

Recruitment Pack

Finance Director



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About Age UK Croydon

We are Age UK Croydon, a local charity supporting older people (50+). Our vision is a Croydon where everyone can love later life. Our mission is to lead the way in empowering, enabling, supporting and connecting older people in the London Borough of Croydon to live well, healthily and independently.

Age UK Croydon is one of the largest charities in Croydon and we have been representing the interests of older people across the borough for over 25 years.

We have an expert team of 45 staff and around 100 volunteers who work together to deliver our extensive range of services and activities. Our income last year was £1.8m, largely through charitable activities. With services spanning information and advice, health, wellbeing, falls prevention, dementia support, one to one personal independence coordinators, befriending and social activities, Age UK Croydon offers a holistic solution for older people to access the services they require in one place

Despite the many challenges that arose through 2020, the pandemic has been a catalyst for positive change; we've supported more clients than ever, around 12,000 in 2020/21, we've connected with more partner organisations to offer additional support and signposting, and we've designed new ways of working internally – all of which will stand us in good stead as we move through the years ahead. We continue to be guided by our Five-Year Strategy and our desire to serve our community. Our strategic objectives remain relevant today and provide a clear framework for our services and future development under the headings of: Generating Unrestricted Income, Innovation and Governance.

Our Vision

A Croydon where everyone can love later life

Our Mission

To lead the way in empowering, enabling, supporting and connecting older people in the London Borough of Croydon to live well, healthily and independently.

Our Core Values

Our core values are at the heart of how we work. They represent the feeling we want people to get when they work with us and they guide the decisions we make as individuals and as an organisation.

Integrity	We treat everyone equally and with respect
Empowerment	We work with people to ensure their independence
Trust	We're honest, truthful and can be relied upon
Compassion	We're warm and approachable
Collaboration	We work in partnership with like-minded people

Our Five Year Strategy

In 2018, we launched our Five Year Strategy, setting the course of our work under three strategic objectives. You can read more about it in on our website.

1. **Generating unrestricted income** – Ensuring our unrestricted income keeps up with the pace of growth.
2. **Development and innovation** – Ensuring our services continue to develop, grow and innovate
3. **Good governance** – Ensuring our people, systems and infrastructure can support and lead growth

Job Advert

Title: Finance Director
Hours: 28 hours per week – Hybrid Working Approach is available
Contract: Permanent
Salary: £45,000 full time equivalent per annum (depending on experience)

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Our mission is to lead the way in empowering, enabling, supporting, and connecting older people in the London Borough of Croydon to live well, healthily, and independently.

Role

An exciting opportunity for a passionate and experienced finance professional to join an organisation, whose focus is to look after the vulnerable and disadvantaged.

As the Finance Director you will be responsible for accurate and timely accounting and financial reporting. You will also contribute to the overall management and strategic development of the business working closely with the Chief Executive Officer as a member of our Senior Leadership Team.

Key responsibilities include:

- Co-ordinate and review Management accounts and ensure that the transactions of the business are conducted in accordance with the relevant accounting standards, procedures, and controls. Preparing financial statements attributable to cost centre/divisional managers.
- Preparation of annual budgets and quarterly forecasts in line with overall business strategy
- Analyse variances to budget/forecasts prior to submission of management accounts to relevant stakeholders
- Review balance sheet reconciliations and be able to identify potential risks, ensuring business service awareness monthly
- Responsible for the management, leadership, performance management, development, and recruitment of any direct reports including new bookkeeper (new role 2022) and volunteer administrators.
- To be able to support both financial and business specific projects, providing relevant information to allow stakeholders to make proactive decisions.
- Take an active role in specific project initiation, planning, and execution.
- Any additional reasonable duties requested or delegated by your line manager

Ideal candidate:

- Qualified Accountant
- Commercially astute, with exposure to business processes and an understanding of the relationship between operations and P&L
- Strong IT skills, particularly accounting systems and high level excel skills, including data manipulation and interrogation

CV's will not be accepted.

To apply

- Download our Recruitment Pack: www.ageuk.org.uk/croydon/about-us/work-for-us/
- Or email Executive.Assistant@ageukcroydon.org.uk and we will send you the pack
- Completed application forms should be emailed to: Executive.Assistant@ageukcroydon.org.uk

Closing date for applications: 3rd December 2021
Interview Date: 13th December 2021
Anticipated Start Date: TBA

JOB DESCRIPTION

Finance Management

1. Track the charities financial status and performance to identify areas for potential improvement
2. Seek out methods for minimising financial risk to the charity
3. Research and analyse financial reports and report findings to the Chief Executive Officer providing insightful information and expectations to senior executives to aid in long-term and short-term decision making
4. Assist with budget setting processes for the annual budget and annual re-forecast as required and inputting budget information into Xero
5. Review financial data and prepare monthly, quarterly, and annual reports to the CEO.
6. Run monthly management accounts
7. Support the CEO to produce papers for the Finance Committee and Board.
8. Stay up to date with technological advances and accounting software to be used for financial purposes
9. Understand and adhere to financial regulations and legislation
10. To contribute to the implementation of the 5-year strategy, under the Good Governance objective.
11. To assist the CEO in findings ways to effectively resource the organisation

