

Job Description

**Job Title: Head of Finance**

**Location** Henshaws College, Harrogate

**Salary**  £49 356 per annum

**Band** I

**Hours per Week** 38

**Contract Type:** 52 weeks per year

**Annual Leave** 25 days plus bank 10 bank holidays

**Reports to** Director of Finance and Resources

**DBS Check** Enhanced DBS with Child Barring List check

**Job Summary**

To provide support to Director of Finance and Resources and management of Finance Team.

**Key Responsibilities:**

* Support the Director of Finance and Resources and wider Senior Management Team with financial analysis, reporting and other business planning projects.
* Ensure accurate, efficient and timely processing and recording of financial transactions.
* Ensure effective financial controls and procedures are in place; including preparation of month-end reconciliations and ensuring a high-quality service is provided internally and externally.
* Produce accurate and timely monthly management accounts, with reforecast information throughout the year.
* Provide responsive financial support to managers and ensure there is effective 2-way communication between Finance and the wider organisation.
* Monitor cashflow and alert the Director of Finance and Resources to any potential liquidity issues.
* Manage the relationship with the external payroll agency ensuring all tasks are completed as agreed.
* Review the accounting software in use and if an upgrade is deemed to be required detail the requirements, produce a business case for the upgrade, initiate the tender process and, with the support of the IT manager, manage the implementation.
* Pro-actively drive continuous improvement by keeping up to date with any legislative or regulatory changes affecting the work of the finance department.

# Support the Director of Finance and Resources with the preparation of annual and three-year budgets

* Prepare the statutory year-end accounts and manage the external audit process.
* Manage the preparation and submission of all regulatory returns, including VAT returns, within the required timescales.
* Ensure all Finance policies and procedures are documented, kept up to date and communicated as appropriate.
* Work with our broker to agree the annual insurance renewal for the organisation.

**Line Management Responsibilities**

* To provide leadership to the finance team; including management of the team’s workload and ensuring that they have clear objectives, receive regular support and supervision and have their training and development needs identified and met.
* Lead and motivate to enable staff to work effectively, in a supportive and inclusive environment.
* Role model Henshaws values and adhere to Code of Conduct at all times, challenging behaviours which do not meet these values
* Demonstrate a commitment to Henshaws Strategic aims and embed a culture of sharing skills and specialisms which can be can be packaged into knowledge
* Carry out regular 1:1s and schedule team meetings as appropriate
* Undertake annual appraisals with staff members
* Undertake effective inductions for new team members and for staff returning from long absence
* Support appropriate staff learning and development within your staff team and ensure mandatory/statutory and role specific training for all team members is in date.
* To provide operational Health and Safety leadership across all areas of the team and wider organization - take action to prevent accidents, injuries and work related illness.
* Ensure all accidents/incidents and safeguarding concerns are recorded and managed in line with Henshaws policies and procedures.
* To abide by GDPR legislation and Henshaws Data Protection Policy at all times and ensure compliance by team members.
* Responsible for the recruitment of new staff within specific area, once appropriate support/training has been given
* Manage sickness absence fairly and effectively in line with Henshaws policies and procedures
* Manage performance and conduct issues fairly and consistently, taking advice from the HR department where appropriate

**General**

* Attend all Henshaws mandatory and compulsory training sessions, taking responsibility to ensure training is up to date at all times.
* Promote Henshaws charitable object and support Henshaws fundraising where possible
* Take responsibility for your own personal and professional development, including CPD where appropriate.
* Facilitate training and knowledge sharing across Henshaws Society, and other providers where appropriate.
* Adhere to and support others to uphold Henshaws Values: Inspiring, Proactive, Sharing, Compassionate, Empowering, Informed
* Offer a flexible approach to working hours to meet the needs of the organisation.
* Represent Henshaws in professional manner at all times, contributing to fundraising, marketing and recruitment activities for Henshaws Society as required.
* Comply with Henshaws Health & Safety requirements and be aware of and adhere to current Henshaws policies and procedures at all times.
* The employee may on occasions be called upon to undertake work in other locations in order to ensure obligations to students, service users and third parties are fulfilled.
* Any other duty as required by the line manager commensurate with the post.

**Person Specification**

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|  | **Essential** | **Desirable** | **How Identified** |
| **Education and Training** | Fully qualified member of a recognised UK Accountancy body (ACA / ACCA /CIMA). |  | Application Form |
| **Skills and Experience** | Excellent knowledge and understanding of accounting principles. |  | Application Form and Interview |
|  | Extensive knowledge of accounting systems, including payroll. |  | Application Form and Interview |
|  | Proven analytical skills and a logical and systematic approach |  | Application Form and Interview |
|  | Excellent communication skills and able to communicate with a variety of stakeholders |  | Application Form and Interview |
|  | Effective problem solving skills |  | Application Form and Interview |
|  |  | Previous experience of managing a finance team | Application Form and Interview |
|  | Ability to initiate, manage and respond to change in a positive manner |  | Interview |
|  | Ability to work to deadlines and remain effective |  | Interview |
| **General &  Specialist Knowledge** | Able to demonstrate a commitment to supporting a team and developing their potential |  | Interview |
|  | Advanced knowledge of Excel |  | Application Form and Interview |
| **Special  Requirements** | Able to use VDU | Due to the geographic locations of Henshaws services, access to a vehicle and able to use for business purposes would be desirable. | Application form |
| **Other Information** | Henshaws will make reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability. Henshaws positively welcomes applications from all sections of the community | | |