

DRAFT Job Description	
<b>Job Title</b>	Head of Finance
<b>Salary Range/Grade</b>	A SP52 £60,126
<b>Job Location</b>	Home based
<b>Hours Per Week</b>	37
<b>Reports To</b>	Chief Finance and Operating Officer
<b>Responsible For</b>	Finance team of 6
<p><b>What positive impacts will this position have on children, young people and families?</b></p> <p>This role is pivotal in transforming the lives of children and families. By ensuring the financial stability and growth of Spurgeons, you enable the delivery of essential services that offer hope and support to those in need. Your expertise in managing finances and advising senior leadership ensures that every pound is used effectively, directly enhancing the quality and reach of our programmes. Your commitment to financial excellence means more children and families will receive the vital care, guidance, and resources they deserve. Through your dedication, you help create a brighter, more secure future for countless families, empowering them to thrive and succeed.</p>	
General Description	
Task	
<ul style="list-style-type: none"> <li>• Lead and develop the finance team, fostering a culture of inclusion, continuous improvement, high performance, and engagement.</li> <li>• Stay updated with advancements in charity accounting, management information systems, and financial technologies, leveraging these appropriately.</li> <li>• Advise the CFOO, Senior Leadership, and Trustees on financial implications of proposed plans and influence decision-making and strategy accordingly.</li> <li>• Oversee all finance functions, including accounting, auditing, treasury, budgeting, and financial compliance, ensuring clarity and accuracy in monthly budget reporting and variance analysis.</li> <li>• Manage the financial performance of Spurgeons, including short term and tactical financial strategies, commercial financial modelling for bids, delivering financial modelling, monthly and quarterly reporting, annual financial planning, and forecasts</li> <li>• Lead the preparation, presentation, and accuracy of financial reports for / to SLT, Finance and Risk Committee, and Trustees, ensuring compliance with statutory reporting requirements.</li> <li>• Ensure timely and accurate pricing and financial modelling for commissioned and non-commissioned bids and contract renewals, including financial due diligence for capital investments, disposals, and acquisitions.</li> <li>• As a Head of and member of WLT, uphold the values of Spurgeons and work closely with the SLT and other Heads of departments.</li> </ul>	

<ul style="list-style-type: none"><li>• Lead on and oversee the annual budgeting cycle, within board approved budget parameters.</li></ul>
<ul style="list-style-type: none"><li>• Manage external audits and prepare Spurgeons' annual report and accounts, including updating relevant policies, ensuring compliance with legal, financial, and Charity Commission requirements.</li></ul>
<ul style="list-style-type: none"><li>• Support the execution of Spurgeons' vision by contributing to strategy development across all areas of the charity, providing financial analysis and guidance on activities, plans, targets, and business drivers.</li></ul>
<ul style="list-style-type: none"><li>• Conduct regular risk management to assess the impact on the organisation's financial health.</li></ul>
<ul style="list-style-type: none"><li>• Develop and implement investment strategies to maximise ROI and optimise liquidity while balancing short-term and long-term financial goals.</li></ul>
<ul style="list-style-type: none"><li>• Foster a culture of controlled spend, financial responsibility and value for money, including leading cost-savings initiatives.</li></ul>
<ul style="list-style-type: none"><li>• Ensure robust system of financial controls (compliant with CC8), systems, policies and procedures, mitigating the risk of fraud and error</li></ul>
<ul style="list-style-type: none"><li>• Define and track financial performance metrics to evaluate the organisation's financial health.</li></ul>
<ul style="list-style-type: none"><li>• Support CFOO in developing an internal audit function to ensure optimum financial stewardship and risk mitigation.</li></ul>
<ul style="list-style-type: none"><li>• Ensure all financial policies and procedures are up to date and implemented throughout the organisation</li></ul>
<ul style="list-style-type: none"><li>• Ensure optimised usage of the financial system, continually improving processes through digitisation where relevant.</li></ul>

<p><b>What you will have achieved by month 3</b></p>	<ul style="list-style-type: none"> <li>• Completed essential online training</li> <li>• Read and understood policies and procedures</li> <li>• Attended Spurgeons 'Introducing out Ethos and Values' workshop</li> <li>• Completed 3-month mid probationary review.</li> <li>• Engaged with key internal and external stakeholders (including SLT, Finance Committee, Auditors, Banks) with the aim to deepen understanding on remit and expectations.</li> <li>• Arranged at least 1 in-person team gathering, deepening knowledge of team and remit.</li> <li>• Spend substantial time with team members individually to understand each remit, identify gaps – compiling gap analysis of focus areas.</li> </ul>
<p><b>What you will have achieved by month 6</b></p>	<ul style="list-style-type: none"> <li>• Successfully completed probation and probationary review meeting</li> <li>• Full review of team focus, including gap analysis and recommendations for improvement</li> <li>• Full review of organisational spending patterns, including key areas of cost savings across the organisation identified.</li> <li>• Visit to at least 2 services sites.</li> </ul>
<p><b>What you will have achieved by month 12</b></p>	<ul style="list-style-type: none"> <li>• Successfully lead the annual planning cycle</li> <li>• Successfully lead the annual audit and compilation of annual audit and accounts.</li> <li>• Identified and engaged in 1 key area of personal development.</li> <li>• Successfully identified and implemented key cost savings initiatives across the organisation.</li> <li>• Successfully engaging with Finance Committee as key liaison, leading on compilation and presentation of reports.</li> <li>• Effectively engaged with Heads-of and SLT across the organisation, leading on Finance Business Partnering</li> </ul>

