DETAILS OF A POST

**SECTION A: JOB DESCRIPTION**

1. ASSOCIATION: **YMCA BOURNEMOUTH**

2. JOB TITLE: Head of Finance

3. RESPONSIBLE TO: Executive Director

4. JOB PURPOSE:

This leadership position at the heart of YMCA Bournemouth will provide a pivotal lead on all aspects of financial planning, reporting, control, income generation, strategic planning and project management, ensuring that the business remains safe and secure and delivers its operations in line with its strategic objectives

* Monitoring and stimulating the organisations financial performance and development, social impact, service growth and overall viability across all aspects of the organisation.
* Interact with, coordinate the activities of, develop the work of and line manage the work and financial performance of, the operational and support functions of the organisation.

5. MAIN RESPONSIBILITIES:

**Implementation of Strategy into Operations and Finance**

Reporting to the Executive Director, the post holder will have responsibility and accountability for the operational standards and performance of the organisation. They will ensure that all aspects of operations and finance are diligently monitored and maintained. Ensuring that accurate and insightful operational and financial updates are delivered on time to the Executive Director and Board of Trustees:

* Ensure, in a hands-on way, that operations are effectively risk managed, contract compliant, financially prudent, and well supported in employee engagement and man management.
* Hold responsibility for the day to day operations in all areas of quality of delivery, development of staff potential, departmental growth, and the fulfilling and where possible excelling in all contract and service level agreement compliance.
* To develop the potential of both the staff and the functional remit across all areas of responsibility.
* Meet with the Executive Director consistently to keep them informed and to offer support and direction.
* To compile reports and attend Board meetings to inform on financial and operational matters.
* To identify and develop interdepartmental synergy and advise the Executive Director on new market opportunities and interdepartmental initiatives.
* Advise the Executive Director and the Board of Trustees on the financial policy for the whole group organisation including advising on all matters of regulatory compliance.
* Prepare forecasts for the future financial performance of the organisation based on agreed strategic objectives and using industry standard ratios; projecting over a period of three to five years.
* In conjunction with the Executive Director, assess the long-term financial trends and review prospects for future growth of income and new service areas.
* Preparing financial appraisals and budgets for new developments and projects.
* Advise the Executive Director on cost saving, funding opportunities and investment opportunities in line with the strategic vision and objectives.
* Work alongside the Executive Director with the other senior leaders and teams in the organisation to drive and implement the strategic vision, aims and objectives.
* Provide effective leadership to the finance team and operations teams, being performance focused and empowering your team to deliver whilst upholding the Christian vision, character and mission of the organisation.
* Contribute to the achievement of the Association objectives by providing advice and guidance on financial strategy and financial risk management.
* To deputise in the absence of the Executive Director.

**Character and Culture**

* Uphold the highest standards of professionalism and Christian virtues and character as a mentor and leader to inspire others.
* Be a leader and a team player, a natural motivator, adaptable, innovative, diplomatic, articulate, enthusiastic, resilient, inspire confidence among the Board of Trustees as well as operations and support staff, and have energy and drive.
* Have excellent interpersonal and communication skills, including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate others.
* Have strong analytical and problem-solving skills, combined with a proactive, positive and long-term approach to change management.
* Understand the challenges of working in a non-profit environment supported by a broad but unified and ambitious team.
* Demonstrate intellectual capacity and have the skills and the ability to help implement a strategy across a variety of operations and disciplines.
* Demonstrate a genuine belief in the Christian mission, ethos and values of the YMCA and a clear commitment to help lead the organisation through the next phase of its development.
* Be committed to the safeguarding and ensuring the wellbeing of children, young people, families, communities and vulnerable families.

**Line Management**

* To act as Line Manager to the Senior Operations Officers and ensure that the associated departments are managed effectively within the strategy, vision, targets, policies and objectives specified by the Executive Director and Board of Trustees.
* To act as Line Manager to the Building Services and IT departments, being responsible for all support services which enable the Association to function including Finance, IT, Buildings Services and Maintenance, Health and Safety, Procurement and Compliance.
* Ensure that the Association’s Operational Departments and Business Development are managed effectively within the targets, policies and objectives specified and approved by the Executive Director and Board of Trustees.
* The post-holder will ensure that the Association’s policies and procedures are current and, reviewed on a regular basis, working with the Senior Leadership Team to ensure they are monitored and understood by all staff.

