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**Role Description**

**Job title: Finance Lead   
Reporting to:** Chief Executive  
**Weekly Hours:** 21hrs p/w **(onsite role)**   
**Annual Salary:** £25,000 - £27,000 Pro-rata,   
**Benefits:** 5% Pension, Parking, Personal Development & more.

**Background:**Everything we do is laser focused on transforming lives, from dependence to independence. We do this through our 3 strands: Purpose, People & Performance.  
We are all about personal development and keen to recruit the right people to join our team, someone with a passion to transform lives, growing themselves and others from good to great.  
  
**Purpose:** Our current Finance Lead is starting a new business venture after adding much value and contribution to Croydon Vision.  
Therefore, we are looking for someone with experience in charity accounting responsible for financial management. Making sure the financial transactions relating to purchases and sales are accurate to then produce quarterly management account as well as project financial reporting.  
 **Objectives:**

* To provide day to day bookkeeping and financial support for Croydon Vision
* To develop annual and project specific budgets as required in conjunction with the Project Manager, to review accordingly based on funding terms.
* To produce year-end accounts for independent examination or audit (future plan).
* To maintain Croydon Vision’s computerised accounting systems – this is currently sage, however, we are open to transition to QuickBooks for the ideal candidate
* To ensure all statutory reporting, contract compliance, annual accounts, including SORP, SOFA and Charity regulations are completed in a satisfactory and timely manner in conjunction with external agencies (eg: independent examiner/auditor)

**Organisational Finance & Strategy**

1. To work with Management, CEO and Trustees to support the strategic development & sustainability of Croydon Vision and its services.
2. To prepare the annual budget and forecasts. To monitor and develop the organisation’s performance against these budgets and forecasts in conjunction with Management.
3. To produce quarterly management information and reports, and provision of advice to the CEO and the Board of Trustees on these matters
4. To work with management, CEO and Trustees to ensure appropriate financial risk assessments are identified and implemented.
5. To ensure all statutory reporting, contract compliance, annual accounts, including SORP, SOFA and Charity regulations are completed in a satisfactory and timely.
6. To manage the annual Independent Examiner’s process in conjunction with examiner, to ensure that statutory accounts are produced within required deadlines and appropriate documentation retained.
7. To ensure robust and effective systems, policies and controls are in place for all finance & investment including cash handling and fixed assets
8. To oversee day to day bookkeeping activity and reconciling bank statements.
9. To oversee the organisation’s payroll process, (preparation outsourced) including:

* Calculations and spreadsheet preparation
* HMRC reporting and actions (Gift Aid)
* Pensions processing

**Project Finance**

* To give specialist advice in relation to funding applications and contracts on VAT, accounting practice, support costs and other areas as required
* To give advice on, and oversee, the preparation and monitoring of project budgets, working together with the project manager.
* To collect and collate appropriate financial and performance data relating to Croydon Vision’s projects or partnership working with other sectors, working together with management.
* To communicate financial service information and advice for Managers and staff to support them in their role to develop the performance of service delivery.
* To participate in project finance meetings with funding bodies, working alongside management as required.

**Governance**

* To undertake the role of assistant Company Secretary.
* To prepare HMRC Return, and such other returns as may be required by Government bodies, funders and partners
* To contribute to the overall maintenance of the risk register in conjunction with management, specifically in areas pertaining to financial matters.
* To update Croydon Vision’s Finance & Governance Policy and Procedures keeping abreast of legislative changes and highlighting areas for review.
* To contribute to the development, review and maintenance of Croydon Vision’s policies, procedures, strategy and practices in conjunction with Management and external bodies where appropriate (HR contractor, Examiners etc).

**Culture Convergence**

* Everything is laser focused to support the vision, transforming lives.
* A growing person adds greater value, therefore, being part of CV’s book club; learning and sharing is essential.
* To exemplify our culture of putting people first, creating a vibrant community and empowering people on their journey through technology.
* A hands-on approach as everyone actively participates in driving the values of CV.
* Teamwork, being comfortable to roll up sleeves and support in undertaking any other duty commensurate with our vision, transforming lives.

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| **Finance Lead** |

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| * Aligns with the culture of Croydon Vision. * Creates a fun working environment whilst delivering outstanding results. * Willing to test, fail, learn, and grow. * Takes personal accountability and holds others to account * Takes responsibility for own development and develop others * Listens to and respects the opinions of others. * Asks for, reflects upon and acts on feedback. * Works collaboratively with others to deliver the best outcomes. * Actively seeks opportunities for improvement in organisational processes, activity. * Builds understanding and commitment to transformational change. * Self-motivated. * Pragmatism. * Tenacious. * Proactive problem identification and resolution. |

Essential and desirable skills, abilities, experience, knowledge, and special requirements for the post. This form states how the different requirements may be assessed during the selection process:

**Person Specification for Finance Lead**

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|  | Essential | Desirable |
| Qualifications & Knowledge: | Extensive knowledge and experience of financial management, systems, processes and policies. | Professional qualification and membership of professional body. Either full or part finance qualified (e.g. CIMA/CIPFA/ACCA/CA AAT or finance degree).  Knowledge of charity sector, (procurement, contracts, grants, service level agreements).  Knowledge of current fundraising and finance practice. |
| Skills: | Good financial analysis skills to examine financial consequences of proposals and plans.  Ability to communicate clearly. Presenting complex financial information to support decision-making.  Business planning and Financial Strategy.  Competent with a range of IT Systems. | Bookkeeping systems  Excel.  Sage / QuickBooks or other accounting software. |
| Experience: | Extensive experience of all aspects of financial management, annual & management accounts, cashflow, reporting, development of budget and financial decisions, reserves.  Strategy & Policy development and implementation. | Financial experience, growing  Previous experience of working in the voluntary sector environment.  Experience of charity finance; at least 2years.  Previous experience of working at a Finance Lead level. |
| Other: | A commitment to support the future success of Croydon Vision, our vision, and values |  |

**To apply, please submit your CV and a cover letter of 250 words outlining your interest and suitability for the role. Please send your documents to** [**hr@croydonvision.org.uk**](mailto:hr@croydonvision.org.uk)  
 **Application and Selection Process**

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| Application’s Closing Date | 31st May 2022 |
| Stage 1 – Telephone Interview | 2nd June 2022 |
| Stage 2 – Onsite Interview | 6th June 2022 |
| Appointment & Start date (subject to requirement) | By 20th June 2022 |

Throughout our recruitment, hiring and induction process, we aim to make reasonable adjustments to promote accessibility, making sure that everyone enjoys as similar an experience; thus, promote diversity and inclusion for all.