

JOB DESCRIPTION

Job title: Head of Finance and Operations

Date: June 2024

Responsible & reporting to: Trustees & CEO

Hours of work: 20 hours per week

Salary: £17,160, £31,746 FTE

Holidays: 156 hours including bank holidays

Closing date: Monday 17th June at 5pm

Interview date: Thursday 20th June

This role will be reviewed in 12 months.

TimeNorfolk

TimeNorfolk provides free non-directive counselling support to anyone who has experienced a pregnancy loss at any stage, baby loss or pregnancy choices. We typically provide up to 16 sessions of counselling for clients. TimeNorfolk is guided by a Christian ethos (<https://www.timenorfolk.org.uk/about>) which is an integral part of our identity and purpose.

How to Apply

Applicants are requested to send an up-to-date CV and covering letter highlighting your suitability for this post to:

Fiona Gosden CEO, TimeNorfolk – fiona@timenorfolk.org.uk

OVERALL PURPOSE OF THE ROLE:

To support the work of TimeNorfolk's management, staff and volunteers.

To be in charge of the day to day finances of the charity, preparing financial reports, statistical reports, maintaining the client management system, overseeing the administrative support of the office, and responding to enquiries by phone, post and email.

To oversee the day-to-day operations of TimeNorfolk; work closely with the CEO and other staff members to ensure the smooth running of the organisation and the delivery of high-quality services to clients.

MAIN DUTIES:

Case Management:

- To oversee (with the administrator) the day to day running of the charity's Case Management System (Charity Log).
- Provide reports for management, trustees and funding applications.

Accounts/Finance:

- Assist the CEO with the operational and financial management of the charity, including budgeting, financial reporting, resource allocation and fundraising.
- To be responsible for monthly reconciliation using QuickBooks. Produce reports for management / trustees showing Cashflow, Income and Expenditure and the financial position of the charity.
- Assist the CEO in annual budget setting and oversee expenditure against the budget.
- Provide financial information and assist in the writing of funding applications, maintain the funding spreadsheet and complete any successful bid review forms from funders.
- Assist in the preparation of the accounts with external accountants ready for filing with the Charity Commission.

- Calculate Gift Aid and reclaim regularly, including completion of all forms to be sent to HMRC.
- Responsible for online banking including making payments. Manage the transfer of funds from reserves' account as and when required.
- Manage the charity's payroll system using Primo Payroll software. Including the monthly submissions to HMRC and year end P60s.

Administration and Operations:

- Provide administrative support to the Board of Trustees and CEO.
- Collaborate with the CEO and other staff members to implement and manage the organisation's strategic plan to aid the organisation's goals and objectives.
- To be part of the management team, contributing to decision making regarding the ongoing management of the organisation.
- To be able to extract and present data for a range of audiences
- To assist the Events and Fundraising Coordinator with internal and external events for the charity.
- To be responsible for the smooth running of TimeNorfolk's office.
- To manage the charity's email accounts using Google Workspace.
- To manage and maintain the charity's Microsoft Business 365 account providing troubleshooting assistance to colleagues.
- To ensure all office equipment renewals and insurance renewal are executed when needed.
- To be responsible for the processing of all DBS checks.
- To oversee the administration and logistics of the organisation, including line management of the Administrator and liaising with the Events and Fundraising Coordinator and the Grants and Bid Writing Officer as required.
- Work alongside CEO to Implement and maintain TimeNorfolk's policies and procedures, including those related to record keeping, confidentiality, safeguarding, staff welfare, grievances, health and safety, equal opportunities, and other relevant legislation.

PERSON SPECIFICATION:**ESSENTIAL REQUIREMENTS:**

- Respect and be able to work with TimeNorfolk's Christian ethos as it is an integral part of our identity and purpose: <https://www.timenorfolk.org.uk/ethos>
- Excellent IT skills including the use of Microsoft Office and Google Workspace.
- Proven bookkeeping and budgeting skills
- Proven administrative skills
- Excellent organisational skills
- Good numeracy and literacy skills.
- Proven ability to work under own initiative and as part of a team.
- Excellent communication skills.
- Proven skills in collecting and analysing statistics.
- Proven skills in a management role.

DESIRABLE REQUIREMENTS:

- A clear understanding of QuickBooks.
- A clear understanding of payroll.
- An ability to show empathy and remain calm in sometimes distressing and difficult situations when having contact with clients.
- Driving licence and access to vehicle

The successful candidate will be subject to the appropriate level of DBS check to fulfil our Safer Recruitment requirements. References will be taken and at least one should be your most recent employer. References must meet our requirements. Proof of qualifications to be provided.