



JOB DESCRIPTION

Job Title: Head of Finance

Location: St George's House, Head Office, Coleshill.

SCP: £56,947 - £64,612 (SCP range 50 – 55)

Hours: Full-time (37 hours per week)

Responsible to: Chief Executive Officer

Responsible for: Finance, IT, Estates and Facilities, *including line management of the Finance Manager, IT and Data Manager, Facilities Manager.*

The post holder will be expected to work in line with our workplace values which are:

- Compassionate - We are compassionate
- Respectful - We are respectful (we respect individuals and uphold their dignity)
- Challenge - We challenge injustice
- Excellence - We seek excellence
- Collaborative - We are collaborative
- Work with - We work with people's strengths (to achieve their potential)
- Inclusive - We are inclusive

Job Purpose:

The Head of Finance is a key member of the Father Hudson's Caritas (FHC) Senior Management Team (SMT), working closely with the CEO, SMT and Board of Trustees to provide strategic and operational financial leadership across the organisation. With a focus on financial sustainability, robustness of controls and regulatory compliance, the Head of Finance has a critical role in ensuring the organisation has the necessary financial reporting and guidance to support strategic and operational decision-making to deliver the FHC mission and 3-year rolling strategy including financial sustainability. The role provides strong, values-led leadership to the Finance Department, including the Finance, IT, and Property and Facilities teams, and is accountable for effective staff management, performance, wellbeing and development.

Key Responsibilities

1. Finance

- 1.1 Responsibility for FHC financial management, working with the CEO, SMT and Finance Manager to ensure strong financial internal control, compliance, and accountability.
- 1.2 Line management of the Finance Manager including regular supervisions, annual appraisal and day-to-day support. Providing leadership for the Finance Department, working with the Finance Manager to ensure adequate segregation of duties for the Finance Team.

- 1.3 Oversee the production of timely, accurate management accounts, financial reports and insight information to the CEO, SMT, Board of Trustees, and wider FHC management teams; attending meetings and presenting information as required. This includes working with the Finance Manager to ensure the preparation of monthly management accounts and variance analysis to inform managers operational decision-making, and producing oversight analysis and financial reporting for the Trustees, CEO and SMT to inform organisational strategy and strategic decision making.
- 1.4 Working closely with the CEO, SMT and Finance Manager, to lead on the preparation of annual budgets to present to the Trustees.
- 1.5 Ensure effective cash-flow management, oversight and banking arrangements, working with the Finance Manager.
- 1.6 Statutory Accounts, Audit and compliance: lead the production of annual statutory accounts in line with the Charity SORP (FRS 102), working closely with the Finance Manager. Act as the primary liaison with external auditors and professional advisers. Ensure compliance with Charity Commission requirements, company law, and regulatory reporting obligations.
- 1.7 Lead financial risk identification and mitigation, working closely with the CEO and SMT, with reporting to Trustees.
- 1.8 Ensure robust audit trails and transparency across financial decision-making.
- 1.9 Income, contracts and commissioning:
 - Oversee financial aspects of contracts with local authorities, commissioners, and other funders, including reviewing terms of contracts.
 - Oversight of pricing, cost allocation, and financial performance monitoring at service level. Through the Finance Manager, SMT and Registered Managers, ensuring accurate pricing and fee calculations for social care activities.
 - Contributing to the preparation of bids / tenders for the provision of services and setting social care fees, working with the Finance Manager, CEO, Head of Adult Care/Managers and Head of Children and Families.
- 1.10 Work with the Finance Manager to ensure financial software, systems and digital tools are effective and meet the needs of FHC.
- 1.11 Liaise with Investment Portfolio managers, maintain the necessary accounting records and ensure Investment property valuations are obtained when required.
- 1.12 Produce specific financial information and reports as required by statutory bodies (e.g. Gender Pay Gap, ONS surveys).
- 1.13 Provide financial input into major projects, including land, capital developments, and property-related initiatives.
- 1.14 Ensure pension contributions are paid over on time in accordance with the schedule of contributions and/or agreed contribution rates.

2. Estates and health and safety

- 2.1 Oversight of FHC Estates, Property and Facilities, working with the CEO.

