

JOB TITLE:	Head of Finance & Business Development
LOCATION:	Oxford
GRADE:	£38,296 – £42,503 FTE
HOURS:	Full-time or Part-time hours considered
RESPONSIBLE TO:	Chief Executive

Purpose of the Job

Responsible for all aspects of finance, business planning and infrastructure (incl IT and facilities) and, as part of the Senior Management Team (SMT), for supporting the sustainable development of SAFE! (the Charity).

Main Tasks

1. Financial Management

- a. Overseeing day to day financial operations, including line management of the Finance & Administration Manager
- b. Production of Annual Budgets and regular forecasts, with associated reports, together with production of regular and timely financial performance reports
- c. Ongoing cash and performance monitoring in support of the sustainability of the Charity
- d. Responsible for all aspects of financial governance including annual statutory accounts and audit, and compliance with tax and legal requirements
- e. Supporting funding bids, including producing all financial aspects and ensuring financial requirements of a new funder can be met through appropriate project accounting
- f. Production of timely financial reports for existing funders in the format required
- g. Servicing the Board's Finance Sub-Committee and assisting with preparation of finance proposals and reports and attending Sub-Committee and/or Board meetings when required
- h. Supporting and providing cover for the financial operation responsibilities of the Finance & Administration Manager
- i. Ensuring appropriate and cost-effective payroll provision
- j. Approval of expenditure and invoice generation at levels defined in the Finance Regulations or as delegated by the CEO
- k. Review, manage and develop all financial management policies, systems and processes, working with the Finance and Administration Manager, to ensure fit for purpose and cost effective
- l. Working with Service Managers / budget holders to support the development of their financial knowledge and skills to enable them to proactively manage their services/projects

2. Business Planning

- a. Annual production of the rolling 2-year business plan, working closely with the SMT and ensuring associated budgets reflect the deliverables in the business plan

- b. Quarterly review of the business plan deliverables, and production of the RAG report for the CEO/Board with written commentary where required
- c. Delivery of all aspects of business plan allocated to the Finance & Business Development role

3. Business Development

- a. Working with the SMT/CEO and Fundraising Working Group, support the development and growth of income especially unrestricted income
- b. Identification and development of corporate partnerships to support income generation (including donations, employee fundraising and sponsorship) and non-financial support (gifts in kind including provision of venues or goods free of charge)
- c. Working with SMT/CEO, support development of opportunities to generate income from the activities of the Charity e.g. Training
- d. Regularly reviewing organisational operations, identifying and implementing cost saving and efficiency gain opportunities agreed with the CEO

4. Administration & Infrastructure Management

- a. Supporting the Finance & Administration Manager to ensure effective provision of administration support for services
- b. Overseeing effective IT provision
- c. Lead for development of organisational infrastructure to meet the evolving needs of the Charity
- d. Responsible for cost effective and appropriate insurance, office lease and other infrastructure and governance areas
- e. As part of SMT, regularly review all policies and processes to ensure they are fit for purpose and as efficient as possible

5. Other

- a. Effective member of the SMT, supporting clear and consistent leadership, culture and direction and ensuring ongoing sustainability
- b. Responsible for compliance with all statutory and external requirements and regulations
- c. Lead for securing/maintaining all non-service related accreditations including Trusted Charity and Cyber Essentials
- d. As part of the SMT, ensuring Risk Register is up to date and risks effectively mitigated
- e. Any other duties/tasks as required by the CEO

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role and the overall business objectives of the Charity.

Person Specification – Finance & Business Development Manager

Specification	Essential	Desirable
Qualifications	Degree or equivalent or financial qualification	Qualified Accountant



Experience & Knowledge	<ul style="list-style-type: none"> • At least 5-years' experience in a financial management position • Experience of working in the 3rd sector • All aspects of financial planning & management incl budgeting, forecasting, project accounting, reporting and accounts preparation to audit • Knowledge and experience of using accounting systems • Involvement in income generation • Involvement in organisational development 	<ul style="list-style-type: none"> • Knowledge and experience of corporate partnerships • Involvement in submitting grants and/or tenders • Management of payroll • Experience of working as part of a senior management team
Skills & Abilities	<ul style="list-style-type: none"> • Able to produce financial information in various formats for difference audiences • Good inter-personal and relationship building skills • Strong written & oral communication skills with varying internal and external audiences • Able to work as part of a team and direct own work • Excellent IT skills • Strong organisational and time management skills 	
Personal Attributes	<ul style="list-style-type: none"> • Capacity for strategic and logical thinking • Personal motivation and ability to motivate others • Self-disciplined and ability to work to tight deadlines • Confident to know when /when not to use own initiative and judgement 	
Other Requirements	<ul style="list-style-type: none"> • Excellent references from two independent sources including current employer • Clean DBS 	
Equal Opportunities	<p>Able to demonstrate commitment to being anti-oppressive, anti-discriminatory and inclusive in practice.</p>	