

## **Job Description**

### **Head of Finance and Business Development**

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<b>Job Title:</b>	Head of Finance and Business Development
<b>Salary:</b>	Community First Pay Scale 780 (£45,000 gross p.a.)
<b>Hours:</b>	36.5 hrs per week, includes evening and weekend work Fixed Term Contract for 22 months with the possibility of extension subject to funding.
<b>Location:</b>	Beacon Business Centre, Hopton Park, Devizes
<b>Reports to:</b>	Chief Executive
<b>Manages:</b>	Finance Officer, Finance and Administration Assistant, Insurance Officer (Village Halls & Parish Councils)

### **Job Purpose**

- To oversee and manage the financial and compliance systems and procedures necessary to enable Community First to meet its reporting obligations and its charitable objectives.
- To fulfil the role of Company Secretary.
- To carry out business development projects as directed by the Chief Executive.
- To oversee premises and asset management as directed by the Chief Executive.

### **Main Duties: Finance and Compliance Management**

1. Prepare and present regular and timely financial reports for the CEO, staff and Trustees and prepare and present Community First's annual budget showing Community First's performance against agreed business plans and budgets.
2. Review, manage and develop all financial management policies, procedures and systems of Community First and its subsidiary companies.
3. Support the Chief Executive as Company Secretary and work with external advisors as necessary in the preparation of annual financial statements and draft the Report of the Members of the Board of Trustees in accordance with the Statement of Recommended Practice (SORP) for accounting and

reporting by charities in preparation for audit, approval by Trustees and presentation to members at the AGM.

4. Work with senior managers to ensure that systems and reports required by funders are produced in the required format and time scales.
5. 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.
6. Act as liaison with the Charity Commission, FCA, Consumer Credit Licenses Entrust, insurance brokers and HMRC to ensure all returns are completed accurately and on time.
7. Service the Board's Finance Committee and assist with the preparation of finance proposals and reports, maintaining regular liaison with the Chair of the Finance Committee.
8. Manage and supervise the Finance function, including responsibility for team development.
9. Manage the Finance related ICT strategy and systems, appointing and managing contractors as appropriate.

#### **Main Duties: Business Development**

10. Support the business development programme for the Oxenwood Outdoor Centre and other projects as required in partnership with the relevant members of the Leadership team.
11. Identify income generating and cost saving opportunities, optimising security and return on funds held by Community First and its subsidiaries.
12. Manage the development and growth of Community Insurance activity and Oil buying to maximize income to the organization

#### **Main Duties: Property and Asset Management**

13. Manage property functions of the Hopton Offices and Oxenwood Outdoor Education Centre including tenancy issues, Renewable Heating Initiative (RHI) and OFGEM, cleaning contracts, repairs, health and safety.
14. Support the management of the fleet of vehicles ensuring legal compliance, schedule of MOT's, Health and Safety checks.

#### **General Duties**

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

- Assume financial responsibility for own operational budget

- 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 data protection is adhered to.
- Ensure adherence to Health and Safety and ensure compliance with all aspects

Community First is committed to Equal Opportunities and the post holder is expected to be familiar with the Dignity at Work 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 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.