**Head of Finance** (Part Time 0.6-0.8 FTE)

**Why do we need this role?**

The Head of Finance is responsible for ensuring that Help Musicians and sister charity Music Minds Matter have a robust financial strategy in place which supports the charities’ business plan goals. The postholder will be responsible for leading the charities’ finance team and providing financial insight to the Leadership Team, all the charities employees and the Finance & Audit Committee. Working collaboratively with the Executive team, this role ensures that strategic risks are appropriately managed and mitigated as far as possible and that the charities’ have an effective financial controls environment.

**Reports to**: Director of Finance

**Direct Reports**: Finance Manager

**Finance team (indirect reports):** Finance Business Partner, Financial Accountant, 2 x Finance Officer

**Our Values**

At Help Musicians & Music Minds Matter we:

**Embrace change**; recognising that change leads to opportunity and the potential to seek out better solutions for those we’re here to support

**Are curious**; recognising that insight, understanding and empathy enables us to deliver our best work

**Value difference**; knowing that diversity of thought, team and experience makes our charities stronger

**Come together**; united through our appetite for music we’re committed to working collectively, doing the very best to support those that need our help

**What does success look like?**

* The formulation and delivery of the charities’ financial strategy which supports the short-, medium- and long-term vision and goals to maximise charitable impact whilst ensuring financial sustainability.
* Effective collaboration with the Executive team to agree key strategic direction and how to maximise opportunities in an impactful and cost-effective manner.
* A strong culture of financial control exists through robust processes and procedures.
* Trusted member of the Leadership team with the ability to influence decision making through reliable financial appraisal of all activities and projects.
* The charities’ have a robust budgeting and planning cycle to appraise its financial performance each month.
* Continuous improvements are delivered across all finance activities.
* Cultivate an environment that fosters learning and development opportunities for the team.
* Key stakeholders understand the charities finances through clear and transparent communication.

**The Role**

The Head of Finance is accountable for:

1. Providing effective leadership to those working within the Finance team to enable them to deliver to their full potential and add value to the charities’.
2. Promoting a strong culture of financial control through robust financial processes and procedures ensuring that they are adhered to.
3. Ensuring the financial performance of the charities’ work is monitored and reported in a timely and accurate manner to the F&A Committee.
4. Ensuring the charities’ have a robust budgeting and planning cycle each year ensuring it meets the long-term objectives and is aligned with the charities’ three-year rolling strategic plan.
5. Leading in the delivery of all Finance projects in line with the department’s business plan vision and goals.
6. Ensuring timely and accurate financial reporting of information to all stakeholders of the charities to include but not limited to the Board of Trustees, Charities Commission, OSCR, HMRC, ONS

**Main Responsibilities:**

1. Ensure those reporting to you are appraised of the strategic direction of the charities’ and their role within it. Receiving regular feedback on their performance and development opportunities (aligned to the charities’ business plan or department goals) to ensure continued professional development.
2. Ensure the development of annual departmental operational plans to ensure there is visibility across the charities on progress of work.
3. Ownership of all finance policies and procedures to ensure effective and efficient financial management and controls are in place in line with statutory regulations and legislation.
4. Ensure the charities’ strategic risk register is monitored on a regular basis and is an accurate reflection of the key risks of the charities.
5. Plan and manage the charities’ short, medium and long-term cash requirements and ensure they are in line with its investment strategy. Ensure the reserves policy is up to date and reflects the short, medium and long-term requirements of the charities.
6. Lead on all Finance projects to ensure there is appropriate resource and time available from the Finance team to improve systems, processes and procedures. Promote a culture of continuous improvement across all services that the team delivers.
7. Provide financial advice, knowledge and guidance to the charities’ leadership team and staff to ensure appropriate financial decisions are made.
8. Review all external contracts to ensure that they are in line with the annual budget, the charities’ financial procedures and provide the best value to the charities.
9. Other duties as reasonably requested by the Director of Finance.

**Person Specification**

**Professional knowledge and experience**

* Experience of leading a busy finance function
* A qualified accountant e.g. ACA / ACCA / CIMA / ICAEW or equivalent
* Membership of recognised professional accountancy body
* Experience in providing finance support in a small/medium sized organisation with a good understanding of FRS 102
* System implementation experience: experience of leading or being involved in a system implementation such as a Finance/CRM system
* Effective leadership experience: previous people management experience with the ability to lead a small team of individuals to deliver great results, setting departmental goals, departmental objectives, individual team objectives to ensure that staff understand the value of their contribution to the organisation

**Key Skills**

* Continual service and system improvement: ability to identify process optimisation opportunities and contribute to the implementation of proposed solutions.
* Ownership and initiative; takes accountability of issues that occur and proactive in searching for potential problems. You know how to achieve excellent user outcomes.
* Communications & Relationships: Trusted partner to the Leadership team. The ability to build effective relationships quickly. Excellent communication skills and the ability to explain and present financial information to non-finance colleagues
* Stakeholder management – ability to influence a wide range of internal and external stakeholders and partners and build credibility with colleagues and the Leadership team

**Personal Characteristics**

* Collaborative and able to develop effective positive working relationships with key stakeholders
* A curiosity and willingness to ask questions to inform your understanding and decision-making.
* Takes initiative and responsibility for own professional development
* Solutions-focused

**Additional information**

* A Basic DBS check producing a satisfactory result will be required in line with our DBS Check policy and process.
* Hybrid working, with a minimum of 2 days in the London office (WC1X 9JS), with flexibility to attend the London office more regularly as the needs of the role dictate

*This job description is a written statement of the essential requirements of the job, with its key accountabilities, and the experience, knowledge, and skills required for effective performance. This is not intended to be an exhaustive account of all aspects of the duties involved.*