

JOB DESCRIPTION

Job title	Head of Finance
Report to	CEO
Responsible for	Senior Finance Officer
Hours of work	30-37.5 hours per week (Flexible)
Salary	£45,000 per annum, pro rata
Location	Boldmere Head Office
Contract type	Permanent

Job Purpose

Head of Finance will play a key role in overseeing all aspects of our financial operations.

The role is responsible for providing financial leadership, ensuring compliance with legal and regulatory requirements, and supporting the strategic objectives of Age Concern Birmingham, Jubilee Citizens UK, and associated companies.

Your expertise will guide the senior leadership team in making informed decisions, driving financial growth, and optimizing the use of resources.

This role requires a qualified CIMA ACA, ACCA, equivalent qualification (or equivalent proven experience)

Essential Duties/Responsibilities:

- Lead the finance function, managing a small finance team.
- Oversee the preparation of accurate and timely financial reports, budgets, and forecasts.
- Ensure compliance with financial regulations, charity law, and accounting standards.
- Manage income, cash flow, investment, and financial planning to ensure the charity's financial stability and growth.
- Develop and implement financial policies, procedures, and internal controls.
- Support the CEO and Board of Trustees in financial planning and decision-making.
- Provide financial insights and analysis to inform strategic initiatives and fundraising efforts.
- Manage the year-end close process and produce annual published accounts for all companies.
- Lead the annual audit process and work with external auditors.
- Produce financial information for tenders and grant applications.
- Oversee the production of the monthly payrolls and submissions to HMRC ensuring accuracy and consistency with appropriate laws, legislation and payroll policies and procedures.
- Manage all VAT reporting and submissions for our trading company.
- To work at all times within the Vision, Values, Mission and Policies.
- Any other tasks as required.

Key Attributes

- Proven ability to manage, mentor, and develop a finance team.
- Excellent communication and interpersonal skills, with the ability to engage a range of stakeholders.
- A proactive and solutions-oriented approach with excellent attention to detail.
- Ability to take part in creative and innovative conversations for development

Special Conditions:

- This is a description of the job as it is at present
- It does not form part of the contract of employment
- Job Descriptions are regularly reviewed and altered, when necessary, in conjunction with the post holder

Age Concern Birmingham / Jubilee Citizens UK are committed to Safeguarding:
Promoting good practice and prevention of harm and abuse
To ensure allegations of abuse or suspicions are dealt with and the person experiencing abuse is supported

**Person Specification
HEAD OF FINANCE**

	ESSENTIAL	DESIRABLE
<p>Knowledge, Skills and Abilities:</p> <ul style="list-style-type: none"> ▪ A detailed knowledge and considerable experience of Charity accounting procedures and regulations ▪ A detailed knowledge of payroll ▪ A working knowledge of VAT ▪ A knowledge of charity-based trading activities and requirements. ▪ To have a high level of IT competence and expertise in respect of financial accounting systems and Microsoft Office applications, Advanced Excel knowledge. ▪ High standard of communication skills in order to work effectively with managers and outside agencies. ▪ Ability to present financial information and concepts clearly and concisely. ▪ Ability to work independently, assessing priorities, dealing with competing demands and meeting deadlines. 	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	<p>*</p> <p>*</p>
<p>Experience:</p> <ul style="list-style-type: none"> ▪ Understanding through experience of the charity sector ▪ Experience of managing complex budgets, charity funds and financial policies and procedures. ▪ Experience of producing annual accounts and managing the year end process and annual audits. ▪ Experience of managing and running payroll systems and procedures. ▪ Experience of submitting information to Companies house and Charity Commission. 	<p>*</p> <p>*</p> <p>*</p> <p>*</p>	<p>*</p>
<p>Education and Qualifications:</p> <ul style="list-style-type: none"> • ACA, ACCA, CIMA, or equivalent qualification (or equivalent proven experience). 	<p>*</p>	
<p>Personal Characteristics:</p> <ul style="list-style-type: none"> • Hands on approach • Organised, self-confident and self-motivated. • A high attention to detail • A positive attitude • High level of personal integrity 		