



Role Profile

Job Role: Head of Finance

Accountable to: CEO

Responsible for: Finance Coordinator, Business Admin Manager and volunteers

Location: Blackburn Youth Zone

Status: Full time. 37.5 hours per week

Job purpose:

To take overall responsibility of all financial, admin and HR functions within Blackburn Youth Zone. To provide leadership and management of the finance function of Blackburn Youth Zone, ensuring effective strategic and operational financial planning and monitoring and reporting on the financial performance to enhance the decision-making process of the Senior Leadership Team (SLT) and the Board of Directors. Responsible for strategic performance monitoring using a balanced scorecard/KPI framework. Responsible for overall resource planning to ensure resources are utilised in the most efficient manner.

Key Responsibilities:

1. Ensure all financial records and systems are maintained in accordance with accounting principles and auditing standards and meet external legal and tax requirements.
2. Continuously review all finance policies & internal control procedures to ensure they are appropriate to Blackburn Youth Zone's activities and are embedded throughout the charity at strategic and operational levels.
3. Closely and accurately monitor cash, working capital and capital spending to ensure that Blackburn Youth Zone has sufficient funds to profitably operate, invest and grow.
4. Develop finance software appropriately and ensure it is utilised to meet the business needs in terms of managing and reporting information.
5. Work with C.E.O. to prepare and implement budgets/financial plans including cash flows (short and long term) continually monitoring, reviewing, reforecasting and taking action to ensure overall delivery within budget.
6. Provide the CEO, senior managers and budget holders with timely and accurate financial information including recommendations for necessary corrective action and providing finance training/support to budget holders to enable them to take responsibility for their own budgets.
7. Ensure accurate and timely monthly management accounts are produced.
8. Produce specific financial reports for the CEO and Board of Directors as required.
9. Prepare Blackburn Youth Zone's year end accounts (and the accounts for any subsidiary companies we establish) and ensure statutory financial reporting for audit in line with SORP regulations.
10. Develop and maintain the balanced scorecard and KPI framework so that key strategic indicators can be effectively monitored and any issues identified.
11. Gather and collate key performance indicator statistics and provide reports to the management team, CEO and Board as required.

12. Oversee resource planning and utilisation, using Kronos and other systems and processes.
13. Provide sound financial advice to the Chief Executive Officer and Board of Trustees and other senior management to support the long-term financial viability of the charity
14. Act as Company Secretary for the charity and any subsidiary companies we establish including completing and submitting Annual Returns for Charity Commission and any required returns for Companies House
15. Develop and implement a full cost recovery model to support the financial sustainability of the charity based on the Aveco model/principles.
16. Work with CEO to prepare budgets for funding bids/applications, complete financial appraisals on potential new projects and assist with financial aspects of contract negotiations
17. Retain an oversight of all restricted funds, including the monthly reconciliation of all restricted fund accounts
18. Provide an external interface with banks, auditors, pension funds, investment managers, consultants and charity finance specialists
19. To ensure all VAT and tax issues are proactively addressed and documented, managers are briefed on VAT implications of their activities and plans, and the VAT returns are accurately prepared and submitted when due.
20. Oversee the payroll function, ensuring that pension contributions and statutory deductions are correctly calculated and administered and reviewing the cost benefit of bringing in house (if appropriate implementing a new system and completing HMRC payroll returns).
21. Ensure financial information is appropriately stored and backed-up.
22. To provide operational management, development support and leadership to the finance team to ensure clear corporate direction, the provision of a high quality service and production of timely, accurate and useful financial information.
23. To maintain and review the finance risk register.
24. To maintain confidentiality over personal information relating to Blackburn Youth Zone's staff, funders and clients
25. To keep up to date with professional developments consistent with the requirements of the post.
26. To be an active member of the management team and deliver a focused, measurable contribution to Blackburn Youth Zone's overall strategic plan operating in line with Blackburn Youth Zone's values, principles, policies and procedures.

General Requirements

- Contribute positively to a range of exciting activity programmes for children and young people in the hub and neighbourhood that will challenge, stimulate and provide new opportunities, in line with the BYZ strategic pillars : Social Integration, Emotional Health and Wellbeing and Aspirations, Skills and Employment.
- Always seek to continuously improve so that the highest quality standards are achieved
- Participate positively in internal/external meetings and training as required
- Positively participate in one to ones and appraisals
- Ensure that all relevant policies, procedures and working practices are adhered to at all times

- Work in accordance with Blackburn Youth Zone's culture, values, aims and objectives
- Act as a positive ambassador for BYZ at all times
- Positively contribute to Blackburn Youth Zone's team working environment, taking ownership of issues and supporting colleagues where appropriate
- Be flexible and willing to undertake any other duties that may be reasonably be required

NB: This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only, and may be changed in consultation with the employee. As a general term of employment, Blackburn Youth Zone may affect any necessary change in job content, or may require the post holder to undertake other duties, provided that such changes are appropriate to the employee's remuneration and status.

