

## JOB DESCRIPTION

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|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>            | Head of Accounting and Financial Control                                                                                                                                                                                                                             |
| <b>Job Reference Number</b> | YT2640                                                                                                                                                                                                                                                               |
| <b>Closing Date</b>         | Sunday 23 August 2026                                                                                                                                                                                                                                                |
| <b>Interview Date</b>       | Tuesday 8 September 2026                                                                                                                                                                                                                                             |
| <b>Location</b>             | Hybrid Working – Office and Home                                                                                                                                                                                                                                     |
| <b>Pay Band</b>             | Band 8a, c£55k per annum (pro-rate for part time)                                                                                                                                                                                                                    |
| <b>Hours of Work</b>        | 37 hours per week                                                                                                                                                                                                                                                    |
| <b>Accountable To</b>       | CEO                                                                                                                                                                                                                                                                  |
| <b>Accountable For</b>      | Assistant Finance Manager, Finance Assistants                                                                                                                                                                                                                        |
| <b>Special Conditions</b>   | The post-holder is expected to be flexible to ensure that the needs of the business are met at all times and evening, weekend and Bank Holiday working may be required as directed by the service. All positions are subject to a DBS Check appropriate to the role. |

### 1. PURPOSE OF THE JOB

The purpose of the job is to provide a professional, efficient and high quality service to customers, partners and clients whilst working collaboratively with colleagues across the Finance Team, Senior Leadership Team and wider organisation. This includes leading on the management of the charity's financial accounts and controls, ensuring robust financial arrangements are in place, that systems and processes are effectively managed and delivered, that statutory reporting and technical accounting processes are adhered to and ensuring compliance with all relevant accounting, tax and regulatory requirements. The role will support continuous improvement and will contribute to finance systems and process enhancements.

### 2. DUTIES AND RESPONSIBILITIES

- a) Lead on the management and maintenance of a robust financial control environment ensuring that appropriate financial controls are in place, updated and reviewed thereby safeguarding the charity's assets;
- b) Be responsible for oversight of all financial and sub-systems eg Debtors, Creditors, General Ledger and Cash Book;
- c) Oversee month-end and year-end close, ensuring all reconciliations are completed and accruals entered;
- d) Manage cashflow, treasury and banking arrangements, bank reconciliation and cash flow forecasting;

- e) Monitor externally funded projects and ensure appropriate statutory reporting of these projects;
- f) Manage VAT, Gift Aid and other taxation matters, ensuring that all reliefs are maximised and relevant returns made;
- g) Ensure compliance with Charity Commission, HMRC, Companies House requirements and oversee the completion of statutory returns;
- h) Maintain up to date knowledge relevant accountancy and charities legislation and implement changes to processes where necessary;
- i) Manage and apply accounting policies and procedures;
- j) Lead on the oversight and coordination of the preparation of the Charity, Trading Subsidiary and Group (Charity and Trading) Statutory Accounts in compliance with the Charities SORP, Financial Reporting Standards and Companies Act requirements;
- k) Liaise with external auditors and manage the annual audit;
- l) Support finance system and process improvement initiatives working collaboratively with transformation colleagues;
- m) Support the development and delivery of the corporate strategic framework;
- n) Support the development and delivery of the company's business plan to ensure the delivery of efficient and effective Financial Management;
- o) Lead the planning and delivery of employee training and development programmes on financial, procurement and audit matters;
- p) Develop productive working relationships with partners and stakeholders within the areas of responsibility;
- q) Lead and manage staff within the Finance Team.

### **3. ADDITIONAL DUTIES**

- a) Data Quality - To ensure that Your Trust policy and procedures in respect of GDPR and Data Quality are adhered to consistently and at all times in respect of any data collected or used in the planning and delivery of services.
- b) Equality & Diversity - To work in accordance with Your Trust policy and procedures relating to the promotion of equality and diversity and to ensure that these are effectively and pro-actively applied in the delivery of all facilities and services.
- c) Health, Safety and Welfare - To be responsible for the health, safety, and welfare of self and other persons who may be affected by job holder's actions or omissions whilst at

work. Additionally, be responsible for maintaining and implementing the requirements of the Health and Safety at Work Act and for the execution of any duties and responsibilities attached to the job within the company's health and safety policy and procedures. A high standard of personal hygiene and personal presentation is required at all times.

