

Position: Head of Finance and Administration (SMT)
Reports to: CEO
Line Manager to: The Finance Team and Administration Team
Salary: £40,000 to £50,000, negotiable.

ROLE

- To supervise all financial tasks of B4RN and ensure beneficial use of capital and resources.
- To maintain day-to-day responsibility for all aspects of B4RN's finances including payroll, accounting, financial reporting and financial management.
- To ensure effective strategic and operational financial planning, monitoring and reporting to enhance the decision-making process of B4RN.
- To ensure the efficient running of the administration of the B4RN office and its administrative systems.
- To ensure B4RN complies with all statutory and external requirements and regulations.

RESPONSIBILITIES:

Financial:

- Develop and maintain financial systems, policies, procedures, and internal controls.
- Oversee the delivery of an effective and efficient service, maintain strong internal controls and ensure compliance with all legal and regulatory obligations.
- Provide strategic direction to B4RN's long term financial planning.
- Create forecasting models & assess financial risk, appraising performance against plan and forecast.
- Work closely with CEO in preparation of business plan and operational budget to ensure finance provide the necessary level of support to the business.
- Present and produce Board reports and financial information as required, including monthly Management accounts to the Board and a monthly report to SMT.
- Provide information to the external auditors for the annual audit.
- Oversee preparation of financial records related to general ledger, payroll, budget, expense, etc.
- Identify and resolve invoicing issues, accounting discrepancies and other financial related problems.
- Act as bank signatory and make payments when required.
- Allocate resources and manage cash flows
- Develop secure procedures to maintain confidential information.
- Respond to customer queries/issues in a timely manner.
- Ensure the preparation and maintenance of all financial records.
- Review accounting discrepancies and recommend corrective actions.
- Supervise and manage payroll processing and tax filing activities in collaboration with HR.
- Oversee contracted services and Service Level Agreements.

Administrative:

- Oversee the administrative needs of all departments and ensure that administrative support is available as required.
- Develop and maintain administrative systems, policies, procedures, and internal controls.
- Responsible for the smooth day-to-day running of B4RN's office and administrative systems.
- Organise and prioritise activities to meet customers' and shareholders' expectations.

- Liaise with the CEO and the Company Secretary in ensuring the company's legal responsibilities are met, in particular that all necessary insurance is properly in place.

Other:

- Provide clear leadership, promote and foster a team culture.
- To work flexibly with other members of the team.
- Provide training and guidance to finance and admin teams as needed.
- Develop overall goals for the finance and administration departments.
- Identify and resolve financial and administrative issues.
- Assist in resource identification, work assignment, performance evaluation, and promotion decision activities.
- To maintain confidentiality at all times.
- Contribute to the organisation of staff events, Open Days, and other B4RN events. These can sometimes take place outside usual office hours.
- To undertake other duties as required by the Chief Executive from time to time.

Requirements

- Proven work experience as a Head of Finance, or similar role.
- An accounting qualification such as CIMA/ACA or ACCA would be very important.
- Experience crafting financial strategies and managing an accounting team.
- In-depth understanding of cash flow management, Accounting principles and bookkeeping.
- Hands-on experience with budgeting and risk management.
- Excellent knowledge of data analysis and forecasting models.
- Proficiency in accounting software.
- Solid analytical and decision-making skills.
- Leadership abilities.
- BSc/BA in Accounting, Finance or relevant field.
- MSc/MBA or relevant certification (e.g. CFA/CPA) is a plus.