PERSON SPECIFICATION

		Essential	Desirable
Qualifications			
	Qualified ACCA, CIMA or ACA Accountant	✓	
Experience			
	A minimum of five years' post qualification financial management experience	✓	
	Experience of the Charity Sector and Charity Governance		✓
	Experience of all aspects of medium and long term financial planning including the integration of risk management and budget setting and forecasting at an organisational level, monitoring and reporting performance against business plans and objectives.	✓	
	Experience of preparing charity accounts managing an annual audit and excellent knowledge of the charity statement of recommended practice (SORP).	✓	
	Management accounting experience including budgeting, forecasting, monthly reporting	✓	
	Experience of charity VAT, especially partial recovery methods and annual adjustment calculations	✓	
	Experience of using Sage to effectively manage multiple restricted funding streams		✓
	Track record of working with tight budgets	✓	
	Experience of tailoring financial information to different audiences.		✓
	Experience of contributing to Strategy at a Leadership Level within an organisation.		✓
	Experience of creating and sustaining a team culture of continuous improvement with a focus on a responsive and knowledgeable service to users.		✓
	Experience of managing payroll		✓
	Experience of overseeing all aspects if Business Admin inc IT, Systems, HR		✓

Knowledge and Skills			
	Excellent working knowledge of IT, spreadsheets, word processing and computerised accounts packages (Sage, Google, Microsoft Office).	✓	
	Fully conversant with accounting principles, procedures legislation and an understanding of charity SORP, charity law and VAT gained whilst working within a Charity	✓	
	Ability to produce and implement clear financial procedures and evaluate the internal control environment.	✓	
	Analytical skills with the ability to analyse, interpret and utilise complex data and information.		✓
	Ability to lead, motivate & develop a small team and make a significant contribution to the work of the Senior Management team	✓	
	Problem-solving skills in order to assess problem situations, to identify causes, gather and process relevant information, to generate possible solutions and make recommendations and/or resolve the problem.	✓	
	A proactive approach to systems development and skills in systems implementation,	✓	
	Knowledge of the responsibilities and duties of the Company Secretary role		✓
	Excellent written and oral communication and interpersonal skills to communicate clearly and effectively at all levels.	✓	
	Excellent planning and organisational skills with the ability to think innovatively, strategically and the flexibility to adapt to circumstances	✓	
	Strong negotiation skills.	✓	
	Ability to work on own initiative, work to set deadlines prioritise and manage conflicting demands and make decisions under pressure.	✓	
	Ability to hold confidential information and knowledge of information sharing protocols	✓	
	Ability to complete reports to a high standard in line with management, Board and funders requirements and to maintain up to date recording of information.	✓	
	Ability to monitor and evaluate success and impact and utilise results to better plan provision	✓	
	Ability to maintain confidentiality.	✓	
	Ability to understand, follow and implement procedure	✓	
Personal Attributes			
	Have a strategic outlook with the ability to drive change where necessary	✓	
	Self-motivated, able to use own initiative, confident and persistent	✓	
	Highly organised with excellent attention to detail		
	Resilient – capable of working under pressure to specific deadlines and objectives, whilst also ensuring a high work quality.	✓	
	Positive enthusiastic team player	✓	



Punctual and reliable	✓	
Commitment to personal and professional development.	✓	
Demonstrate a commitment to the values, principles of Mahdlo	✓	
Non-judgemental, open minded attitude	✓	
Willing to work outside normal office hours when occasional circumstances dictate.	✓	
Current driving licence		✓

Additional Information:

- In accordance with our Child Protection and Safeguarding procedures, this position requires an enhanced DBS check.

Remuneration package

Salary: Up to 45k

Holidays: 33 days inclusive of 8 Bank Holidays

Pension: Blackburn Youth Zone Pension Scheme; 3% of salary is contributed by the Youth Zone, if the employee contributes 3% or more.

Notice period: 4 weeks

Disclosure and Barring Service Check

In accordance with our Child Protection and Safeguarding procedures, this position requires an enhanced DBS check.

Application Process

Please email a CV to hr@blackburnyz.org, together with a concise covering letter setting out your reasons for applying for this position.