- d) Performance Management - To promote and practice a performance management culture within all facilities and services, including the setting and achieving of team and individual performance targets and the implementation of robust monitoring, evaluation and reporting systems.
- e) Relationships - To promote positive working relationships with all internal and external parties ensuring adherence to the Customer Charter and Staff Code of Conduct.
- f) Training and Development - To participate in any training initiatives in relation to the duties of the post and ensure that personal qualifications are kept valid via attendance on training as provided by the service as reasonably practicable.

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## PERSON SPECIFICATION

### Note to Applicants

The **Essential (E)** criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job.

The **Desirable (D)** criteria are used to help decide between candidates who meet all the Essential criteria.

If the **Identified By** column says **Application Form (A)** you must include in your application information to show how you meet the criteria using examples from paid/voluntary work or Education. If the column says **Interview (I)** this will be discussed at this stage.

| Qualifications and Experience                                                                                                   | Essential / Desirable | Identified By |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------------|---------------|
| Qualified CCAB accountant with extensive experience post qualification                                                          | E                     | A / I         |
| Experience in a management role in an appropriate body, involving effective management of budgets, people, systems and policies | E                     | A / I         |
| Experience of establishing and implementing financial and systems and procedures                                                | E                     | A / I         |
| Experience of VAT accounting (including partial exemption)                                                                      | E                     | A / I         |
| Understanding and experience of overseeing and co-ordinating accounts in line with SORP and FRS                                 | E                     | A / I         |
| Good understanding of best practice in respect of both financial and operational management                                     | E                     | A / I         |

| <b>Qualifications and Experience</b>                                                                                                   | <b>Essential / Desirable</b> | <b>Identified By</b> |
|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------|
| Experience of effective financial policy development                                                                                   | E                            | A / I                |
| Experience of supporting finance system and process improvement initiatives                                                            | E                            | A / I                |
| Educated to degree level or equivalent in a relevant subject                                                                           | D                            | A / I                |
| Relevant post graduate management qualification                                                                                        | D                            | A                    |
| Successful management of finances and operations within tight financial circumstances and/or competing priorities in a charity setting | D                            | A / I                |
| Proven track record of delivery of service improvements and efficiency programmes                                                      | D                            | A / I                |

| <b>Skills and Knowledge</b>                                                                                                                                                  | <b>Essential / Desirable</b> | <b>Identified By</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|----------------------|
| Proven ability to develop positive relationships with funders, stakeholders, partners and members of the public including effective management of compliments and complaints | E                            | A / I                |
| Practical knowledge of accounting principles and practices, budgetary planning and the analysis and reporting of financial data                                              | E                            | A / I                |
| Practical knowledge of strategic planning, business planning, financial planning (including sourcing external funding), value for money delivery and performance management  | E                            | A / I                |
| Ability to think strategically and creatively with excellent analytical skills                                                                                               | E                            | A / I                |
| Understanding of the constraints and opportunities of working within a charitable Trust environment                                                                          | E                            | A / I                |
| Ability to prioritise responsibilities under pressure and be self-motivating                                                                                                 | E                            | A / I                |
| Proven ability to liaise with statutory agencies such as Charity Commission, Inland Revenue and HMRC                                                                         | E                            | A / I                |
| Ability to recruit, train, develop, mentor and supervise and motivate staff including setting targets                                                                        | E                            | A / I                |
| Proven report writing skills                                                                                                                                                 | E                            | A / I                |
| Excellent communication; both oral and written and excellent interpersonal skills with ability to develop rapport and influence at all levels                                | E                            | A / I                |
| Excellent IT skills (Word, Excel, Outlook, Powerpoint)                                                                                                                       | E                            | A / I                |
| Excellent time management skills                                                                                                                                             | E                            | A / I                |
| Practical knowledge of relevant laws and legislation, government regulations, including Charity Law                                                                          | D                            | A / I                |

| Special Working Conditions                                                                    | Essential / Desirable | Identified By |
|-----------------------------------------------------------------------------------------------|-----------------------|---------------|
| Able to work flexibly including evenings, weekends and Bank Holidays                          | E                     | A / I         |
| Demonstrate commitment to Your Trust Values of Care, People Focused, Inclusive and Excellence | E                     | A / I         |
| High standards of personal presentation and appearance                                        | E                     | I             |
| Full UK driving licence or ability to travel around the Borough                               | D                     | A / I         |

|                              |  |
|------------------------------|--|
| <b>Post Holder Name</b>      |  |
| <b>Post Holder Signature</b> |  |
| <b>Date</b>                  |  |

Version: July 2026  
Completed By: CEO