for preparing and monitoring cashflow statements and forecasts
- Responsible for treasury management providing regular reports to the Chief Executive Officer on the status of the investment portfolio
- Responsible for preparing full variance analysis on income and expenditure as and when required

Year End

- Manage the annual audit process, including preparing and collating year end information in accordance with Charity SORP, co-ordinating the year end timetable and liaison with external auditors
- Responsible for preparing year-end tax and other returns as required by authorities

Tax and Internal Controls

- Oversee all aspects of the routine finance functions including sales and purchase ledger, bank reconciliations and VAT
- Responsible for developing and maintaining internal controls and procedures
- Responsible for approving supplier payment runs working in liaison with the Finance Officer
- Manage the company payroll working in liaison with the Office Administrator and reconcile the associated control accounts

Development

- Manage and develop the finance function, including both internally and externally directed activities
- Responsible for managing and developing the finance team, including coaching and mentoring staff, identifying training needs, setting objectives, and timesheet approval
- Manage the implementation and development of the accounting software and associated financial reports

Other

- Development of research project financial management and any associated audit requirements

Any other duties that may be allocated by the Chief Executive Officer, including responsibilities not listed above that may be allocated in the Annual Business Plan and/or agreed as part of annual appraisals.

PERSON SPECIFICATION

Attribute	Essential	Desirable	How identified/ assessed*
Qualifications			
Relevant Finance qualifications, eg CIMA/ACCA/ACA/QBE	X		AP
Experience			
3 years finance experience	X		AP/I/P/R
Experience of managing a team	X		AP/I
Experience of reporting to board level		X	AP/I
Experience of accounting in the Charity sector	X		AP/I
Experience of computer-based finance systems	X		AP/I
Experience of managing year end timetable and external audit		X	AP/I
Knowledge and understanding of the General Data Protection Regulation	X		AP/I
Skills			
Understanding of FRS102 and Charity SORP	X		AP/I
Understanding of VAT	X		AP/I
Computer literate	X		AP/I/R
Good communication skills both written and oral, in a variety of styles	X		AP/I/R
Good familiarity with MS Office suite, particularly Excel (eg Pivot tables and V Lookup)	X		AP/AS/I/R
Personal qualities			
Calm under pressure	X		AP/I/R
Independent and able to work alone and as part of a team	X		AP/I/R
Methodical organiser, with ability to prioritise appropriately, achieve targets and deliver to deadlines	X		AP/I/R
Enthusiastic and flexible	X		AP/I/R
Interest in organic food and farming, food systems, agroecology and the environment (training available)		X	AP/I
Able to contribute to the wider activities undertaken by ORC	X		AP/I
Additional requirements			
Willingness to work additional hours at peak times	X		AP/I
Clean full driving licence.		X	AP/I

*AP = Application; AS = Assessment; I = Interview; P = Presentation; R = References