**Finance Management**

Take responsibility for the group finance operation and business support services that enable the association to fulfil its stated mission, including accountability for the organisation’s asset base.

* To act as Line Manager to the manager of the Finance Team.
* Prepare budgets and financial reports for the Association, including monthly management accounts, VAT returns, Gift Aid reclaim, statements of financial position, tax returns and reports for regulatory agencies, Homes and Communities Agency, Charity Commission and Companies House using on-line filing where applicable.
* Ensure compliance with taxation legislation generally and as a Registered Charity, Registered Social Housing Provider (RP) and Limited Company.
* Prepare statutory accounts for audit in Registered Social Housing Provider format. Subsidiary entities require statutory accounts to be produced in charities format.
* Run a robust year end process, managing relationships with auditors, tax and other professional advisors.
* Lead the corporate budget setting process and maintaining a rigorous budgetary control environment; monitoring and reviewing income and expenditure in relation to the budget set for all departments.
* Deliver monthly cashflow and management account reports with analysis to the Board of Trustees, Executive Director, Executive Team and Senior Management Team
* Deliver monthly updates to all budget leads and provide analysis and feedback on all financial performance.
* Support the fundraising team to provide clear oversight, allocation and management of all funds raised according to the Fundraising Regulator’s code of practice; and to liaise with the Executive Director to ensure the best use of larger grant applications.
* To be responsible for all accounting procedures and systems including oversight of payroll and procurement.
* In partnership with the Operational Managers and the Fundraising Team to be responsible for all financial aspects of funding applications arising from a range of commissioning opportunities.
* To be responsible for the administration of the Association’s pension provision.
* Review reports and analyse projections of sales and income against actual figures and be highly involved in planning and improvement.
* Take hands-on responsibility for the finance function and act as Company Secretary, ensuring all statutory returns as required by law are submitted by the prescribed date.
* Work with all departments and supervise the finance and support staff teams.
* Manage and direct the financial investment portfolio of the Association.

***In addition to the job set out in this job description the employee may, from time to time, be required to undertake additional or other duties as necessary within his or her capabilities and status to meet the needs of YMCA Bournemouth.***

6. SCALE AND IMPACT

You should ideally be a qualified accountant (ICAEW, ACCA, CIMA) or someone with a recognised financial accountancy qualification with proven experience in managing management accounting functions. The right candidate will bring strong communication and clear leadership experience. Previous experience operating in the social housing sector is not essential however you must have an empathy with the sector and experience of working in a regulated environment is preferred. This is a genuine opportunity for an individual to be more involved in the strategic running of a business and to broaden their experience and skill set.

The Association currently has an annual turnover of over £5 million. In conjunction with other managers the person appointed will have responsibility for both agreeing budgets and ensuring that the Association’s financial position is viable. He/she will have direct responsibility for four senior management staff.

7. DISCRETION TO ACT

The Head of Finance will be required to act within the parameters with this Job Description and those approved by the Association’s Executive Director. He/she will be expected to give leadership and sound advice in all matters of finance, operations and business management and in this respect guide both lay and professional colleagues in these matters when necessary. The worker will be supported by the Executive Director and the Finance and General Purposes Committee.

8. ENVIRONMENT

YMCA Bournemouth is a registered Christian charity that has been in the community for almost 145 years.  We provide local services and projects that give children, young people and adults (particularly the most vulnerable) the compassion they need today, the hope for a better future and the faith to achieve it. We are inspired by our Christian foundations to work across a variety of areas, with the aim of transforming lives and communities so that together, everyone can belong, contribute and thrive.

Accommodation & Support - We are a supported needs’ Housing Association, with most of our residents needing short term intensive housing management and support. Occupying hostel rooms, shared houses and self-contained flats in a variety of locations, we offer personal support, life skills, counselling, keywork, advice and guidance and an array of additional services to aid move on to independence and a positive long-term future.

Family Work – We manage Children’s Centres, providing a warm welcome to local families with children, offering Information, Guidance and Support, Family Support, Health Services and Early Years Education and childcare. We run a highly regarded Pre-school, with a speciality in supporting SEN and run Child Contact Centres from various sites enabling children to have contact with their non-resident parent and other family members in a neutral, safe environment through supervised, supported or handover sessions.

