Head of Finance and Business Support Recruitment Pack
Head of Finance and Business Support
Finance Team

**Contract:** Permanent
**Hours:** 35 hours per week (5 days a week, 9 am-5 pm)
**Salary:** £55,925
**Location:** Hybrid working anchored at our Rugby or London office

29.5 days annual leave (April-March) plus bank holidays, pension scheme (3% rising to 5% employer contribution post-probation), flexible working, and 2 paid volunteer days.

**About the role**

The Head of Finance and Business Support is a pivotal role, sitting at the heart of the organisation and facing outwards to support our varied mix of programmatic, grant-making, fundraising and policy and marketing teams.

As such, the role is challenging and varied, with the postholder expected to transition with ease between a wide variety of activities, such as working on the financial aspects of programme design, modelling financial risk or developing reports for our Board of Trustees. The successful candidate will need to be flexible, have a ‘can do’ attitude, be able to juggle balls, whilst always acting as a source of calm professionalism within the charity.

As our new Head of Finance and Business Support, you will be expected to spend time in both our Rugby office and our London office to participate in the wider leadership activities of the charity.

**About Carers Trust**

Carers Trust is a UK infrastructure charity working to transform the lives of unpaid carers through our partnership with our national network of local carer organisations. We describe ourselves as a ‘dual impact’ charity, with a focus on both unpaid carers and local carer services.

We support over one million unpaid family carers per year, including children and young adults providing care for friends and family members. Our activities include providing support to our network of local carer organisations, running programmes and services, distributing grants and working in the fields of policy and campaigning. We operate UK-wide and have offices in Cardiff, Glasgow, Rugby and London.

In 2022, we launched our strategy ‘Building a Caring Society’. This states that we will not stop until:

- Every carer has access to a high-quality local carer organisation
- No carer is pushed into poverty or financially disadvantaged by their caring role
- All carers, regardless of circumstances or age, are able to enjoy a fulfilling role alongside their caring relationship.

Work is well underway to deliver on our strategy, with income generation, diversification and the development of a more entrepreneurial approach high on our agenda. We have enjoyed a stable time financially in recent years. However, our ambitions are high and we intend to extend our impact across all areas of our operations.
Our **ideal candidate**

**Knowledge**
- ACCA, ACA or CIMA Qualified with significant post-qualification experience
- Comprehensive knowledge of UK technical accounting requirements, including under FRS102.
- Knowledge of VAT, payroll and other taxes.
- Knowledge of finance systems and understanding of the wider IT environment.
- Knowledge of the Charity SORP and Charity Commission requirements and guidance (desirable).

**Experience**
- Excellent technical and analysis skills, including advanced Excel modelling and analysis.
- Strategic understanding, and operational delivery, of best-in-class practices in financial management.
- Strong leadership and management experience, of a finance team, with a collaborative and flexible approach.
- Strong experience of financial reporting and preparation of year end accounts
- Experience in developing and overseeing the operation of finance systems.
- Experience of working in a complex environment and sector.
- Excellent ability to plan, monitor and implement projects to agreed deadlines often with conflicting priorities.
- Strong written and verbal communication and people skills; able to tailor information to different audiences, including the ability to interpret and present complex topics in a way that is accessible.
- Experience of building personal and professional credibility with budget holders, senior managers and wider teams
- Experience of leading projects working with cross-functional teams
- Experience of working in partnership with teams to deliver organisational objectives and shared goals.
- Experience of driving and achieving organisational financial sustainability
- Experience of reviewing and recommending options to achieve best value for money

**Working style and personal characteristics**
- An innovative and practical thinker, with a ‘can do’ attitude
- A role model and ambassador of collaborative working, valuing and developing employees to reach their potential
- Able to constructively challenge, influence and do things differently to deliver positive organisational benefits
- Strong ability to prioritise, work at pace, and under pressure.
- Ability and willingness to work flexibly in terms of hours and travel when necessary.
Main Responsibilities
(not an exhaustive list)

Financial
- Lead the finance team to deliver business information and provide decision support to the whole organisation through:
- Informative and timely monthly reporting and analysis to a range of audiences from the Trustees to individual project leads, encompassing income and expenditure and balance sheet reporting, ensuring that reports are tailored to the relevant audience.
- Comprehensive forecasting for the current and following financial year.
- Preparation of regular, timely and informative committee and board papers.
- Close business partnering with budget holders and project leads, based on effective working relationships.
- Involvement in programmes and projects from planning through to completion.
- Horizon scanning, particularly of future income streams, working closely with the Fundraising and Business Development Team.
- A programme of review and continuous improvement of appropriate end to end business processes.
- Prepare year-end statutory accounts for the charity and its subsidiary companies and collate all required disclosure information to meet audit, Board and statutory deadlines, coordinating the preparation across teams as required.
- Lead the budget setting process, working across the whole organisation. Maintain formal budget delegations from the Board to the CEO and keep them under review.
- Prepare and maintain rolling cashflow forecasts to support financial and resource planning and investment/treasury management. Ensure cashflow monitoring and forecasting distinguishes unrestricted, designated and restricted charity funds and reflects the requirements and terms of individual restricted funds.
- Develop and maintain financial policies and procedures appropriate to the organisation. Contribute to wider organisational policies and procedures as a key member of the leadership team.
- Oversee the development and work of the finance team, ensuring appropriate systems, processes and internal controls are in place to support effective delivery of operations and safeguarding of assets.
- Build on and embed a robust financial management culture across the organisation based on a focus on impact, value for money, effective procurement and contracting, and appropriate grant terms.
- Support relevant Carers Trust teams to develop earned income models, by supporting financial modelling.
- Actively contribute to risk management, leading on risk for the finance team and supporting the wider organisation in risk management.
- Preparation and submission of reporting information and returns as required, including but not limited to: VAT; other taxes; Gift Aid; accounts; confirmation statements; reports to funders.
- Work closely with HR in terms of people planning and overseeing the monthly payroll.

General
- Play a leading and positive role as a senior manager within the Corporate Services Team and as a member of the wider Leadership Group at Carers Trust
- Enable other members of the team, through training, coaching and role modelling, to enable them to provide effective business partnership, guidance and support across Carers Trust.
- Act as an ambassador for Carers Trust and contribute to Carers Trust’s public profile and influence / foster good relations with statutory and voluntary bodies wherever appropriate.
- Undertake any other duties that may be considered commensurate with the level of post and as required by the organisation.
How to apply

- Please submit a CV and supporting statement referencing the person specification in the job pack.

- Please submit your application by 5pm on: Monday 18 August 2023 to recruitment@carers.org. Your cover letter should not exceed two sides of A4.

- Please ensure you download and complete our equal opportunities monitoring form here.