

## **JOB DESCRIPTION**

<b>Title:</b>	<b>Head of Finance and Administration</b>
<b>Responsible to:</b>	Chief Executive as part of the Senior Management Team
<b>Responsible for:</b>	Finance, HR/Payroll, IT, Legal & Company secretariat including line management of 2 internal finance staff, 0.5 FTE internal systems staff, oversight of outsourced contracts for HR and IT infrastructure.

### **Overall purpose of the job:**

To ensure effective strategic and operational financial planning, monitoring and reporting to enhance the decision making process of the Senior Management Team (SMT) and the Trustees. To ensure the Trust and its subsidiaries comply with all statutory and external requirements and regulations. To ensure that IT and HR processes support the effective running of the business. As a senior leader in the organisation and a member of the Senior Management Team (SMT), the Head of Finance and Administration will be a key player in creating the culture that is required and maintaining Raleigh's healthy financial and administrative wellbeing.

### **Key responsibilities:**

- As part of the SMT, contribute to the strategic planning, financial management and day-to-day running of the organisation
- Financial accounting and reporting
- Management reporting, 3 year planning, budgeting / forecasting, ad hoc analysis
- Financial systems, procedures & internal controls
- HR & payroll functions
- Taxation
- Company secretariat matters
- Risk management
- Legal compliance
- Other IT systems and applications
- Staff management – 2.5 FTE positions

### **Main duties:**

- To contribute to the overall leadership, strategic planning and management of Raleigh
- Ensure accurate, complete & timely financial and management reporting, including monthly management accounts, balance sheet control
- Undertake ad hoc financial analysis from time to time, to assist SMT in evaluating profitability of income streams, and potential for cost efficiencies
- Statutory Accounts & audit liaison
- Timely submission of all external reporting e.g. Companies House, Charity Commission
- Oversight of all restricted funds, including the financial elements of grant applications & claims, monthly reconciliation of all restricted fund accounts
- Trustee reporting – providing finance and other reports as required for quarterly meetings

- Financial control and accounting of Raleigh's international country offices (Malaysia, Costa Rica and India), including funds transfer, training & supervision of volunteer country accountants, processing of monthly cash book returns.
- Manage budget process & consolidation, including periodic re-forecasts
- Continuous review all finance policies & internal control procedures
- Responsibility for all company IT including management of outsourced IT contract
- Operation of payroll, liaison with payroll bureau & PAYE matters. Production of year end HMRC payroll returns, management of employer stakeholder pension plan with Standard Life.
- Responsibility for all tax affairs for 3 companies - Corporate Tax, VAT, Gift Aid, PAYE
- Ensure HR policies & processes are in place and adhered to
- Company Secretarial Matters – annual returns and other requirements for companies house, charities commission, Scottish charity regulator
- Risk Management - maintain Risk Register, updating quarterly with SMT and twice yearly with Trustees
- Treasury & Working Capital Management - authorisation of weekly electronic and manual payments, liaison with bankers, managing foreign exchange requirements through spot and forward purchasing.
- Line management of finance team and Operations Support team member (0.5 FTE) responsible for in-house Netsuite applications - including objective setting & performance review.
- Responsible for all Raleigh's insurance responsibilities ensuring cover appropriate for Raleigh's requirements
- Property/ Office Management, including ensuring compliance with Health & Safety legislation, managing supplier contracts (eg. landlord, office machines)

**Other:**

- To undertake other duties as required by the Chief Executive from time to time
- To work flexibly with other members of the team
- To maintain confidentiality over personal information relating to Raleigh staff and clients



## Person specification:

### Essential:

- Qualified ACCA, CIMA or ACA Accountant, including relevant post qualification experience
- Proficiency in financial accounting & reporting, including external statutory reporting and audit
- Management accounting experience including budgeting, forecasting, monthly reporting
- Proven ability for implementing and monitoring financial controls
- Staff management experience
- Knowledge of legal and personnel issues
- High degree of IT literacy
- To be passionate about Raleigh International's aims and ethos

### Desirable:

- Experience of charity accounting
- Knowledge of Netsuite
- Systems implementation, change management experience

### Skills:

The successful candidate should:

- Have excellent interpersonal and communication skills
- Have strong influencing and leadership skills
- Have excellent planning, organisational and time management skills
- Be resilient and able to work well under pressure, prioritise a heavy workload and work both reactively and pro-actively
- Have proven planning skills
- Have a strategic outlook with the ability to drive change where necessary
- Have experience of motivating & developing teams – including performance management & appraisals
- Be highly competent with Information Technology
- Have a high degree of integrity, tact, diplomacy and corporate spirit
- Have a hands on approach and be a team player

## Other Information

### Values & Behaviours

Raleigh's core values are Drive, Courage, Integrity, and Discovery. Our staff are expected to be passionate about, and proud of their role. Team working is fundamental to our standards, by assisting others and taking on additional responsibilities / tasks if necessary. We are also results driven, committed and self motivated to achieving targets, embracing accountability for our own actions.

- 1) The **salary** for the post will be £45,000
- 2) The **holiday** entitlement is 25 working days per year, plus bank holidays. Probationary period is three months. Notice period is three months



- 3) Normal **office hours** are Monday to Friday, 9.00 - 5.00, although extra duty will be required as well as attendance at Raleigh functions at other times

Raleigh operates an excellent training and development policy with access to leadership development and field experience for staff.