Health & Wellbeing – We work in health and leisure with thousands of members using our facilities at any time for swimming, working out in our gyms, using our sports halls and other facilities.  We also have a small gym and sports hall at our Westover Road facility that is one of the first gyms in the country, here we offer public memberships and also a specific fitness service for those with various support needs in our accommodation.  In the school holidays we offer a range of holiday clubs. We also run a Christian retreat and activity centre in Studland for up to 32 people to get away for a self-catering break.

Training & Education – As well as providing training and education to our clients such as young people, families, hostel residents; we offer various professional training courses to local business, Churches and anyone in the community, including First Aid, Health & Safety and Safeguarding. We also offer several community venues/conference centres/rooms for hire.

Support & Advice – We run several youth centres in the region, we run ‘Chatterboxes’ groups for young people with disabilities and we work to inspire, train, mentor and support young people to empower them for life and to lead in the challenges of their generation. We have a Chaplaincy team working across all areas of the YMCA, serving the spiritual needs of our staff and community.  We also have a professional BACP accredited Counselling Service for our clients, staff and the local community.

9. RELATIONSHIPS

Internal - The Head of Finance will relate directly to the Executive Director. He/she will be expected to meet regularly with the Executive Director, attend Executive and Senior Leadership Team meetings and the Association’s Board of Directors’ meetings. The Head of Finance will be responsible for working effectively with consultants employed by the Association and the efficient running of the finance office and support services.

External - The Head of Finance will assist in establishing and maintaining key relationships with external agencies and key individuals. This will include the Homes and Communities Agency, Supporting People, the Home Office, Housing Benefit Department, Benefits Agency, Charity Commission, Companies House, HMRC and the Association’s Internal and External Auditors.

**SECTION B: PERSON SPECIFICATION**

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| **1. Qualifications/ Knowledge/Experience** | Essential/  Desirable |
| **Both Operations and Finance** |  |
| Substantial experience of successfully leading staff, developing administrative, operations and financial systems and policies, including sound budget control, leadership of senior managers and support to a Board of Trustees | E |
| Experience in the financial and operations management of a charity, trading company and VAT reporting. | E |
| Experience of asset and facility management | E |
| Knowledge of Company and Charity Law, especially governance, accounting and reporting requirements | E |
| Experience of procurement and monitoring contracts to ensure best value | E |
| Extensive post-qualifying experience in both accounting and management | E |
| Accountability, fiscal prudence | E |
| Ability to plan strategically and develop business and fundraising opportunities | E |
| **Operations Specific** |  |
| Substantial experience of management ideally within a charity/housing association/registered social landlord setting at senior level. | D |
| Business management qualification | E |
| Experience in project management and / or maintenance systems in the housing sector | D |
| Ability to present ideas and strategies to a variety of audiences, including staff, Board of Trustees and external agencies | E |
| **Finance Specific** |  |
| Qualified Accountant (e.g. ICAEW, ACCA, CIMA) | D |
| Experience of developing, delivering and monitoring financial strategy | E |
| Experience in the preparation, monitoring and reporting of budget and financial management information. | E |
| Experience of Registered Social Housing Provider accounting requirements | D |
| Supervision of annual accounting and their presentation | E |
| In-depth knowledge of Housing Benefit system | D |
| Excellent working knowledge of accounting systems: Sage | E |
| **Personal Abilities and Skills** |  |
| Awareness of company secretary, legal and tax issues relating to companies and ideally charities | E |
| Excellent administration, time-management and organisational skills | E |
| High level of integrity and professionalism | E |
| Excellent analytical and interpretive ability | E |
| Excellent leadership, communication and presentation skills with the ability to inspire, motivate, develop, enable and get the best from people | E |
| Excellent working knowledge of Outlook, Word, PowerPoint and Excel | E |
| Experience of new and emerging technologies to support improvement and organisational effectiveness | D |
| **3. Personal / Other** |  |
| The YMCA is a Christian organisation and the person appointed will be a practicing Christian faith, being able to work from a deep personal understanding of the Christian perspective with the ability to connect and communicate that to other organisations and churches. | E |
| Perform all duties and tasks, with reasonable adjustment where appropriate, in accordance with the DDA 1995 | E |
| Commitment to and knowledge of safe working practices and equal opportunities | E |