

## Head of Finance

### Job Description

The Head of Finance leads on financial management as a member of the GCS Senior Leadership Team, working closely with the Treasurer and Board of Trustees to ensure the financial integrity of GCS activities and delivery of strategic objectives.

<b>Reporting to</b>	CEO
<b>Located at</b>	Head office – Stroud – hybrid working.
<b>Remuneration</b>	£50,000 Full Time Equivalent (£34,286 pro rata)
<b>Hours</b>	24 hours per week (negotiable)
<b>Term</b>	Permanent

### Main Responsibilities

#### Financial Management

- Develop and manage the annual budget in collaboration with SLT and the Treasurer.
- Analyse and interpret financial information, proposing changes where necessary and providing clear analysis of financial benefits and risks.
- Ensure compliance with all financial regulations and reporting requirements – Charities SORP (FRS102), Charity Commission rules and regulations and other legal requirements.
- Prepare and present monthly management accounts, providing clear written and verbal explanations of the accounts and variances against budget to the CEO, SLT and the Board of Trustees at quarterly meetings.
- Monitor and manage cash flow, investment and financial performance.
- Manage reconciliations of bank accounts.
- Prepare and evaluate financial information in support of funding & grant bids.

#### Financial Administration

- Manage day-to-day financial administration processes.
- Develop policies, processes and procedures to ensure robust, efficient and effective cost controls.
- Manage contracts for delivery of services, including payroll and pension arrangements.
- Prepare payroll submissions to ensure timely payment of staff and HMRC.
- Administer and make Gift Aid claims to HMRC as necessary.
- Prepare the annual accounts and audit file. Assist the auditors during the independent examination process and with the preparation of the annual accounts.

- Working with SLT to ensure GCS's insurance policies are up to date and fully cover the organisation's needs.

### Line Management

- Responsibility for line managing finance administrators, setting objectives, managing performance and conducting appraisals.
- Supporting the development of both the finance administrator role and the post-holders.

### Strategic Planning

- Contribute to the development and implementation of the organisation's strategic plan.
- Create and contribute to establishing key performance indicators.
- Identify opportunities for growth and sustainability.
- Prepare financial modelling and evaluations to inform development and delivery of longer-term strategic objectives.
- Work with SLT to develop robust data flow systems to support financial management and strategic planning.

### Senior Leadership Team

- Work collectively as part of the senior leadership team (comprising CEO & Heads of Training, Clinical Services, and Operations).
- Deputise for the CEO as required.

### Reporting and communication

- Prepare monthly management accounts for the Treasurer and Senior Leadership Team alongside clear written explanations of the accounts.
- Prepare quarterly accounts and forecasts for the Board of Trustees.
- Communicate financial and operational updates to relevant parties.
- Monitor funding and grants, tracking, forecasting and reporting on expenditure in line with formats required by various funders.

### Risk Management

- Identify, quantify and implement mitigations for financial risks.
- Ensuring insurance policies are up to date and relevant.
- Implement best practices for internal controls and governance.

### Other

- To hold the role of Company Secretary ensuring Companies House and Charities Commission obligations are fulfilled and returns are filed on time.

## Person Specification

- Qualifications**
- Professional Accountancy Qualification (CIMA/ACCA/ACA/AAT) part of fully. Or qualified by experience.
- Experience & Knowledge**
- Proven experience in financial management, budgeting, reporting, and strategic planning, preferably in voluntary and charitable sector.
  - Experience and knowledge of financial regulations and compliance requirements.
  - Proficiency in financial software and tools.
- Skills, Attitudes & Abilities**
- Strong leadership and management skills with the ability to lead a diverse team.
  - Excellent analytical and problem-solving abilities.
  - Skilled in using financial and other data to steer organisational activity and performance.
  - Exceptional communication and interpersonal skills.
  - Commitment to the mission and values of Gloucestershire Counselling Service.