

Job Description

Post title	Head of Finance & Operations
Accountable to	Chief Executive
Responsible for	Finance manager, Database and IT manager
Contract type	Part time 4 Days (28 hours) / week
Location	Hybrid working Home / Amersham, Bucks HP6
Salary	Pro rata of full time equivalent £45,000

Job summary

Provide leadership to the finance and operations team to ensure that the charity's finance, office, HR administration, data management and IT functions reflect best practice, comply with relevant legislation, and help the charity to meet its objectives.

Work as part of the Senior Management Team and the Finance & Risk Committee to identify the charity's long term financial and operational requirement, identify and manage organisational risk and contribute to the charity's overall development.

Key working relationships

Internal	External
Chief Executive	Auditors
Head of Services	Suppliers
Head of Fundraising	
Head of Research & Policy	
Finance Manager	
Database & IT Manager	
Trustees	
Finance & Risk Committee	

Main duties

Financial Management

- Prepare timely, accurate and insightful financial reports and management accounts for trustees and senior staff to ensure informed decision making.
- Ensure accounting and reporting processes are in line with relevant standards.
- Provide commentary and analysis of the charity's financial position and identify potential financial risks.
- Identify cost efficiencies and opportunities to generate income through improved fund management.
- Lead the charity's budget setting and oversight process.
- Support the development of project budgets for fundraising and grant reporting.
- Lead the annual audit process and work with the Senior Management Team to produce annual accounts.
- Supervise all regular financial processing.
- Supervise preparation of monthly payroll and associated HR administration including holiday and absence reporting.
- Manage the Finance Officer and support them in their role.

Office Management

- Ensure that the office environment is safe, secure and compliant with health and safety legislation and supports effective working.
- Ensure staff have the information and equipment needed to work safely and effectively from outside of the office.
- Manage relationship with all utility suppliers, landlord and other relevant parties.
- Assess the charity's future office requirements.

IT & Data management

- Take responsibility for the charity's IT and data management infrastructure ensuring that it meets the needs of the organisation.
- Ensure that all digital information is secure, backed-up and stored in line with best practice and relevant legislation.
- To ensure that the charity's data handling and processing is fit for purpose and compliant with relevant legislation.
- To manage the Database and IT manager and support them in their role.

General

- To undertake additional duties as required in accordance with the responsibilities of the grade and position.

Personal development

- To maintain up-to-date knowledge of cardiomyopathy and advances in treatment and research, including attending relevant courses and conferences.
- To maintain up-to-date knowledge of best practice in charity finance management.

Equal opportunities

- Cardiomyopathy UK is committed to promoting equal opportunities and the post-holder has a leading role in ensuring equity in employment opportunities

Health and safety

- In addition to any responsibilities specified within the job description above, it is the post-holder's duty to:
- Take reasonable care of the health and safety of themselves and of the other people who may be affected by actions and omissions at work.
- Co-operate with the employer in ensuring compliance with all statutory and other requirements.

This is an outline of the post-holder's duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the charity.

Head of Finance & Operations

PERSON SPECIFICATION AND ATTRIBUTES

	ESSENTIAL	DESIRABLE
QUALIFICATIONS <ul style="list-style-type: none"> Relevant higher education qualification Accounting qualification 	✓ ✓	
SKILLS & EXPERIENCES <ul style="list-style-type: none"> Significant experience of accounts management at a senior level including budget preparation and management of year end accounts/audit. Considerable experience of managing and developing a team. Experience of working in the third sector. Management of effective IT operations and upgrade projects Managing HR processes and procedures Solid understanding of SORP and third sector finance management High level of proficiency with SAGE accounting software Experience of presenting financial information in a meaningful way and explaining complex finance matters to a non-finance audience. Experience of building financial management capability of wider Senior Management Team. Experience of establishing and operating an effective controls environment. Experience of providing financial analysis and advice to support the development of business strategies and business cases, such as investment cases and bids for funding. 	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓ ✓
<ul style="list-style-type: none"> Professional reliable and punctual Demonstrates self-motivation and organisational skills Flexible approach to work 	✓ ✓	