Type	Description	Essential/ Desirable
<b>Qualification(s)</b>	<ul style="list-style-type: none"> <li>• Qualified accountant (ACCA, CA(SA), ACA or CIMA) (non-negotiable)</li> <li>• Evidence of recent and ongoing professional development relevant to the post</li> </ul>	<p><b>E</b></p> <p><b>E</b></p>
<b>Professional Registration</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Extensive experience as a senior finance professional in a large, complex third-sector organisation, overseeing annual accounts, monthly and annual reporting, financial planning cycles, scenario mapping, and commercial pricing.</li> <li>• Significant experience of managing a finance team and managing through a time of change</li> <li>• Significant experience of advising non finance specialists (also known as finance business partnering) in financial management.</li> <li>• Demonstrable and substantial experience of online accounting systems.</li> <li>• Demonstrable experience of voluntary sector</li> <li>• Substantial experience of preparing charity accounts and financial returns to funders</li> <li>• Significant experience of internal audit experience</li> <li>• Experience of Treasury, Investment and Cashflow Management</li> <li>• Experience of working in a commercial environment and demonstrating commercial acumen and judgement.</li> <li>• Substantial experience of controlling cost without compromising efficiency and innovative ways of reducing organisational cost</li> <li>• Demonstrable experience of effective communicating complex financial information to those charged with governance of the organisation.</li> </ul>	<p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p> <p><b>D</b></p> <p><b>E</b></p> <p><b>E</b></p>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• To lead and inspire a professional team to work as effective business partners within the organisation</li> <li>• Ability to think commercially and act strategically, developing innovating solutions to address organisational priorities</li> <li>• Ability to create innovative solutions maintaining operational efficiency whilst ensuring financial investment in organisational growth</li> </ul>	<p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p>

	<ul style="list-style-type: none"> <li>• The ability to leverage technology for effective financial processes is critical</li> <li>• To be an effective and supportive team player</li> <li>• To effectively communicate with a wide variety of staff, partner and other third party organisations.</li> <li>• To think strategically, forward plan and prioritise workload effectively, managing stakeholder expectations</li> <li>• Adapting to organisational changes (such as acquisitions or restructuring) while maintaining financial stability with agility and strategic planning</li> <li>• To take a proactive approach to finding solutions to problems</li> <li>• To work proficiently under pressure and be able to meet work deadlines such as the accounting timetable.</li> <li>• Positive 'can do' attitude and approach</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p><b>Knowledge</b></p>	<ul style="list-style-type: none"> <li>• Thorough knowledge of Charity Commission financial regulations, legislation and compliance requirements.</li> <li>• Proven understanding and working knowledge of Charities SORP FRS 102</li> <li>• In depth knowledge of appropriate accounting systems and controls</li> <li>• An appreciation of Finance in the social care sector</li> <li>• Proficient IT skills especially in spreadsheets, as well as word-processing and PowerPoint. Spurgeons uses Microsoft Office applications</li> <li>• Excellent interpersonal and communication skills - effective in a variety of settings and range of people.</li> <li>• Demonstrably competent report writing skills</li> <li>• Demonstrably accurate, methodical and neat in ways of working</li> <li>• Excellent organisational and time management skills</li> <li>• Excellent negotiation skills</li> <li>• Evidences a detailed and diligent approach to duties</li> <li>• Evidences skills in critical reasoning and problem solving</li> <li>• Evidences effective presentation skills</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p><b>Additional Requirements</b></p>	<p>This post has the following special circumstances:</p> <ul style="list-style-type: none"> <li>• Some national travel to Spurgeons' hubs</li> <li>• Flexible approach to hours</li> <li>• Note: If you have difficulty in meeting these conditions because of a disability or family</li> </ul>	

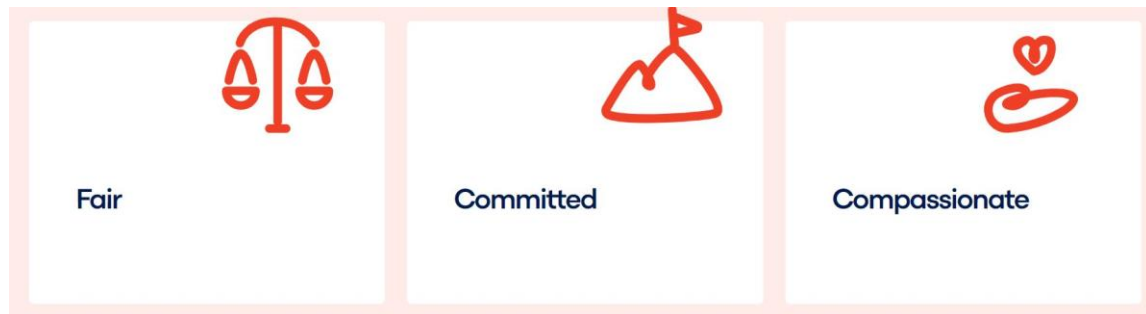
## Job Description & Person Specification

	circumstances, the Chair of panel will discuss it with you in order to consider reasonable adjustments to the job or working conditions.	
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## What We Expect From You

### Our Values:

Everything we do is driven by our values which define who we are and how we work together to support children, young people and families. Our values are at the core of everything we do.



### Our Behaviours:

We have certain expectations of your interactions with our colleagues, our partners, children and the general public. We would expect that you exhibit these behaviours as an employee of Spurgeons.

- Put children and young people first in everything we do
- Respect and value every individual
- Listen to understand without judging
- Be open and honest with kindness
- Persevere to be our absolute best and do what we say we will do
- Bring out the best in each other as we work together for the right result

### Safer Recruitment & Employment Policy:

As part of Spurgeons Safer Recruitment & Employment Policy, any appointment to this role will be subject to the completion of a DBS application and obtaining satisfactory references.

### Equal Opportunities For All:

We actively encourage applications from a broad and deep range of backgrounds and experiences. We are a Disability Confident Employer.

