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| **JOB OUTINE** |
| **JOB TITLE:** Head of Finance & Systems | **JET CODE:** |
| **SERVICE: enjoy**leisure |
| REPORTING TO: Chief Executive |
| RESPONSIBLE FOR: Finance Assistants x 2, Business & Finance Analyst, Senior Business Support Assistant. |
| **GRADE:** 11 |
| **HOURS OF WORK:** 37 hours per week. |
| **JOB PURPOSE**: Responsibility for Enjoy’s accounts and ensuring compliance and sound financial management of all income, expenditure, assets and liabilities. A hands on role running the finance function and overseeing systems administration and memberships administration functions. Provide financial guidance to the CEO, members of the Senior Management Team and Board on financial matters including budgets, reporting, financial controls and systems. Leading on implementation and evaluation of the company’s finance strategy. |
| **MAIN DUTIES:****Financial Control*** Ensure that rigorous financial control is applied throughout all operations, ensuring that appropriate policies, financial controls and procedures are in place to control expenditure and income.
* Ensure the accuracy and relevance of the financial records.
* Manage cash flow and liquidity and maximising opportunity for additional income.
* Keep all financial and management information systems (TecnologyOne and Gladstone MRM2) updated and under review to ensure the effective use of the available tools.
* Manage restricted funds to ensure grant conditions are met.
* Ensure all relevant transactions are entered accurately to ensure reporting deadlines are met.
* Review transactions to ensure VAT is recorded correctly including partial and full recovery calculations, in line with regulations.
* Monitor invoice payments and debt recovery.
* Document and improve financial processes where appropriate to ensure effective use of resources and best practice.
* Ensure that the appropriate processes are in place for the long-term financial viability of the charity including advising on the financial consequences of proposed actions.
* Manage relationships with outsourced payroll provider, ensuring accurate and timely payment of salaries and appropriate financial account reporting on staffing costs.

**Statutory Accounts*** Prepare the annual audit papers and statutory accounts ensuring they meet all legislative and accounting requirements, including SORP 2005 and work collaboratively with external auditors.
* Prepare accounts for any subsidiary.
* Ensure compliance with all relevant legislation and regulations of the Office of the Scottish Charity Regulator (OSCR) and the completion of all compulsory returns e.g. VAT and national statistics.

**Management Information*** Produce and develop all aspects of management reporting within the organisation including making sure accurate, timely and appropriate information, including monthly management accounts, are delivered.
* Lead and administer the annual budget process including the preparation of the budget pack for approval by the Board of Directors.
* Present financial information both verbally and in written form to the CEO, Senior Management Team, Service Managers, Finance and Risk Committee and the Board of Directors.
* Provide regular forecasts of income and expenditure and cash flow to Management and Directors. Including the identification and analysis of variances.
* Produce and presenting financial reports – Cash flow forecasting, VAT, tax and Gift Aid issues and ad-hoc reports as required
* Provide advice on financial and tax issues.
* Lead on system upgrades and IT administration in partnership with Business & Finance Analyst and local authority.
* Provide ad-hoc management information to the CEO and the Senior Management team to assist decision-making.
* Participate and contribute to the development of strategic and business plans.

 **Risk Management*** Preparation of the risk management papers for the Senior Management team and Board of Directors for annual review.
* Support individual sites in their risk management processes.

**General*** Responsible for the continued professional development of team members through regular performance and any required training in line with strategic aims and business continuity.
* Provide an external interface with local authority, banks, auditors, pension funds, insurance and energy companies etc.
* Completion and submission of all statutory returns including OSCR and all required submissions to Companies House, including updating Directors information and ONS.
* Manage the wider business administration function including memberships and data analysis.
* Apply all Enjoys policy statements equally to ensure the value Enjoy places on diversity and equal opportunity for all are fully supported and promoted.
* To be committed to the work and principles of Enjoy East Lothian Ltd and to promote team working.
* Perform any additional tasks as maybe reasonably requested from time to time by the CEO
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| **PERSON SPECIFICATION** |
| **Attributes** | **Essential** | **Desirable** |
| **Factor** | **Essential** | **Desirable** |
| **Education & Training** | * Qualified CCAB Accountant with relevant experience.
 | * Knowledge of Charity VAT treatment
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| **Previous Experience (Paid & voluntary work)** | * Previous experience in all areas of financial accounting.
* Knowledge and experience of preparing accounts.
* Experience of producing business budgets
* Experience of financial management and stakeholder interaction
 | * Knowledge and practical experience of preparing accounts under SORP2005
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| **Knowledge/Skills/Competencies** | * Familiar with computerised accounting systems
* Knowledge and experience of VAT
* Highly motivated, well organised, self-starting Individual.
* Excellent problem solving and time management skills
* Ability to think strategically on financial matters.
* Ability to provide support to non-financial management
* Accuracy and attention to detail
* Excellent IT skills particularly with Excel and finance operating systems
* Ability to coach and mentor team members
* Ability to communicate effectively at all levels
* Excellent written and oral communication skills
* Ability to deal effectively with multiple tasks.
* To show initiative, get involved and add value to the business
* Be an active member of the management team
 | * Knowledge and experience of PAYE and National Insurance.
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