Head Finance & Corporate Services

Cardiff (with some flexible working and occasional travel required)

Salary of up to £55,0000 pa (depending on experience)

NOW Careers is delighted to be exclusively recruiting on behalf of a well-known Welsh Charity in its search for a Head Finance & Corporate Services.

The main purpose of the role is to lead on the finance, people, ICT and governance functions and ensure the operations are fit-for-purpose and supporting and enhancing the charity's priorities and objectives. Working with and alongside colleagues, the role will oversee the office facilities and property management, procurement, and provide effective leadership in areas such as legal services, governance and statutory compliance. The Head of Finance and Corporate Services will manage the team with a focus on continuous improvement, problem solving and development. The role is part of the senior management team and reports directly to the Charity CEO.

The successful candidate will be a fully qualified accountant with a proven track record in finance/accountancy management across a broad range of finance and accountancy tasks. Experience in the charity/voluntary/public sector would be highly desirable.

Main duties of the role will include -

* Lead financial governance for the charity and ensure the highest standards of management controls are maintained.
* Ensure that the Annual Report, Accounts and Charity Commission returns are prepared, audited and filed by the due date and manage the external auditors.
* Forecasting and production of monthly management accounts.
* Lead the production of the financial elements of the 3-year Business Plan, Annual Budget and re-forecasts.
* To support the CEO in delivering the agreed strategy, financial plans, risk management and compliance requirements as well as presenting financial information to colleagues and Trustees.
* Liaison with external auditors, advisors as required.
* Assistance and advice for fundraising staff on contracts, governance and other legal / compliance issues.
* Support the Fundraising Committee in the income growth strategy and any business case financial/ commercial analysis.
* Support the Scientific Committee with the financials relating to the charity's research grant portfolio.
* Manage financial operations. Continually optimise existing processes to drive efficiency and enhance controls.
* Manage contracts and leases.
* Manage the procurement process for products and services.
* Ensure compliance with HMRC for VAT and Gift Aid issues, including regular VAT returns and Gift Aid claims.
* Preparation of relevant reports, accounts to demonstrate performance versus budget for presentation at quarterly Trustee Board and Finance Committee meetings.
* Responsible for identifying risks and for the maintenance of the Risk Register.
* Participate in the development of the financial strategy and identify and develop new reporting mechanisms to measure performance and assist decision making.
* Support the Finance Committee in the charity’s investment strategy, cash forecasting and day to day cash management.

Additional duties will include -

* Management of the risk register and associated risk processes, as well as taking the lead on specific projects to minimise risk, where required.
* Manage GDPR process and act as lead on all related issues.
* Manage IT services for the charity including accounting software, CRM software etc.
* Manage Health & Safety.
* Support the other functions and departments within the organisation with reasonable tasks and responsibilities.
* Manage the provision of office facilities and administration.
* Overseeing the HR function and processes, and manage external HR service providers.
* Support the other functions and departments within the organisation with reasonable tasks and responsibilities.

This role will suit a hands-on Accountant who is able to positively influence, motivate and lead a team of people. You will have the ability to communicate effectively with non-financial people and will have previous experience of preparing accounts in accordance with Charities SORP and Charities Act. You will possess excellent interpersonal skills, specifically the ability to communicate effectively at all levels, and to a broad range of non-financially minded individuals, with a strong attention to detail and logical approach to problem solving.

You must have access to you own car and have the willingness to occasionally travel within Wales. An ability to speak Welsh would be desirable.

Benefits on offer will include -

* 25 days (plus Public Bank Holidays)
* 37.5 hour working week
* Defined Contribution Pension Scheme on passing of probationary period (contributing twice the contribution of employees to a maximum of 13%)

Appointment to this post will require a full DBS disclosure check.

This is a really great opportunity for a 3rd sector leader to join a hugely worthwhile charity whose aim is to transform the lives of those it supports.

If this sounds like it could be for you, please send me your CV and then we can arrange a suitable time to discuss further.

Kind regards

Sarah