Financial accounting and reporting

12. Responsibility for the day-to-day administration of the sales ledger for the charity; ensuring that all sales income is accurately processed in compliance with the organisation's financial protocols and procedures.
13. Adhere to the scheme of delegation and all other policies and procedures
14. Prepare all supporting information for the annual audit and liaise with the external auditors as necessary
15. Submitting all sales and purchase invoices
16. Administer the purchase ledger for the charity, ensuring that all expenditure is promptly processed accurately, and in compliance with the organisation's financial protocols and procedures.
17. Maintain the general ledger, accounts payable, accounts receivable and payroll
18. Document and maintain complete and accurate supporting information for all financial transactions
19. Develop and maintain financial accounting systems for cash management, accounts payable, accounts receivable, credit control, and petty cash
20. Timely reconciliation of bank and investment accounts
21. Review monthly results and implement monthly variance reporting
22. Manage the cash flow and prepare cash flow forecasts in accordance with policy
23. Manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate
24. Prepare annual charitable return in a timely manner as appropriate
25. Liaise and report to the Treasurer, Finance Committee and Board as appropriate
26. Assist the CEO with financial reporting as required
27. Manage contractors and be the first point of contact, including the auditors

28. Document and maintain complete and accurate supporting information for all financial transactions
29. Reconciling the charity bank accounts.
30. Process accounting journals to reconcile the organisation's sales ledger, purchase ledger and banking ledgers.
31. Develop and maintain financial accounting systems for cash management.
32. Monitor the Finance outlook inbox, for incoming invoices, remittances, and queries.
33. Maintain the Finance shared drive

Policies and procedures

34. Support the CEO in reviewing financial policies and procedures
35. Responsible for implementing policies and procedures to ensure that personnel and financial information is secure and stored in compliance with current legislation
36. Implement, and ensure staff and volunteer compliance with internal financial and accounting policies and procedures
37. Ensure appropriate risk management techniques and financial controls are embedded throughout the charity
38. Work with CEO and leadership team to review and support the implementation of any new developments/ways of working that might impact on the operations of the finance function
39. Ensure that the financial policies and procedures are fit for purpose and up to date and work with service staff to ensure implementation
40. Provide the organisation with finance training on policies and procedures

Banking

41. Setting up weekly/ monthly payment runs online
42. Maintain investment and banking limits within agreed policies
43. Be aware of bank requirements and facilities, maintaining up to date signatories.

Payroll preparation and administration

44. Maintain time recording processes and systems to ensure an accurate payroll.
45. Manage the external payroll function to ensure that employees are paid in a timely and accurate manner.

Pension administration

46. Administrator of the pension plan and ensure all contributions are paid and accounted timely and accurately
47. Ensure pay and benefits statutory reporting is completed on time

Project management accounting

48. Maintain financial records for each project in a manner that facilitates management reports
49. Ensure that accurate and timely financial statements are prepared in accordance with contract agreements with funders.
50. Provide accurate and timely reporting on the financial activity of individual projects

Information technology

51. Evaluate the need for new technology to meet the organisation's financial data processing, control, and reporting requirements
52. Advise on appropriate technology that meets the organisation's information requirements and financial resources

Year-end

53. Prepare full set of accounts (part of the annual report) before the audit and be the main point of contact for auditors.
File the account with Companies House and Charity Commission.

Line Management

- Of bookkeeper (new role 2022)
- Volunteer administrators

General

54. Attending leadership meetings from time to time to provide financial advice
55. Advise the organisation on new developments which will affect the financial operation.

Person Specification

Title: Finance Director

To meet the person specification ideally you will be able to demonstrate:

Experience: Knowledge/Abilities/Skills	E =Essential D = Desirable
Qualified Accountant Ideally, you will be CCAB/CIMA qualified. However, we will consider applicants from CCAB/CIMA part-qualified applicants with at least five years' experience	D
Experience of finance management, including tracking the charities financial status and performance to identify areas for potential improvement. Also, skills to seek out methods for minimising financial risk to the charity.	E
Experience of researching and analysing financial reports and report findings to the senior leadership team, providing insightful information and expectations to senior executives to aid long-term and short-term decision making	E
Knowledge of budget setting processes for the annual budget and annual re-forecast as required and inputting budget information into Xero	E
Experience of running monthly management accounts and supporting senior executives to produce papers for the Board of Directors	E
Understanding of financial regulations and legislation	E
Knowledge of technological advances and accounting software to be used for financial purposes	D
Experience of developing and maintaining financial accounting systems for cash management, general ledger, accounts payable, accounts receivable, credit control, payroll and petty cash	E
Experience of reconciliation of bank and investment accounts Review monthly results and implement monthly variance reporting	E
Experience of managing the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate.	E
Experience of preparing annual charitable return in a timely manner as appropriate, prepare and file VAT and corporation tax returns, ensure payments of taxes on a timely basis Reconciling the charity and Trading Company bank accounts	E
Experience of managing the cash flow and prepare cash flow forecasts in accordance with policy	E
Experience of administering the purchase ledger for the charity and Trading Company, ensuring that all expenditure is promptly processed accurately.	E
Experience of reviewing financial policies and procedures and implementation.	E

Experience of organisational banking including weekly bank deposits, setting up weekly payment runs online. Maintain investment and banking limits within agreed policies.	E
Experience of inputting and payroll processing to produce payment run for monthly payroll via BACS	E
Experience of uploading pension information and processing joiners, opt outs and leavers as required. Ensure pay and benefits statutory reporting is completed on time.	E
Experience of project management accounting including maintaining financial records for projects to facilitate management reports and provide timely reports on the financial activity of projects	E
Experience of preparing for annual independent financial audit, including preparation of year end, payroll reconciliation and liaising with auditor.	E
Practical requirements:	
An understanding of the needs of older people	E
Ability to work flexibly, alone and as part of a team	E