

**Head of Finance Job Description**

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| **Job Title** | Head of Finance |
| **Salary** | £47,500 - £52,000 (pro rata) |
| **Hours of work** | Four days per week, hybrid working arrangements with a minimum of one day a week in the office in Milton Keynes |
| **Contract type** | Permanent |
| **Annual leave** | 28 days plus bank holidays (pro rata) |
| **Reports to** | CEO |
| **Direct reports** | One |

**About Us**

PSP & CBD are rapidly progressing neurological conditions. Like many other chronic conditions there is currently no cure for PSP or CBD. PSPA is the national charity for people with PSP and CBD, based in Milton Keynes. Since 1994 we have been providing information and support to people living with PSP & CBD. We also raise awareness of the conditions amongst health and social care professionals, and fund research into diagnosis, treatments and ultimately, hopefully a cure. We rely entirely on voluntary donations with an income in 2021 of £1.1 million.

We have approximately 2,000 members living with PSP & CBD, and in additions over 10,000 members registered as Health and Social Care professionals, carers, supporters, volunteers and fundraisers.

**Role description**

The Head of Finance will work directly to the Chief Executive as a key member of the senior management team. The postholder will take responsibility for strategic financial planning and for ensuring that the charity has robust financial management and oversight at all levels of the operation.

As a member of the senior management team, you will be an integral part of helping the charity to deliver its strategy. You will head the finance team and lead our annual financial budgeting process, ensuring that adequate processes are in place to deliver resources effectively and monitor financial matters at all levels of the organisation. You will be a point of contact for auditors, banks, HMRC, companies house, charity commission, payroll and pension providers.

Operationally, you will have responsibility for line managing the finance administrator (p/t) as well as managing our book-keeping, payroll (using an external payroll provider), managing regular reconciliations, producing regular management accounts as well as financial accounts to meet our statutory responsibilities, maintaining oversight of contracts and partnership agreements, developing a treasury policy and managing cash and investments - and providing support to all teams where your expertise is needed.

**Key responsibilities**

* Oversight of financial systems and processes including but not limited to the production of relevant financial reports and maintaining up to date policies and procedures.
* Lead the annual budgeting process in consultation with the CEO preparing quarterly and half yearly updates as required.
* Preparation of monthly or quarterly management accounts and cash flow forecasts for the CEO and Board.
* Preparation of the annual year-end financial statements and liaison with auditors.
* Effective day to day control of accounting function including payroll, cash-flow management, invoicing and debt management.
* Devise and implement a treasury management and investment policy to ensure the optimal utilisation of financial resources.
* Assist budget holders in understanding their management accounts and provide training where necessary.
* Review the benefits of integration of the finance systems with the CRM system (Salesforce).
* Management of Gift Aid claims.
* Manage and supervise the duties of the Finance Administrator.
* Liaise with external auditors, insurance brokers, HMRC, bankers etc.
* Maintain all tax registrations and submissions.
* Assist the CEO and Board to ensure that all charity governance requirements are being met.
* File necessary documents with the Charity Commission and Companies House.
* Undertake any other reasonable duties that may be required from time to time.

The duties may be changed and/or varied to meet changing circumstances at the discretion of management

| **Category** | **Post Requirements** |
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| **Essential** | **Desirable** |
| **Education/****Qualifications** | * Qualified accountant
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| **Experience** | * Managing the financial planning cycle, including the production of budgets, forecasts, and management accounts.
* Successful management of the finances, cash management, bookkeeping and payroll of an SME.
* Processing accounts on a computerised accounting package.
* Preparation of year-end accounts.
* Charity accounting
 | * Line management of staff –
* Use of SAGE accounts
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| **Skills, Knowledge and Abilities**  | * Understanding of Charity financial management including SORP and Charities Act
* Excellent numeracy and financial awareness
* Ability to work collaboratively.
* Ability to work under pressure, managing multiple demands.
* Ability to communicate complex financial matters to non-financial specialists.
* Good general computer literacy with a good knowledge of the Windows environment and its applications, including excellent excel skills.
* Ability to lead, motivate and develop a team.
* Attention to detail and accuracy
* Ability to manage a diverse workload, working to tight deadlines and dealing with conflicting priorities.
* Ability to work as part of a team and be flexible according to the needs of the organisation.
* Good communication skills.
* Understanding of and commitment to equity, diversity and inclusion
* A drive to improve how we do things.
* A problem-solving approach.
 | * Gift Aid claims

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