

## ROLE PROFILE

<b>Role Title</b>	Head of Finance	<b>Grade/Salary</b>	£49,899
<b>Directorate</b>	Central Services	<b>Department</b>	Central Services
<b>Responsible to</b>	Director of Finance & Central Services	<b>Responsible for</b>	Finance Team

<b>Role Purpose</b>	<i>Brief description of the role</i>
	<p>The Head of Finance is responsible for management of the financial and management accounting functions, ensuring the organisation is financially sound through the development and maintenance of systems of management and control and accountability.</p> <p>The Head of Finance will support the mission and objectives of Thames Reach by the skilled leadership and management of a high quality and effective finance function within an operating environment which is complex and changing.</p> <p>The Head of Finance will define and implement the team's aims and objectives, work plans and operational policies and procedures in such a way that they contribute to the mission of Thames Reach and deliver on business plan objectives.</p> <p>The Head of Finance will line-manage the finance function comprised of the Management Accountant, Finance Officer – Payables, Finance Officer – Income, Finance Officer – Rent Income and the Finance Trainee as well as the outsourced payroll contract.</p>

<b>Responsibilities and Accountabilities</b>	<i>Statement of the main areas of responsibility</i>
	<ol style="list-style-type: none"> <li>1. Produce the organisation annual revenue budget, working closely with the Director of Finance and Central Services and consulting with relevant budget holders.</li> <li>2. Ensure the management accounts are produced in an appropriate, accurate and timely manner.</li> <li>3. Oversee the production of appropriate financial information including external reports, funding applications, costings, analyses, and information for bids.</li> <li>4. Prepare the financial reports for the Finance and audit subcommittee of the Board.</li> <li>5. Manage the Finance team to ensure that efficient and consistent systems are implemented within Thames Reach, and that appropriate levels of financial management are achieved.</li> <li>6. Ensure that effective financial control systems and procedures are implemented and adhered to.</li> <li>7. Communicate financial information systems and procedures to all staff who are required to use them.</li> <li>8. Ensure all financial tasks are completed to a timetable and work programme established with the auditors and your Director to enable the production of unqualified final accounts with a clean management letter.</li> </ol>

9. Take overall responsibility for ensuring that all rent accounting, nominal ledger, payroll, pension, cash and other source records and associated reconciliations are maintained to an acceptable standard and timetable for the financial year.
10. Provide effective line management, ensuring that professional development and training needs are met and that any performance or other HR matters are appropriately addressed in line with Thames Reach's policies, employment legislation and HR advice, including use of formal procedures.
11. Be responsible for maintaining good working relationships with managers, and frontline and other Thames Reach teams as appropriate.
12. Liaise with a range of key partners, including banks, auditors, local authorities and other funders to ensure that all statutory and grant requirements are met.
13. As a member of the Leadership Team, make a substantial contribution to the formulation of organisational policy, participate in annual work programmes directed at the fulfilment of the Business Plan and pursuit of Thames Reach's mission, liaise closely with Senior Management Team, and uphold the organisation's ethos and values.

The Head of Finance may on occasion, and in necessary circumstances, be called upon to undertake work in other locations other than their usual base of work, in order to ensure Thames Reach's obligations to service-users are fulfilled. In exceptional circumstances, an employee may be asked to do alternative work at another location which would be aimed at being within the competence of the employee.

The Head of Finance will comply with the standard responsibilities outlined for all management roles within Thames Reach including:

Adopting and complying with Thames Reach ethos and values, policies and procedures, and regulatory frameworks including: Code of Conduct, Health and Safety, Data Protection and use of IT resources; Regulatory Standards, Risks and internal controls framework; Human Resources policies and procedures; Equality and diversity; Complaints Procedure

No role profile can cover every issue which may arise within the post at various times and the postholder is expected to carry out other duties from time to time, which are broadly consistent with those described.

