****

**Job Description**

**Head of Finance**

**Reporting to:** Chief Executive Officer

Coquet Trust are an inclusive and supportive employer who value the diversity of our staff, encouraging them to reach their full potential through relevant training and supportive leadership.

We are driven by our values which are to be ***committed, reliable, inspirational, trustworthy and inclusive.*** They are the foundation of all that we do and endeavour to achieve.

We are an Investors in People employer and by joining the Coquet Trust team, you will be given excellent support from the CEO as well as the wider team.

Working closely with other Head Office staff, you will deliver our values by putting the people we support at the heart of everything you do.

**Purpose:**

As a member of the Senior Management Team the Head of Finance will provide a comprehensive, professional and reliable accounting and financial management service which supports the team to make financial decisions.

Acting as a finance business partner to ensure non-financial staff are able to understand the financial matters arising from their particular role.

**Main responsibilities:**

To provide high quality financial information team including the production of monthly management accounts, cash flow reporting and leading the preparation of the annual capital and revenue budgets to enable the

Ensure that appropriate financial policies and procedures are in place to support and guide financial decision making. This will include areas such as investments, reserves and cash management/forecasting.

Provide financial advice and guidance to the CEO, preparing papers and attending Board and Committee meetings as required.

Providing financial modelling for new business initiatives such as proposed new services or other opportunities.

Produce statutory accounts and audit file for the external auditors. Manage the audit process and deal promptly with any queries raised by the auditors.

Responsible for the continual development of the charities pricing model for new and existing services which supports total cost recovery and is regularly updated for changes.

**Management Accounting**

Produce accurate, timely monthly management accounts and cash flow forecasts; working with budget holders to ensure that variances to budget are investigated and understood.

Provide monthly financial reports, and forecasting to budget-holders including analysis of overspending and opportunities for improvements.

Identify and implement changes to existing, financial systems, ensuring appropriate financial controls and looking for cost and resource savings.

Create financial models and provide ad hoc financial reports for the CEO and Trustees which improve decision-making.

**Financial Accounting**

Prepare the annual statutory accounts, providing schedules, documentation and other information as requested in advance of the annual audit, liaising directly with the auditors during the audit.

Prepare and submit quarterly VAT returns, reviewing underlying data to ensure information sent to HMRC is accurate.

Oversee the operation of the Xero purchase ledger by the Finance Assistant, keep unpaid balances under review and obtain refunds of credits where appropriate.

Oversee the operation of the Xero sales ledger by the Finance Assistant, reviewing the preparation of invoices and ensuring VAT is applied correctly.

Oversee the petty cash and expenses reconciliation processes.

Maintain the Xero nominal ledger, ensuring that nominal, services and department codes are used correctly, setting up new codes and posting journals.

Oversee the monthly management and reconciliation of the trusts’ bank accounts, Xero bank control accounts and produce current account analysis.

Carry out financial housekeeping as necessary to ensure that the information on Xero is accurate and up-to-date.

Keep the Charity's fixed asset register up-to-date and prepare monthly depreciation journals.

**Payroll**

Oversee all aspects of monthly payroll including calculations and payments for staff on contracts and paid by timesheets, pensions, PAYE/NIC, other payroll deductions, preparation of journals to post to Xero and reconciliations.

Ensure that HMRC and the pension provider receive all monthly and annual submissions and payments before deadlines.

Oversee the produce annual P60s for all employees and prepare P45 for outgoing employees.

**Information Governance**

Oversee the implementation of arrangements for compliance with GDPR, including development of good practice to ensure efficiency in compliance, including; Supporting the development of systems, policies and procedures, communication and guidance.

Maintain the organisations registration with the Information Commissioner.

Maintain records of any data breaches, assess and report breaches to the Information Commissioner if and when required.

Manage all Freedom of Information and Subject Access Requests received within regulated timescales.

The above is not an exhaustive list of duties and may vary when deemed necessary, in the overall interest of Coquet Trust. The post holder will be expected to undertake other duties as appropriate to the level of the post.

**Personal Qualities:**

To take pride in your work and carry out tasks to a high standard.

The ability to multi-task and work well as part of a team, as well as individually.

Be flexible in your approach to work to ensure you contribute effectively to the overall service.

To represent Coquet Trust in a professional manner and maintain the good reputation of the organisation at all times.

**PERSON SPECIFICATION**

**Head of Finance**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **EDUCATION, TRAINING AND QUALIFICATIONS** |  |  | **Application** |
| Qualified, for example ACA, ACCA, CIPFA, CIMA, DoChM |  |  |  |
| **EXPERIENCE** |  |  | **Application/ Interview** |
| Significant relevant experience in a similar role |  |  |  |
| Charity accounting and SORP Production of management accounts and financial reports and analysis.  |  |  |  |
| Previous experience working in the Charity, not for profit or social care sector |  |  |  |
| Production of annual statutory accounts including year-end reconciliations |  |  |  |
| Experience of managing the audit process.  |  |  |  |
| Experience of compiling funding applications |  |  |  |
| Used to working in a demanding environment and providing accurate and timely information to a high standard.  |  |  |  |
| Keen to work with a hands-on approach. The postholder will be in sole charge of all transaction processing and accounting.  |  |  |  |
| Experience of computerised accounting and bookkeeping (preferably Xero accounting & Sage Payroll) and advanced Excel and a proactive approach to improving systems. |  |  |  |
| Experience of monitoring investments and cash management in a non-profit environment.  |  |  |  |
| **SKILLS AND KNOWLEDGE** |  |  | **Application/ Interview** |
| Thorough practical up-to-date understanding of management accounting principles and techniques |  |  |  |
| High degree of communication skills particularly attuned to conveying complex financial concepts to non-financially trained colleagues and volunteers. |  |  |  |
| Ability to work without close supervision and meet service standards and targets |  |  |  |
| Strong organisation skills and able to deal with competing priorities.  |  |  |  |
| Excellent analytical skills and ability to think strategically |  |  |  |
| High degree of communication skills particularly attuned to conveying complex financial concepts to non-financially trained colleagues and volunteers.  |  |  |  |
| Ability to maintain effective systems with limited admin support. |  |  |  |