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**JOB DESCRIPTION**

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| **JOB TITLE** | Head of Finance | |
| **TEAM** | Senior Management Team | |
| **REPORTS TO** | Chief Executive Officer | |
| **POSTHOLDER** |  | |
| **LOCATION** | Office based and home working | |
| **SALARY SCALE** | NJC salary point 33 (£43,074) pro rata | |
| **WORKING HOURS** | Part time – 28 hours per week. A flexible approach to working hours is required. | |
| **RESPONSIBLE FOR** | | |
| N/A | | |
| **JOB PURPOSE** | | |
| To lead, manage, develop and coordinate the finance functions of Community First Yorkshire to ensure quality and compliance with all legal requirements.  To provide sound financial advice to the Trustees, the Chief Executive Officer (CEO), and other management colleagues.  To process all Community First Yorkshire financial transactions and to produce the annual statutory accounts for audit. | | |
| **MAIN RESPONSIBILITIES** | | |
| 1. To perform all aspects of the finance function including processing expenses, purchase invoices, sales etc. 2. To process the payroll (this may be outsourced in the future, in which case the role will have responsibility for liaising with the payroll provider to ensure that payroll is processed on time and all statutory payments and requirements are made/met on time). 3. To prepare and file VAT returns. 4. To prepare the annual statutory accounts in accordance with accounting standards and liaise with the auditors for the annual audit. 5. To maintain records to meet legal and tax requirements. 6. To provide accounting services for use by managers in planning and managing the work of the charity. This will include financial and management accounting, forecasting, budgeting and control systems. 7. To be a member of the senior management team involved in decisions regarding all aspects of the organisation’s operations. 8. To report to the Trustee Board on a quarterly basis regarding the financial status of the organisation and provide any additional financial information which the Board may require. 9. To work closely with the CEO to ensure clarity of the financial situation. 10. To provide costings for funding applications. 11. To maintain and file information with Companies House and the Charity Commission on behalf of the CEO who is the Company Secretary. 12. To renew utility, telecoms and broadband contracts for the organisation.   Corporate responsibilities:   1. To embrace and embody Community First Yorkshire’s values in how the role is delivered and how work is undertaken with colleagues and external partners and clients. 2. To strive to embody our corporate values of:    1. Professionalism – we have high standards, and we are solution-focussed.    2. Integrity – we are open, honest and ethical.    3. Consideration for others – we are mindful of the needs of others. 3. To adopt the Community First Yorkshire Vision to improve the lives of people living in Yorkshire through more thriving, connected, inclusive and sustainable communities. 4. To work towards achieving our vision by championing and connecting community and voluntary groups; providing leadership and practical support; encouraging volunteering and building collaboration. 5. To be aware of and implement health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. 6. To promote equal opportunities (in terms of race, religion, gender, sexual orientation, disability and other forms of discrimination) through all aspects of Community First Yorkshire’s work. 7. To undertake other duties that from time to time may be necessary to further the work of Community First Yorkshire. | | |
| **QUALIFICATIONS** | | |
| **Essential**  Chartered Public Finance Accountant (CPFA) – diploma level (minimum) or  Association of Chartered Certified Accountants qualification (ACCA) – fully qualified or  Chartered Institute of Management Accountants qualification (CIMA) – fully qualified or  Association of Chartered Accountants (ACA) - fully qualified. | | |
| **KNOWLEDGE, SKILLS AND EXPERIENCE** | | |
| **Essential** | | **Assessment** |
| 1. Experience of working in a senior financial management role within an organisation. | | Application/interview |
| 1. Ability to manage staff and resources. | | Application/interview |
| 1. Ability to communicate appropriately at all levels. | | Application/interview |
| 1. Ability to operate at a strategic level. | | Application/interview |
| 1. Ability to prioritise work and to respond to changes in demand for services. | | Application/interview |
| 1. Good written and oral communication skills, experience of writing and presenting reports and information at meetings, in a clear and coherent manner and drafting documents for wider communication. | | Application/interview |
| 7. Excellent administration and IT skills including intermediate Excel skills, e.g. comfortable working with pivot tables. | | Application/interview |
| 1. Ability to devise methods of data collection, analyse the results and report in an appropriate format. | | Application/interview |
| 1. Self-motivated, organised, and able to work under own initiative as well as within a team. | | Application/interview |
| 10 Diplomatic, articulate, enthusiastic and extremely well-  organised. Able to work under pressure. | | Application/interview |
| 11. Knowledge of filing requirements for Limited companies and registered charities. | | Application/interview |
| **DESIRABLE** | |  |
| 1. Knowledge of the VCSE sector and experience of working within it. | | Application/interview |
| 1. Experience of working with many different restricted funds and reporting appropriately on them to funders. | | Application/interview |
| **OTHER Change as appropriate** | | |
| Driving Licence and access to own vehicle - Essential  Travel - The willingness and ability to travel across North Yorkshire is essential.  Flexible Working - The willingness and ability to work flexibly, including evening and weekend meetings as required.  DBS Check - Not required for this role. | | |

**17 Feb 2025**