

Job Description

Assistant Chief Executive (Finance)

Job Title:	Assistant Chief Executive (Finance)
Hours:	22.5 Hours per week, includes evenings and weekends
Salary:	NJC Scale PO, SCP 44
Location:	Wyndhams, Devizes
Supervisor:	Chief Executive
Supervises:	Finance Assistants and other staff as appropriate

Job Purpose

As key member of the Executive Team, the post holder has principal responsibility for advising the Chief Executive, Assistant Chief Executive, Trustees and other senior management staff on all financial matters and oversees the financial systems and procedures necessary to enable Community First to meet its charitable objectives. The post holder also has responsibility for the management of Community First premises and equipment.

Main Duties

1. The post holder acts as Company Secretary for Community First and its subsidiary companies, and advises the Chief Executive and Board on required regulatory procedures and policies.
2. In consultation with the Chief Executive, the Honorary Treasurer and the Finance Committee, review, develop, implement and monitor the finance management policies, procedures and systems of Community First and its subsidiary companies.
3. Ensure the appropriateness of the key assumptions included in Community First's financial plans and annual budget proposals, and advise on the financial consequences.
4. Oversee the presentation and analysis of regular and clear financial reports for staff and Trustees showing Community First's performance against agreed business plans and budgets.

5. Contribute to the preparation of the Community First Corporate Business Plan.
6. Assist the Chief Executive, Assistant Chief Executive and other senior staff with funder reports and attend relevant funder meetings.
7. Work with senior managers to ensure that systems and reports required by funders are produced.
8. Service the Board Finance Committee.
9. Maintain regular liaison with the Honorary Treasurer.
10. Take responsibility as the registered data protection named controller
11. Maintain records to meet legal and tax requirements and provide accounting services for use by managers in planning and controlling the work of Community First. This includes financial accounting, management accounting, forecasting, budgeting and control systems.
12. Prepare the Community First annual accounts to trial balance level, including all debtors and creditors, and liaise with the auditor.
13. Provide training and support for all budget holders.
14. Manage the establishment including the premises, utility services, furniture and equipment, ensuring that all premises are maintained and insured and provide a safe and healthy environment for staff and visitors. This includes appointing and managing contractors and the negotiation and oversight of tenancy agreements with tenants.
15. Supervise those staff for which the post-holder has line management responsibilities and undertake staff appraisals.
16. Take responsibility for the learning and development of the staff for which the post-holder has line management responsibility.
17. Work at all times to actively promote the positive image, best interests and good reputation of the staff, trustees, members, users and funders of Community First.

Responsibility as a Member of Strategic Management Team

The post holder is expected at all times to contribute to the attainment of corporate goals and objectives.

- Support the development and implementation of the Business Plan
- Assist the Executive in establishing new strategic priorities.
- Identify income generating opportunities.

- Implement IIP and ACRE Quality Standards, collate good practice and disseminate learning
- Assume responsibility for a specific area of organisational work
- Liaise with partners and other key stakeholders.

General Duties

The post-holder will contribute to achieving the overall mission of Community First.

- Budget holders assume financial responsibility for own operational budget. Non budget holders ensure expenditure is necessary and within budget constraints.
- Participate in the team working approach of Community First
- Take responsibility for her / his own development, inform the line manager of any development needs and take part in prescribed development activities
- Work within the agreed policies and procedures of Community First
- Carry out such other general duties as shall be determined by the Chief Executive. Support other members of staff as required by the workload and by absences due to leave, sickness etc.
- Ensure that office security is maintained and confidences are not breached.
- Promote an alert approach to Health and Safety at Work matters and maintain compliance with the terms of the Wyndhams Fire Certificate.

Community First is committed to Equal Opportunities and the post holder is expected to be familiar with the Equal Opportunities Policy and to complete his or her duties in a manner consistent with this policy.

This job description does not form part of the contract of employment but indicates how the contract should be performed. The job description will be subject to review and amendment in the light of experience and in consultation with the post holder as part of the annual appraisal process. The responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties of the post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.