

JOB DESCRIPTION

Head of Finance

Salary:	Competitive salary, negotiable based on experience
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Background

The Trust is going through an exciting phase of growth through the acquisition of a unique site in Bradford. This new site will be the “first of it’s kind” in Western Europe offering a unique combination of services and facilities to local communities as well as national and international visitors.

An exciting opportunity has arisen to join the Trust as Head of Finance who will oversee the production of accurate and timely management accounts for all aspects of the Trust’s activities ensuring compliance with policies and procedures. The ideal candidate will have extensive experience producing annual consolidated accounts whilst having day to day management of the finance team ensuring all KPIs are met. They will also be a business partner to managers, budget holders and Trustees.

Location

This role will primarily be based at the Heaton Mount site in Bradford, with travelling to other Greensville Trust sites and external venues as and when necessary.

Principal Responsibilities

- Ensure that financial records maintained are accurate and that financial transactions are processed promptly
- Work with external accountants to ensure all reporting and compliance is completed accurately and timely
- Review reconciliations and assist with balance sheet accounts on a monthly basis ensuring all discrepancies are identified and resolved
- Perform quarterly reconciliations of operational inter-Trust balances ensuring all transactions are identified to enable account consolidations
- Provide analysis and strategic insights at the whole Trust level to explain significant variations from budgets and previous periods
- Be the lead on the year end account process
- Prepare statistical and trend analysis to assist decision making
- Preparation of budgets for projects across the Trust
- Escalate breaches of policy and procedure to the Trustees
- Assist with Trust’s tendering procedures and develop systems to ensure value for money
- Monitor all sites and other transactions for potential financial irregularities and report suspected/potential issues in a timely manner
- Devising secure financial systems and processes ensuring these are appropriately implemented
- Ensure VAT compliance and full reporting

Qualities of the ideal candidate

To be successful in this role you will need:

- To be a qualified accountant (ACA/ACCA/CIMA)

- Strong financial reporting background from an accounting practice or a charitable or commercial organisation
- Experience preparing management and statutory accounts to a high standard and assisting in preparation of papers for the Board and other committees
- Experience supervising or line managing junior colleagues including performance management
- Knowledge of IT systems such as Excel and accounting software with the ability to manipulate data
- Excellent written and verbal communication skills to be able to deal with complex, sensitive or contentious information to colleagues and other stakeholders
- Using own initiative to work without supervision, generate solutions to problems and develop new policies & procedures
- Willing to travel (when required) to other sites within the Trust for project visits and meetings

It is desirable that the candidate can demonstrate the following:

- Experience working in the charity sector
- Experience working in retail/hospitality sector
- Experience of reporting to Directors and/or Board of Trustees
- Knowledge of complex organisations where information is pulled from different sources and systems and the aggregation of different strands of information

How To Apply

To apply for this role, please send your current CV along with a covering letter detailing skills and experience in relation to the job description in no more than 1200 words, to: jobs@greensvilletrust.org.