



# Head of Finance

## Job Description & Person Specification

**BeyondAutism**

**February 2025**

Registered Charity No. 1082599

020 3031 9705

[beyondautism.org.uk](https://beyondautism.org.uk)

 **BeyondAutism**

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# About BeyondAutism

We are experts in delivering autism education services from pre-school to 25. BeyondAutism is a non-profit organisation, driving change in the world of autism education to ensure autistic children and young adults access an education which empowers a life full of choice, independence and opportunity. We do this by creating positive educational experiences, training for the professional team around a child, and information, resources and support for families and carers.

## Our services:

We deliver rapid and sustained outcomes in our Early Years' service by working with parents and children together. Empowering parents to feel resilient and confident in meeting the needs of their child leads to aspirational, informed choices creating a positive and successful step into primary education.

Our schools and Post-19 service have a specialist curriculum that ensures sustained success beyond the age of 25, setting children and young adults up with the skills and independence to lead a life of their choosing. By teaching them the academic and life skills they need and through the promotion of a happy, caring environment, we nurture the confidence, independence and self-belief to enable them to make the most of the next stage of their life or education.

We also work more widely, activating networks and building local capacity with our solution focused Outreach team. Our unique BeyondAutism Fast Responder® service works at the point of crisis to change the national picture and reduce school placement breakdown.

## Our values

At BeyondAutism we are:

### Dedicated to delivering excellence

Developing expertise, outstanding services and positive engagement, always seeking to go above and beyond expectations.

### Committed to Behaviour Analysis, underpinned by the science of Applied Behaviour Analysis and Verbal Behaviour

Contributing to research and ensuring our staff continually develop and share best practice that ensure aspirational outcomes are achieved for autistic individuals.

### Respectful

Embracing diversity, showing integrity, acting with compassion and always treating people with dignity.

### Proud to challenge

Listening, changing thinking, shifting attitudes and educating.

## Job overview

- You will lead on BeyondAutism's financial strategy, reporting and accounting systems, and provide a professional, efficient, and effective accounting service.
- 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.

# What we can offer you

You can find a very rewarding career with BeyondAutism. As well as being part of a team delivering life-changing services, we offer multiple and generous benefits to employees.



## Pension scheme \*

We offer a competitive pension scheme via salary exchange of 3, 4 or 5% and match your contribution.



## Hybrid and flexible working

Charity staff have the option of hybrid and flexible working. To be agreed with HR and the department head.



## Season ticket loan \*

We can loan you the cost of your season ticket, repaid through monthly salary deductions for the period of the season ticket or less. Maximum period 12 months. Maximum loan £5000.



## Bicycle loan \*

We can loan you the cost of purchasing a bike for the purpose of cycling to work. Up to a maximum value of £1000, repayable over a period of 12 months or less.



## Continuing Professional Development (CPD)

Further education opportunities including Masters, RBTs, diplomas and certificates; and opportunities for membership for relevant professional bodies.



## Professional Membership fees

Reimbursement of the cost of annual professional membership fee where continued membership registration is a requirement of your role.



## Onsite counsellor

One counsellor working across our sites offering confidential 1:1 counselling sessions.



## Perkbox

Access to an online perk scheme which gives you your pick of over 200 great discounts and freebies such as a free monthly hot drink from Cafe Nero, discounts on high street shopping and great price cinema tickets.



## Employee Assistance Programme

Free access to a 24/7 confidential counselling support, including opportunity for face-to-face support.



## Employee Referral Programme

Generous £400 thank you payment when you refer somebody into one of our open vacancies.



## Eye care vouchers

Vouchers to cover the cost of an annual eye examination and single-vision spectacles, if needed.

Benefits marked with (\*) are contractual benefits open to staff who have been in post for three months or more.