- 2.2 To line-manage the Property and Facilities Manager including regular supervisions, annual appraisal and day-to-day support.
- 2.3 Ensure efficient management of FHC owned property (including items and vehicles) and land, including maintenance and upkeep of facilities, security of facilities, and FHC property is kept in a good state of repair.
- 2.4 Ensure the efficiency and effectiveness of contracts and suppliers (in-line with FHC Procurement Policy) including utilities, maintenance contracts and trusted suppliers.
- 2.5 Working with the Head of Community Projects to ensure any leases are in place and reviewing for community project premises.
- 2.6 Ensure that Health & Safety procedures are in place for the Coleshill site, working with the Property and Facilities Manager, CEO and Adult Care Department.

3. IT and Communications

- 3.1 Oversight of FHC IT and communications provision, working with the CEO and IT and Data Manager.
- 3.2 To provide line management to the IT and Data Manager. including regular supervisions, annual appraisal and day-to-day support.
- 3.3 Work with the IT and Data Manager to ensure the efficiency and effectiveness of IT and communications contracts, suppliers and equipment (in-line with FHC Procurement Policy), including IT services, phones, copiers, computer devices and software.
- 3.4 Work with the CEO, SMT and IT and Data Manager to continue and deliver an organisational digital transformation plan, in line with wider IT developments, and the IT and data needs of the organisation.
- 3.5 Work with the CEO and IT and Data Manager to ensure the organisation have adequate IT policies and services in place including cyber security and Artificial Intelligence (AI).

4. Other key areas

- 4.1 To be an active part of the SMT Team, working closely with the CEO and other Department Heads to lead the organisation, delivering FHC's mission, values and strategy. This includes as a Senior Manager for FHC:
 - being a key part of the development and delivery of organisational strategy,
 - representing the CEO and other members of SMT as and when required,
 - working closely with other FHC support service and delivery service departments to support collaboration and organisational effectiveness, including HR and Fundraising.
 - contributing to strategic and operational projects, working groups and change initiatives.
- 4.2 Ensuring all staff teams in the Finance department receive supervision and support, annual appraisals, with regular team meetings and learning and development plans in place. Promoting a collaborative team culture and inter-departmental working in line with FHC values.

- 4.3 Being responsible for the business continuity of the finance department, ensuring a good understanding of key roles and tasks across the department including Finance, IT and Estates, building contingency arrangements and succession planning within the department.
- 4.4 Ensure the organisation complies with law and regulation. Including tax law – Corporation tax, VAT, PAYE, Gift Aid and advise on the consequences of proposed actions and possible mitigations; latest accounting and disclosure requirements; Health and safety, IT and cyber security.
- 4.5 Contributing to the development of organisational policies, including policies and procedures relating to finance, procurement, expenses, and financial governance.
 - Commitment to safeguarding and following FHC safeguarding policies and procedures.
 - Commitment to equality, diversity and inclusion (EDI), FHC values and following and contributing to FHC's EDI Policies and action plans.
- 4.6 Maintain membership of appropriate professional / umbrella bodies relating to finance, governance, IT, estates and health and safety.
- 4.7 Responsibility for the organisation's insurance renewals and claims, including public and employers liability and motor vehicle insurance.
- 4.8 Provide support across the organisation as needed on financial, contract and other basic legal matters, liaising with Property, Legal and other advisors as necessary.
- 4.9 Other duties commensurate with the post as required by the CEO for the smooth running of the Finance Department, including Finance, Estates and IT.



PERSON SPECIFICATION

Job Title: Head of Finance

Location: St George's Head Office, Coleshill

Area	Description	Method of Assessment
Qualifications	CCAB qualified.	A, D
Experience	Financial management at a senior level. Staff management. Previous experience in the charitable/social care sector would be desirable.	A, I & R
Knowledge	IT and Communications including digital transformation. Thorough knowledge of standard accounting practices. Understanding of costings and budget setting. Basic understanding of commercial & contract law. Basic understanding of health & safety law.	A, I & R
Skills and Abilities	Excellent IT skills and ability to use Microsoft 365 and cloud databases. Understanding of staff management issues. Organised and accurate with good time management. Able to work calmly. Good written and verbal communication.	A, & I
Other	Approachable, friendly and confident. Empathy and understanding of FHC values and mission.	

Method of Assessment: AF = Application Form D = Documentation I = Interview T = Test or Exercise P = Presentation R = Reference