



**Director of Finance**  
**Application Pack**



## Job Details

<b>Job Title:</b>	Director of Finance
<b>Location:</b>	Hybrid working with regular presence at our office in Haggerston, Hackney
<b>Starting Salary:</b>	£50 - £55K per annum pro rata
<b>Contract:</b>	Permanent
<b>Team:</b>	Finance
<b>Responsible to:</b>	CEO
<b>Responsible for:</b>	Finance Manager, Senior Finance Officer
<b>Hours:</b>	21 hours per week (3 days)

## About Us

**Headway East London** ([www.headwayeastlondon.org](http://www.headwayeastlondon.org)) is a charity supporting people affected by brain injury. Working across 13 London boroughs we offer specialist support and services for survivors and their family. We offer therapies, advocacy, family support and community support work alongside our day service: a community venue where people can make the most of their abilities and interests.

We also promote awareness and understanding of brain injury by providing information to the public, and offering training to university students, professionals and businesses.

Our vision is to build a community where people with brain injury are valued, respected and able to fulfil their potential.

## About the Role

The Finance Director will provide strategic financial support to the Senior Management Team and board to play a key role in ensuring our sustainability for the future. You will support our existing finance team to ensure efficient, effective and robust financial processes are in place, and that our budgets are built around our strategic plan.



## Principal Duties and Responsibilities

- Provide support to the board and Finance Committee to set and monitor short- and long-term budgets in line with our strategic plan, helping the organisation to build unrestricted income and reserves.
- Ensure the provision of high-quality financial reporting, support and advice services to the Senior Management Team and Board of Trustees enabling evidence-based decision-making.
- Support the Ongoing development of the QuickBooks Finance system including the design of additional reports (cashflow forecasts, debtor and creditor schedules) and upgrade of existing Management reports.
- Lead on the development of financial and business strategies relating to Headway East London planned development projects.
- Develop and manage the risk register for the organisation, providing a regular report to the board on key risks and mitigations.
- Oversee and ensure legal compliance and the preparation of annual statutory accounts and returns as required by HM Revenue & Customs, Grant Funders, Charities Commission, Office of the Scottish Charity Regulator, Companies House and the Pensions Regulator with special reference to FRS 102 and SORP.
- Lead and develop the finance team, and line manage the Finance Manager.
- Support colleagues to manage devolved budgets with increasing autonomy and to ensure that reports are generated for budget managers and funders.
- Take a key role in the leadership of the organisation as part of the Senior Management Team.
- As Company Secretary, attend board meetings and ensure Headway East London complies with all statutory regulations and funding requirements.

## Key Relationships – Internal and External

- Senior Management Team (SMT)
- Treasurer
- Board / Finance & Audit Committee
- Auditors
- Funders
- Landlords
- Corporates

## Health & Safety/GDPR

- Comply with safe working practices as outlined in Headway East London policies and take reasonable care for your own health and safety and that of others who may be affected by acts or omissions at work.
- Report any accidents, incidents or near misses as soon as reasonably practicable.
- Comply with GDPR guidance as outlined in Headway East London policy and report any breaches as soon as reasonably practicable.



## General

- Be aware of and adhere to Headway East London policies at all times.
- Take part in progress/performance reviews throughout the year.
- Cooperate with other departments to achieve good outcomes for our members.
- Attend training courses and complete online training modules as required to meet the requirements of the post.
- Take responsibility for own personal development, seeking out opportunities to learn new skills.
- Undertake any other duties as requested by management which are reasonably deemed to be within the scope of the role or necessary for the smooth running of the organisation.

## Other

- Apply the Headway East London values and behaviours to every aspect of the role at all times.
- Protect and enhance the interests and reputation of Headway East London internally and externally.
- Commit to the organisational principles of
  - ◇ coproduction
  - ◇ equity, diversity and inclusion
  - ◇ sustainability



## Person Specification

Criteria	Essential
Qualifications and specific training	CCAB accountancy body qualification (e.g. ICAEW, ACCA, CIMA, CIPFA)
Experience	<ul style="list-style-type: none"> <li>• Extensive experience of preparing statutory accounts under the Charities SORP</li> <li>• Extensive experience of preparing and presenting management accounts, and other finance and governance related reports at Board and sub-committee level.</li> <li>• Extensive experience of managing relationships with professional advisers (auditors, lawyers, investment advisors etc)</li> <li>• Extensive experience of line managing staff.</li> </ul>
Knowledge	Advanced knowledge of finance regulations in relation to Charity Law and best practice.
Skills	<ul style="list-style-type: none"> <li>• Advanced skills in budget planning in line with organisational strategy.</li> <li>• Advanced IT skills including use of Microsoft Office packages, databases and finance software.</li> <li>• Advanced communication, literacy and numeracy skills.</li> <li>• Well organised with experience of working under pressure, prioritising workloads and meeting deadlines.</li> <li>• Able to work on own initiative without high levels of supervision.</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Commitment to the values, behaviours and principles of the organisation.</li> <li>• Demonstrable commitment to working in ways which promote equity, diversity and inclusion.</li> <li>• Commitment to continuous personal development.</li> </ul>
Additional requirements	This post is a hybrid working opportunity with a regular presence on site at our base in Hackney, and attendance at quarterly Board and Finance & Audit committee meetings.

### Job Description and Person Specification Agreement:

The above job description is not exhaustive but an indication of the duties the post holder may undertake and will be subject to review.



## To apply

Please send your CV, supporting statement (2 sides of A4 maximum) and voluntary Diversity Monitoring Form to [recruitment@headwayeastlondon.org](mailto:recruitment@headwayeastlondon.org). **Closing date for applications is Wednesday 1st February at 12:00pm.**

Interviews will take place in the week commencing 6th February 2023.

Headway East London is an Equal Opportunities Employer and we are committed to ensuring that all staff are motivated, skilled and rewarded by their work. We welcome applicants regardless of race, religion or belief, colour, national origin, sex, sexual orientation, disability, age and other protected status as required by law. We promote and protect human rights; they are the foundation of what we do.

We want to be an inclusive place where a diverse mix of talented people want to come and contribute their unique strengths and perspectives. We are focused on equality and believe that all the fascinating characteristics that make us different, make us more able to deliver our life-changing work with passion and creativity.

For further information about the role and Headway East London, applicants should contact Anna McEwen via email at: [anna.mcewen@headwayeastlondon.org](mailto:anna.mcewen@headwayeastlondon.org) or call on: 020 7749 7790. No agencies please.

## How you will work

- In a way which promotes diversity, equality of opportunity and anti-discriminatory practice in line with Headway's Equal Opportunities Policy.
- Operate at all times in a way that is consistent with Headway East London's legal responsibilities including, data protection, health and safety legislation and guidance, seeking specialist guidance where appropriate
- Work in accordance with Headway East London's aims and objectives and policies and procedures and to promote a positive image of the organisation and its members.
- Undertake such other duties as may reasonably be required, commensurate with the level of the post.