# About the role

## Main duties

- Form a close working relationship with the COO, Senior Management Team (SMT), and Trustees
- Provide leadership on Finance and Accounting strategy, to optimise BeyondAutism financial performance
- Take overall control of the accounting function
- 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, the Fundraising Regulator and Company Law
- Take a lead role along with the COO in management of capital, investments and arranging of finance in accordance with Trustee strategy and policy
- Forecasting and managing cash. Ensuring fee income is received promptly and suppliers are paid to terms
- Oversight of all contracts entered 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
- Work with the COO, CEO, and Chair to prepare papers for the quarterly Board meetings, attending meetings with the COO 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
- Modelling costs 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

## Management accounts

- Ensure timely, accurate and appropriate reporting of the month end results to the Executive team and budget holders
- Review all accounts and add analysis and forecast
- Provide reporting against budget/forecast in summary and by department being aware of different cost classifications
- Provide cash variance information and forecasting
- Monitor and report on compliance with banking covenants
- Provide executive summary reporting to Trustees
- Investigate variances and advise on appropriate action

## Management accounts

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

## External reporting

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

## Administration and relationships

- Manage the relationship with banks and other lenders / investors
- Manage the relationship with Insurance brokers and manage annual renewal
- Responsible for HMRC and other compliance related matters
- Contract reviews/relationships with key suppliers including IT and energy providers
- Oversight of payroll processes/provider

# About the role

- Monitoring of pensions and employee benefits
- Review and monitor processes of internal control and ensure they are followed/appropriate

## 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 CEO and COO may reasonably require

## Skills and experience

- Qualified Accountant with strong understanding of the Charity SORP
- Experience at a senior level within the Charity and/or Education sector (preferred)

# What you will bring to the role

We are looking for passionate and dedicated professionals who want to make a truly positive impact on autistic peoples' lives. Leading the facilities team, you will ensure all BeyondAutism premises are maintained to provide the best learning environment possible.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Strong academic track record to degree level</li> <li>• Qualified Accountant ACA / CIMA / ACCA or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Royal Institute of Chartered Surveyors membership</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• 5 years PQE</li> <li>• Experience of a SME / similar sized organisation to BeyondAutism</li> <li>• Detailed knowledge of SORP requirements and Charity Commission / Company governance and compliance</li> <li>• Leadership experience including setting up accounting policies and systems</li> <li>• Track record of leading change / improving business performance in a changing environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working for a charity</li> <li>• Experience of working in an educational setting</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Strong IT skills (particularly Excel). Ability to learn new accounting packages / systems</li> <li>• Exceptional communication skills at all levels particularly the ability to communicate financial complexity to non-accountants</li> <li>• Strong administrative, time management and organisation skills</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced Excel skills</li> <li>• Working Knowledge of Xero</li> </ul>
Abilities	<ul style="list-style-type: none"> <li>• Able to quickly develop excellent working relationships with a range of people</li> <li>• Commercially astute, articulate, technically strong, dynamic and insightful</li> <li>• An influential leader with the ability to operate both strategically and operationally</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with a trustee board</li> </ul>
Essential personal qualities	<ul style="list-style-type: none"> <li>• Ability to act on own initiative, make informed decisions and be accountable for those decisions</li> <li>• High level of integrity and openness combined with commitment to good governance.</li> <li>• Resilience to deal with pressurised situations</li> <li>• Energetic, highly motivated, with an enquiring mind and passion for excellence and innovation in pursuit of business growth and success</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people. Enhanced DBS disclosure is required</li> </ul>	

# Job information

<b>SALARY SCALE:</b>	£58,238 (H4)
<b>HOURS:</b>	37.5 Hours
<b>ACCOUNTABLE TO:</b>	COO
<b>LOCATION(S):</b>	Hybrid with work in the charity office: 140 Woking Close, London, SW15 5LD
<b>PROBATIONARY PERIOD:</b>	Six months
<b>HOLIDAY:</b>	25 days plus bank holidays (rising a day with each year of service after 2 years to a cap of 28 days). Additionally there is a discretionary office closure between Christmas and New Year.
<b>HOW TO APPLY:</b>	If you're interested in applying for the role, please send your CV and covering letter detailing how you meet the person specification and your interest to <a href="mailto:recruitment@beyondautism.org.uk">recruitment@beyondautism.org.uk</a> . If selected for interview you will be required to fill out a full application form for safer recruitment purposes.

If you would like to know more or ask a question please email [recruitment@beyondautism.org.uk](mailto:recruitment@beyondautism.org.uk).

BeyondAutism is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of ethnicity, religion, sex, sexual orientation, age, marital status, disability or gender identity.

BeyondAutism is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An enhanced disclosure will be conducted for the successful applicant.

## How to follow us