

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Head of Finance
<b>SALARY:</b>	£55,550 - £60,700 (H10 – H13)
<b>BENEFITS:</b>	Employers pension contribution - 3, 4 or 5% matching equivalent employee contribution. Available after 3 months in post. Season ticket or bicycle purchase loan scheme. Childcare voucher scheme.
<b>HOURS:</b>	35 hours. Office hours are Monday to Friday 9.00am to 5.30pm. Expectation to attend Trustee Board and Finance Committee meetings each four times a year. Occasionally there may be other evening meetings or events outside normal hours.
<b>HOLIDAYS:</b>	33 days per annum inclusive of bank holidays pro rata
<b>STATUS:</b>	Reports to Chief Executive Officer
<b>LOCATION:</b>	Charity Office
<b>PROBATIONARY PERIOD:</b>	6 months

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## JOB SUMMARY

To lead on BeyondAutism's financial strategy, reporting and accounting systems, and provide a professional, efficient and effective accounting service. The role will report into the CEO and work closely with the senior management team and leadership across all services to ensure financial rigour.

The post-holder will be responsible for shaping and overseeing the finance team, and ensuring timely and appropriate management accounts and year end reporting in accordance with the Charity SORP.

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## Main Duties

- Form a close working relationship with the CEO, Senior Management Team and Trustees
- Provide leadership on Finance and Accounting strategy, to optimise BeyondAutism financial performance

- Take overall control of the accounting function, the outsourced IT function and facilities.
- Contribute to the development of BeyondAutism strategy challenging assumptions and decision-making as appropriate and providing financial modelling, analysis and guidance on all activities, plans and targets
- Ensure that company financial systems are robust, compliant and support current activities and future growth
- Ensure that all regulatory requirements are met including the Charity Commission, Ofsted and Company Law
- Take a lead role along with the CEO in management of capital, investments and arranging of finance in accordance with Trustee strategy and policy.
- Oversight of all contracts entered into by the Charity.

### **Governance**

- Support the Board on all financial matters and any financial risks facing the organisation.
- Support the Finance Committee including agreeing the agenda for quarterly meetings with the treasurer/ chair, preparation and circulation of papers and minuting the meeting.
- Work with the CEO and Chair to prepare papers for the quarterly Board meetings, attending meetings with the CEO and other members of SMT.
- Ensuring that the Charity follows the Charity Governance Code.
- All reporting to The Charity Commission, including the year-end return and management of any SIR required.
- Oversight of contracts, including liaison with trustees and legal advisors where required.

### **Development and Strategy**

- Business analysis – evaluation of options as charity develops and monitoring progress
- Production of costing and projections for new developments

### **Budget**

- Lead the budget setting process, liaising effectively with each member of SMT.
- Set and monitor KPI's
- Presentation of Budget to Trustees
- Reflect and present information in appropriate formats for internal and external use

### **Management Accounts**

- Ensure appropriate reporting of the month end
- Review all accounts
- Complete journals, any adjustments and reconciliations
- Provide reporting against budget/forecast in summary and by department being aware of different cost classifications
- Provide cash variance information and forecasting

- Update reporting formats as required
- Provide executive summary reporting to Trustees
- Investigate variances and advise on appropriate action

#### **Year end**

- Leading the year end process
- Instruct and work closely with the external auditor to ensure timely production of the Financial Accounts and Annual Report working closely with Trustees as needed
- Preparation of audit schedules and other information required
- Reconcile year end and management accounts
- Prepare Trustee report and associated policies (reserves, investment, risk)

#### **External Reporting**

- Reporting to external authorities – such as local authorities
- Charity Commission and Companies House returns and compliance

#### **Administration and Relationships**

- Manage the relationship with banks and other lenders / investors
- Responsible for HMRC and other compliance related matters
- Contract reviews/relationships with key suppliers including insurance and IT
- Oversight of payroll processes/provider
- Monitoring of pensions and employee benefits
- Review and monitor processes of internal control and ensure they are followed/appropriate

#### **Other areas**

- Manage the relationship with our outsourced IT providers to ensure they deliver to their SLA.

#### **People**

- Lead, develop and support the finance team (3 part-time employees)

#### **General Responsibilities**

- To understand, adhere to and actively implement all the policies and procedures of BeyondAutism
- To safeguard children and vulnerable adults at all times
- To undertake training as required
- Assist with other work, events and projects as needed
- Any other duties that the Chief Executive Officer may reasonably require

#### **Skills and Experience**

- Qualified Accountant with familiarity with the Charity SORP
- Ideally experience at a senior level within the Charity and/or Education sector