

JOB DESCRIPTION

Job Title:	Head of Finance and Infrastructure
Reporting to:	Chief Executive Officer
Salary:	£45,000 - £50,000 FTE
Place of work:	Waterside House, Irthlingborough. Hybrid to meet the needs of the business
Hours of work:	24 - 37 Hours per week
Purpose of the role:	<p>The Head of Finance and Operations provides strategic and operational leadership across Finance and key operational support functions, ensuring the organisation is financially sustainable, operationally effective, compliant, and well-supported by robust systems and infrastructure.</p> <p>The role has overall accountability for the finance function (with day-to-day finance activity managed by a Finance Manager) and for organisational operations including health and safety, facilities, IT/digital and fleet oversight. The postholder will work closely with the CEO and Senior Management Team to provide assurance, insight, and continuous improvement across these areas.</p>
Main tasks and responsibilities:	<p>Strategic Finance Leadership</p> <ul style="list-style-type: none"> • Provide strategic financial leadership to the organisation, supporting the CEO and Trustees in decision-making. • Oversee the preparation of budgets, forecasts, and long-term financial plans, working with departmental managers and the Finance Manager. • Ensure timely, accurate financial reports are produced and clearly interpreted for non-financial audiences. • Monitor financial performance, risks, and opportunities, advising on mitigations and corrective actions. • Support business development, tenders, contracts, and grant applications with robust financial modelling and costing. • Lead on cashflow management, reserves planning, and financial sustainability. <p>Finance Governance and Compliance</p> <ul style="list-style-type: none"> • Ensure compliance with statutory and regulatory financial requirements, including VAT, PAYE, pensions, Gift Aid, and Companies/Charity reporting. • Oversee year-end processes, statutory accounts, and audit arrangements. • Maintain effective financial controls, policies, and procedures. • Act as lead professional contact for auditors, insurers, banks, and investment managers.

	<p>Operational Leadership and Oversight</p> <p>Health & Safety</p> <ul style="list-style-type: none"> • Provide strategic oversight of health and safety across the organisation, ensuring appropriate systems, policies, and assurance arrangements are in place. • Line manage the Health & Safety Coordinator and the relationship with the external Health & Safety Consultant. • Ensure statutory compliance, risk assessments, incident reporting, and organisational learning are embedded. <p>Facilities and Fleet</p> <ul style="list-style-type: none"> • Oversee facilities management, including property compliance, maintenance, utilities, security, and major works planning. • Maintain oversight of the organisational fleet (owned and leased vehicles), ensuring compliance, cost-effectiveness, and safe operation. <p>IT and Digital</p> <ul style="list-style-type: none"> • Ensure IT infrastructure, cybersecurity, data protection, and business continuity arrangements are robust and fit for purpose with our outsourced IT provider • Support digital development and process improvement, working with colleagues to streamline systems and reduce administrative burden. <p>Leadership and Collaboration</p> <ul style="list-style-type: none"> • Be a key member of the senior leadership team, contributing to organisational strategy and culture. • Provide effective line management and professional leadership to relevant postholders within the operations and finance functions. • Work collaboratively with department heads to build financial and operational capability across the organisation. <p>General</p> <ul style="list-style-type: none"> • Undertake any other reasonable duties within the scope of the role as required by the CEO or Trustees.
<p>Qualifications/experience required:</p>	<p>Essential</p> <ul style="list-style-type: none"> • AAT qualified, part-qualified accountant, or qualified by experience. • Significant experience in a senior finance role, with responsibility for budgeting, management accounts, and financial governance. • Experience of overseeing operational support functions (e.g. facilities, health & safety, IT, or similar). <p>Desirable</p> <ul style="list-style-type: none"> • Accountancy qualification (ACA / ACCA / CIMA). • Experience within the charity, public, or not-for-profit sector. <p>Skills, Knowledge & Abilities</p> <ul style="list-style-type: none"> • Strong financial acumen with the ability to translate complex information into clear, actionable insight. • Understanding of governance, risk management, and compliance frameworks. • Ability to lead and oversee multiple operational functions without direct day-to-day involvement.

- Strong analytical, organisational, and problem-solving skills.
- Confident communicator, able to engage effectively with Trustees, senior managers, external advisers, and commissioners.
- Good IT and digital literacy, with a proven record of systems improvement and automation.

Personal Attributes

- Proactive, solution-focused, and values-driven.
- Comfortable operating at both strategic and operational levels.
- Flexible and resilient, with the ability to manage competing priorities.
- Collaborative leadership style, supporting and enabling others rather than micromanaging.

The tasks and responsibilities shown above are not exhaustive and should be regarded only as a guide. The post holder will be expected to undertake any reasonable activities according to the needs of the service at the time. These will be subject to periodic review and may be amended to meet the changing needs of the service. The post holder will be expected to participate in this process, and Age UK Northamptonshire would aim to reach agreement as regards any changes.



PERSON SPECIFICATION

Head of Finance and Infrastructure	Essential	Desirable
Qualifications/Training		
Good general standard of education	✓	
AAT qualified or relevant experience	✓	
Experience		
Managing and working in a team	✓	
Experience of setting and achieving targets	✓	
Reviewing ledger work	✓	
Skills, Knowledge & Abilities		
Ability to work proactively on own initiative	✓	
Good IT skills including using Microsoft Word, Excel, Outlook	✓	
Experience of statutory accounting		✓
Ability to keep good records; methodical and logical approach	✓	
Ability to review and assess processes	✓	
Ability to communicate to a diverse audience		✓
Other requirements		
Willingness to work flexibly with reasonable notice to meet the demands of the business	✓	
Proactive approach and can-do attitude	✓	