## JOB DESCRIPTION

**Job Title: Head of Finance**

**Department: Finance and Business Systems**

**Accountable To: Finance Director**

1. **JOB SUMMARY**

The Head of Finance will oversee all aspects of financial management for the organisation, ensuring that our financial practices are robust, compliant with regulations, and aligned with the charity's values and objectives. This includes managing financial reporting, budgeting, forecasting, and supporting financial decision-making across the charity.

1. **LOCATION**

This role is primarily based at our Head Office on Hope Street, Liverpool. However, travel to other sites and properties involved in the delivery of Imagine’s services will be required. Hybrid working arrangements, including the option to work from home up to 2 days per week, may be available with prior agreement, subject to operational needs.

1. **SUPERVISORY RESPONSIBILITY**

The Head of Finance manages a team of 4 finance staff.

1. **MAIN DUTIES**

The post holder has the following responsibilities:

**Financial Planning & Reporting:**

* Lead the preparation and submission of monthly management accounts including preparing monthly accrual and prepayment schedules, balance sheet reconciliations and month end adjustments
* Lead the preparation of the annual budget and quarterly reforecasting, liaising with budget holders as necessary
* Work closely with the Director of Finance to develop financial strategies
* Ensure accurate financial record-keeping and reconciliation of all accounts.

**Year end:**

* Coordinate the year-end close process, ensuring that all accounts are reconciled, accurate, and in compliance with accounting standards.
* Oversee the preparation of financial statements in accordance with charity accounting standards (SORP).
* Collaborate with external auditors to ensure a smooth and efficient audit process, addressing any queries or adjustments as necessary.

**Budget Management:**

* Develop, monitor, and manage the annual budget in collaboration with budget holders.
* Develop the management accounts templates for the year including uploading budgets into Sage 200
* Track income and expenditure against the budget, highlighting any variances and recommending corrective actions.

**Cash Flow & Treasury Management:**

* Manage the charity's cash flow, ensuring that there are sufficient funds to meet operational needs.
* Monitor bank accounts, ensure payments are processed on time, and manage financial risks.
* Prepare periodic cash flow forecasts as required

**Income Management:**

* Manage income claims via Local Authority Portals ensuring these are done on a timely and accurate basis
* Cost income packages for new placements and ensure that the appropriate paperwork is in place prior to start date to enable timely claims
* Monitor grant income and expenditure, ensuring that all reporting requirements for funders are met.
* Provide financial information to support grant applications and track restricted funding.

**Debtor Management:**

* Support Accounts Assistant in collection of debts where required

**Accounts Payable:**

* Support the Accounts Assistant to ensure that all invoices are authorised, coded and recorded on an accurate and timely basis and payments are paid within the correct payment terms.

**Payroll:**

* Support Payroll Manager in ensuring all monthly reconciliation are completed on an accurate and timely basis
* Prepare monthly payroll data to import to finance system and ensure that relief, sleep in and overtime payments are recorded in the correct accounting period
* Support Payroll Manager when annual pay rises are applied

**Housing Management:**

* With the Housing Manager ensure that accurate records are maintained in the Housing Management System (SASSHA) relating to arrears monitoring/corrective action, enquiries and implementing increases.
* With the Housing Manager ensure that all tenancy related charges and income are posted on a regular basis including full reconciliations of cash receipts and housing benefit related income.
* With the Housing Manager ensure that the financial information in the Housing System reconciles fully with the Finance System (SAGE) on a regular basis

**Team management:**

* Manage the Finance Team including Finance Manager, Payroll Manager, Accounts Assistant and Finance Assistant

**Other duties:**

* Complete any other tasks which may be assigned to the post holder.

1. **REQUIREMENTS - All employees are expected to:**

* Act with integrity and a proactive professional manner
* Ensure that principles of quality are included in all aspects of work
* Adhere to all Imagine’s policies and procedures at all times
* Demonstrate working within the organisation’s values, beliefs and objectives
* Comply with safeguarding, health and safety and any other statutory regulatory requirements
* Undertake any other tasks which may be requested from time to time by the organisation
* Safeguard all the organisation’s property or privileged knowledge
* Meet targets and objectives as set by the line manager
* Undertake all duties and tasks in an efficient accurate manner resulting in excellent service provision.

1. **TRAINING & DEVELOPMENT**

* Commitment to continuous personal development; participate fully in relevant training and learning
* Attend and participate in staff meetings
* Attend and participate in regular supervision and an annual personal review.
* Contribute to the learning of other staff, including training delivery, where appropriate.

1. **EQUALITY ACT (2010)**

Imagine aims to provide high quality services to enhance the quality of life of people experiencing disadvantage. In order to fulfil this aim, it operates a policy of equal opportunities to ensure that no client, job applicant, employee, volunteer or carer is discriminated against either directly or indirectly on the grounds of gender, age, race, colour, sexuality, nationality, religion, ethnic or national origin, disability or marital status.

1. **CONFIDENTIALITY**

In the course of your duties you may have access to confidential information about individuals or about Company business. Under no circumstances must this information be communicated to anyone other than the authorised persons. These may include medical or other professional staff who are involved in the care and treatment of the person.

1. **OTHER**

Please note that this job profile may be amended to meet the needs of the service and does not preclude other tasks as directed by the line Manager. Alteration will be discussed in advance with the post holder whose agreement will not be unreasonably withheld. The job description does not form part of your contract of employment.

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When completing your application please bear in mind that short listing will be undertaken against the evidence presented by you of how you meet the essential criteria detailed in the person specification**.**

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| **PERSON SPECIFICATION**  **Head of Finance** | **Essential/Desirable** | **Method of Assessment**  **(Application/Interview)** |
| **Education**:   * Fully qualified accountant (CCAB or CIMA) preferred * Candidates who are part-qualified and actively working towards a CCAB or CIMA qualification, or those with significant relevant experience equivalent to these qualifications, will also be considered   **Experience**:   * At least 5 years’ experience in a relevant accounting or finance position * Proven prior experience of leading and managing a finance team * Solid expertise in budgeting, financial reporting, and financial analysis * Prior experience of working in the charity or non-profit sectors   **Skills**:   * Strong understanding of charity finance and accounting standards (e.g., SORP) * Proficiency with accounting software (Sage 200 and Sage Payroll) * At least Intermediate Microsoft Excel skills * Familiarity with housing management systems and practices * Excellent organisational and time management skills, with the ability to meet deadlines      * Strong attention to detail and ability to work with a high degree of accuracy * Strong communication skills, with the ability to explain financial information to non-financial staff and stakeholders * A proactive and collaborative approach to problem-solving   **Personal Attributes:**   * Ethical and professional, with a high level of integrity and confidentiality * A commitment to Imagine’s vision and values * A commitment to equality, diversity and social inclusion * Hands on approach * Ability to work independently as well as part of a team * Adaptable and open to new ideas or processes to improve financial management | **D**    **E**    **E**  **E**  **E**  **D**  **E**    **D**  **E**  **D**    **E**  **E    E    E**    **E**  **E**  **E**  **E**  **E**  **E** | **A**    **A**    **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I**  **A/I    I**  **I**  **I**  **I**  **I**  **A/I**  **A/I**  **I**  **A/I**  **I** |