

Head of Finance Role Profile

Title:	Head of Finance
Reporting to:	Chief Executive
Contract:	Permanent, full-time (subject to 3 month probationary period)
Location:	The Hayes, Swanwick, Derbyshire
Occupational Requirement:	Yes
Role Purpose:	To develop and lead a best-in-class finance directorate with full responsibility for all aspects of CCT's financial management and decisioning, working closely with the Chief Executive to provide high quality financial direction and analysis. As an active member of the Senior Leadership Team, the post-holder will act as a guardian of CCT's Christian ethos.

Responsibilities:

1. Lead, develop and motivate a high-performing finance team, creating an environment where exceptional financial reporting and control, planning and analysis is consistently delivered through optimum individual and team working.
2. Develop high quality financial planning tools for regular and ad hoc modelling
3. Prepare and deliver an annual budget, together with ad hoc reforecasts as required
4. Work closely and proactively with the senior leadership team to provide support and advice to inform commercial decisions
5. Prepare high quality commercial input to major investment or acquisition business plans
6. Develop best-in-class financial analysis methodologies which continually challenge and improve cost and income effectiveness
7. Support the Head of Marketing to develop rigorous ROI analysis and performance reporting of all marketing activity
8. Ensure guest marginal profitability is understood and informs pricing and promotions
9. Produce accurate and timely financial reporting which enables relevant and high quality performance management and business decisioning
10. Manage the annual external audit and year-end reporting process; including Companies House and Charity Commission reporting requirements
11. Maintain appropriate levels of financial authorisation and control which protect the organisation whilst maximising operational efficiency



12. Actively manage cashflow management requirements and to act as senior liaison with lenders
13. Provide commercial input to procurement, supplier contracts and agreements
14. Work with the Head of Marketing to produce an annual Impact Report
15. Oversee effective and appropriate management and use of financial database/ payroll systems, ensuring GDPR compliance.
16. Operate with a mindset of continuous improvement, systems automation and procedural efficiency, to maximise organisational effectiveness and performance
17. Act as a guardian of CCT's Christian ethos; able to clearly and sensitively articulate our mission, vision and values to an audience of all faiths and none
18. Be fully involved as an active member of the Senior Leadership Team
19. Attend and present at the Board's quarterly Audit & Compliance Committee and other Board events from time to time as required
20. Have overall responsibility for co-ordinating and maintaining CCT's risk register
21. Deputise for the Chief Executive from time to time as required

This role has an occupational requirement under the Equality Act 2010 that the post holder is a Christian who can endorse CCT's trinitarian statement of faith.

Context of the Role:

As a member of the Senior Leadership Team, the Head of Finance will collectively act as a guardian of CCT's Christian ethos, ensuring that all finance activity directly or indirectly seeks to achieve CCT's charitable aims; as follows: "To promote the Christian religion, in particular by providing facilities at less than the commercial rate for conferences, retreats and meetings."

Qualifications

Essential	Desirable
A relevant degree	
Accountancy qualification (e.g. CIMA, ACCA)	
Membership of accountancy association (e.g. CIMA)	

Experience and knowledge:

Essential	Desirable
Demonstrable track record of running a finance department	
	Experience of working in hospitality or conference sector
Highly financially literate and commercially savvy, with capability in both financial reporting & control and financial planning & analysis	Experience and/or knowledge of working within the charity sector
	Awareness of the commercial rate of conferences, retreats and meetings.

Knowledgeable about statutory requirements including HMRC, charity commission and companies act.	
Knowledgeable about GDPR requirements and previous experience of effectively managing data compliance within a finance and payroll department of a medium sized organisation.	
Experience of working effectively as part of a senior leadership team	
Experience of effectively building and developing teams	

Skills, personal attributes and behaviours:

Essential	Desirable
Personable and approachable with the ability to quickly earn and build trust and respect and engage all stakeholders.	
Able and comfortable operating at executive level and at grass-roots	
Excellent communicator – both written and verbal	
Team player who thrives in a high performing environment	
Ability to inspire, motivate, coach, develop, and empower staff to achieve results within a changing environment	
Well-developed IT skills including practical experience of using of finance and payroll software and Microsoft Office (Word, Excel, and Powerpoint)	Experience of implementing finance systems
Creative approach and can-do attitude to problem solving	
Challenges the status quo appropriately	
Highly effective people manager	
Highly professional	
Extremely proficient organisation and prioritising skills-able to prioritise multiple priorities, lead and work effectively and calmly under pressure	
Tenacious and resilient	

Employee signature:	Line Manager signature:
Employee name:	Employer name:
Date of signing:	Date of signing: