The Reader

HEAD OF FINANCE

VACANCY REFERENCE CODE: 16/2020

Hours: 35 hours per week

- **Reporting to:** Director of Finance
- **Duration:** Permanent
- **Salary:** £27,000 to £35,000
- **Annual Leave:** 30 days per year plus bank holidays

About this role:

We are looking for a leader who works well with others, and wants to take part in the ongoing development of a successful social business.
If you are the successful candidate you will:

- Inspire your department through strong leadership; coaching and developing staff to achieve their full potential.
- Encourage innovation, keep processes to a safe minimum and seek best practice from inside and outside the sector.
- Lead an open, engaged and learning culture with the organisation's values at its core
- Be an active and engaged member of the organisation's leadership team, collectively responsible for organisational success, achieving our vision and living our values.
- Build a culture of collaborative working across the organisation, ensuring high quality service for internal and external customers.
- Support our strategic approach to finance and resources including annual and long-term budget setting, performance analysis, capital expenditure/investment, risk management, and project evaluation.

Key Responsibilities

- To assist the Finance Director in developing and implementing a financial strategy that ensures the organization is financially sustainable.
- Support the budgeting process including the business planning cycle.
- Oversee and ensure strong processes are in place for monitoring finances.
- Lead the Payroll process to ensure that staff in both organisations are paid accurately and on time.
- Take ownership of accounting month end processes, leading the finance team to meet deadlines, completing work in an accurate and timely manner. Support the Finance Director in the production of timely monthly management accounts and the annual consolidated accounts.
- Work closely with the Programme Teams to provide financial reporting to funders.

- Work closely with the Development Team to cost new products and review existing ones.
- Develop strong finance processes within the social businesses operations, ensuring financial processes are balanced with wider organisational values.
- Support the leadership team with operational tasks, bringing your commercial acumen to the running of the social businesses.
- Provide leadership to the finance team and be a liaison with the leadership team and the rest of the organisation.
- Provide leadership and training to budget holders.
- Maintain the fixed asset register.
- Support the Finance Director in producing relevant financial data for the Charity Board, CIC Board, Audit Committee, Directors Group and the wider organisation in a timely manner.
- Liaison with the External Auditors.
- General responsibility for HMRC matters including VAT returns, filing and payment.

Person Specification:

		Method of Assessment
Experience	• At least 5 years' experience working in finance related jobs with at least 2 years at a team leader level/management level. (D)	Interview exercise & Interview
	• Experience working within the voluntary, social enterprise and small business sector (D)	Interview exercise & Interview
	• Experience producing financial analysis reports (E)	Interview exercise & Interview
	• Experience producing monthly management accounts (D)	Interview exercise & Interview
	• Experience producing and monitoring budgets (E)	Interview exercise & Interview

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	• Experience producing and submitting VAT returns (E)	Interview exercise & Interview
	• Experience processing payroll (E)	Interview exercise & Interview
	• Experience of costing processes (D)	Interview exercise & Interview
Knowledge and Technical Skills	• Qualified to at least AAT Level 4 (E)	Interview exercise & Interview
	• Excellent communication skills with the ability to build rapport with a range of people (E)	Interview exercise & Interview
	• Knowledge of relevant IT and accounting systems including Sage Accounts, Sage Payroll and Microsoft Office (E)	Interview exercise & Interview
	• Ability to balance necessary processes with putting people at the heart (E)	Interview exercise & Interview
	• Excellent leadership and people-management skills with the ability to offer both challenge and support, living our value ‘Kind but bold’ (E)	Interview exercise & Interview
	• Evidence of the ability to bring innovative solutions to everyday organisational challenges (E)	Interview exercise & Interview
	• A flexible and humble approach to work, demonstrating a willingness to get stuck in where necessary and learn from all successes and mistakes (E)	Interview exercise & Interview
	• Ability to work under pressure, delivering to tight deadlines, manage conflicting priorities	Interview exercise & Interview

	and demonstrate high levels of emotional resilience. (E)	
Special Circumstances	• A clear understanding of the aims of the organisation and the challenges that come with achieving these in line with our values (E)	Interview exercise & Interview
	• A commitment to a developmental culture through an openness to ongoing learning and personal development. (E)	Interview exercise & Interview

* E = Essential D = Desirable

How to Apply

- Note. Please do not just send in a CV. We will only consider applications that adhere to the following process -
- Visit www.thereader.org.uk and select the 'Get Involved Section' where you will be able to view the full job description, recruitment pack and download an application form. Please complete the application form and submit to laurakershaw@thereader.org.uk

Deadline for applications: 9am, Monday 2nd November 2020.

- NB: applications arriving after 9am will not be considered
- A high volume of applications may make replies to everyone impossible.

Selection Process: If successful at shortlisting you will be invited to attend a panel interview. You may be required to complete a selection task at the interview if this is the case you will be informed of this prior to the interview date.

The Reader is committed to providing equality of opportunity to positively encourage and benefit people from all groups. We aim to promote a diverse and inclusive community – a place where we can all flourish and be ourselves. Applicants and employees will be treated fairly and equally irrespective of gender, race, colour, nationality, ethnic or national origins, marital status, class, disability, sexuality, age, political or religious beliefs. We offer a range of family friendly, inclusive employment policies, and flexible working whenever possible in all roles, to support staff with varied needs and from different backgrounds.