

## JOB DESCRIPTION

<b>Job Title</b>	Head of Finance
<b>Department</b>	Core
<b>Reporting to</b>	CEO
<b>Hours</b>	37.5 hours Monday to Friday
<b>Annual Leave</b>	25 days plus bank holidays
<b>Location</b>	Flexible working from home and our Luton based offices as required
<b>Probationary Period</b>	Six months
<b>Conditions of employment</b>	As contained in staff contract and NOAH Enterprise's Statement of Terms and Conditions of Employment and Staff Handbook.
<b>Purpose of position</b>	<p>To contribute to the success of the Charity in terms of effective financial control and contract management.</p> <p>To lead, facilitate and ensure the implementation of the finance strategy to deliver financial sustainability.</p> <p>Responsibility for financial governance and compliance matters and for setting up systems for financial control, effective planning, monitoring and evaluation to support the sustainability of the organisation.</p>
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Contributing to the strategic planning and development of the charity as a member of the senior management team</li> <li>• Managing the daily operation of the finance function including financial and management reporting, accounts payable, accounts receivable, payroll, asset management, contract monitoring and reporting</li> <li>• Continual financial planning and analysis to support ongoing business planning and strategic development</li> <li>• Providing support to the CEO and the Board on finance matters including management accounts and budgets; preparation of monthly management, financial and statutory accounts; management reporting; budgeting and forecasting; managing and controlling cash-flow; financial analysis and attending Board meetings as required.</li> <li>• Supervision of management of client money, including giving advice to welfare staff on practical and ethical issues</li> <li>• Establish and maintain internal finance policies and procedures and reviewing on a regular basis to ensure compliance with financial regulations.</li> <li>• Proactively monitoring trading results against budgets</li> <li>• Ensure that all proposed capital expenditure is appropriately approved and reported on.</li> <li>• Reporting and accounting as per regulatory and legal requirements including annual report, annual audit, VAT returns and accounts and taxation.</li> <li>• Managing, motivating and training a small finance team</li> </ul>

	<ul style="list-style-type: none"> <li>• Preparing financial information in support of funding applications</li> <li>• Establish and maintain effective systems of internal control minimising the opportunity and incidence of fraud, theft and loss</li> <li>• Collaborate with other managers to best meet the joint objectives of the overall service that NOAH seeks to provide</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Attend any meetings, seminars, training sessions as requested both on and off NOAH Enterprise premises</li> <li>• The post holder may from time to time be asked to undertake other duties as specified by the Chief Executive. Permanent changes to the job description will only be made in negotiation with the post holder</li> <li>• Act as an ambassador for NOAH</li> </ul>
<b>Qualifications and experience</b>	See person specification below
<b>General</b>	<ul style="list-style-type: none"> <li>• Act as NOAH Enterprise representative always and in a manner befitting a representative of the organisation</li> <li>• Identify opportunities to improve ways of working and the level of service NOAH offers to service users.</li> <li>• Take a responsible approach to your personal development – manage and update own skills base to ensure quality service delivery and engage fully with all training offered.</li> <li>• Be an active and constructive member of the senior management team</li> <li>• Take a flexible approach to working hours (within scope of the 37.5 hour working week), with ability to work evenings on occasion.</li> <li>• Occasional travel will be required across Bedfordshire and, potentially, across the UK. This will include meetings, seminars, and training sessions both on and off NOAH Enterprise premises</li> <li>• All duties to be carried out in accordance with the policies and procedures of NOAH Enterprise, including the Equal Opportunities policy</li> </ul>
<b>NOAH policies and equal opportunities</b>	All duties to be carried out in accordance with the policies and procedures of NOAH Enterprise, including the Equal Opportunities policy
<b>Values and ethos</b>	The work of NOAH Enterprise is founded upon a Christian ethos, and it is expected that the post holder will respect this ethos.

NOAH is committed to safeguarding and ensuring the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment and our Safeguarding Policy and Procedure.

**PERSON SPECIFICATION**

<b>Head of Finance</b>	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Qualified accountant with minimum 5 years of post-qualification experience</li> <li>• Ability to work strategically and operationally/hands on</li> <li>• Broad accounting expertise and a commercially focused approach</li> <li>• Knowledge of investment management and charity accounting</li> <li>• Experience of producing analysis and reports to inform and advise senior colleagues of progress, opportunities and threats</li> <li>• Experience of working at a small company, charity or retail</li> <li>• Ability to identify opportunities to improve ways of working and the level of service NOAH offers to service users</li> <li>• Ability to communicate technical information in a comprehensible way</li> <li>• Understanding of the importance of equality, diversity and inclusion</li> <li>• Emotional intelligence and ability to empathise with others</li> <li>• Capable of generating ideas and stimulating creative thinking in others, motivating and being a genuine team player.</li> <li>• Attention to detail, focused and self-motivated</li> <li>• Knowledge of Microsoft Office systems: including Outlook, Word, Excel and PowerPoint.</li> <li>• Ability to work under pressure on several projects at the same time, to tight deadlines, maintaining confidentiality where necessary.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing and developing teams of volunteers, including recruitment, motivation, training, mentoring, and performance management.</li> <li>• Previous experience of working in within the third sector – ideally with a homelessness charity</li> </ul>