<b>Knowledge, Skills and Experience</b>	<i>The tools needed to do the role</i>
	<p>A. To be demonstrated on the application form:</p> <ol style="list-style-type: none"> <li>a) A qualified accountant (or part-qualified with considerable relevant experience) registered with a CCAB recognised body</li> <li>b) Ability to manage and lead staff working during a period of change.</li> </ol>

- c) Ability to produce and present concise and informative written and financial reports.
- d) Experience of developing, managing and sustaining relationships with a wide range of organisations and individuals, such as, funders and other managers, statutory and non-statutory agencies, suppliers.
- e) Knowledge and understanding of financial controls and budgeting processes and the ability to manage a devolved budget.
- f) Ability to work independently using own initiative whilst remaining accountable to line management.
- g) Excellent written and verbal communication skills.
- h) The ability to establish good working relationships with Colleagues and managers at all levels and staff.
- i) Honesty, reliability and flexibility.
- j) Ability to operate at a strategic level as a collaborative and supportive member of the Leadership Team.

B. To be demonstrated at interview:

- a) Ability to manage a finance function in the context of a complex and changing funding environment.
- b) A mature, thoughtful and proactive approach to the implementation of equal opportunities and management of diversity.
- c) An understanding of issues affecting homelessness and social exclusion
- d) Well-honed problem solving abilities.
- e) A commitment to team work and a participatory and consultative management style.
- f) Ability to communicate well orally, with clarity, coherence and relevance.
- g) Strong interpersonal skills and a positive attitude.

<b>Core Management Competencies</b>	
<i>Attributes/behaviours the role holder must possess to be successful in the role</i>	
Service Focused	<ul style="list-style-type: none"> <li>- Focuses on addressing organisational priorities</li> <li>- Understands the success of Thames Reach depends on the primacy and integrity of the whole</li> <li>- Represents Thames Reach effectively to all internal and external stakeholders</li> <li>- Works in partnership with others and service users</li> <li>- Portrays the organisation in a positive light</li> </ul>
Clarity of Purpose	<ul style="list-style-type: none"> <li>- Develop objectives and targets linked to the business plan</li> <li>- Establishes clear priorities, a practical framework for achieving them and keeps issues in proportion</li> <li>- Focuses on quality, impact and outcomes/results</li> <li>- Exercises judgement and confidence in decision making</li> <li>- Takes ownership and responsibility for decisions that affect self, others and the organisation</li> </ul>
Managing Change and Innovation	<ul style="list-style-type: none"> <li>- Contributes to continuous organisational improvement and evaluation</li> <li>- Anticipates the need for change and gets others on board</li> <li>- Manages risks effectively and sensibly</li> <li>- Responsive, flexible and optimistic</li> <li>- Communicates change positively</li> <li>- Produces and encourages innovations and improvements in systems and practices</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>- Communicates a clear vision to others</li> <li>- Maintains awareness of changes in the political, economic, social and technological environment which influence commercial awareness</li> <li>- Honest, brave and acts with integrity</li> <li>- Takes difficult decisions and gathers information to take measured risks</li> <li>- Empowers and manages through others</li> <li>- Makes the most use of financial and other resources; and interprets and monitors financial information appropriately</li> </ul>
Managing Others	<ul style="list-style-type: none"> <li>- Provides constructive feedback on performance; coaches and develops others on a timely and regular basis</li> <li>- Maximises staff's contribution to the organisation</li> <li>- Rewards and recognises the value of employee contribution to the organisation</li> <li>- Promotes openness and discussion and encourages others to contribute ideas to improve the performance of self, others and the organisation</li> <li>- Uses informal and formal procedures sensitively and appropriately</li> <li>- Sees conflict as normal and healthy and effectively manages disagreements and differences of opinions</li> </ul>
Managing and Developing Self	<ul style="list-style-type: none"> <li>- Self- critical and reflective</li> <li>- Emotionally resilient and develops ways to manage stress and the pressure of the job</li> <li>- Manages upwards as well as downwards</li> <li>- Identifies learning and development needs to enhance performance and help contribute to the achievement of the organisation's objectives</li> <li>- Actively addresses own continuous professional development needs</li> <li>- Assesses and continually develops own competence, seeking and accepting feedback from others</li> </ul>