**Head of Finance**

**Position Summary**

The Head of Finance will be responsible for all aspects of finance within the organisation.

This is a senior management position. The role will support the team through the provision of effective financial management and presentation of financial information. The post holder will also manage a small team of staff in the Finance department.

The Head of Finance will be required to represent the organisation at a senior level both internally and externally.

The overall aim of the role is to ensure the long term sustainability of Springboard.

**The Organisation**

Springboard is a registered charity which aims to support the development of sustainable communities, where people have the skills needed for work and life.

We are committed to enabling all participants to maximize their potential and to this end offer a full range of accredited and non-accredited learning opportunities.

The organisation continually looks to develop new areas of work. Springboard currently has a full time staff complement of more than 80 and operates a wide range of employee development opportunities.

Springboard is an Investor in People, holds the Matrix Award for IAG and is a Disability Confident Employer.

**Conditions of Employment**

Position: Head of Finance

Responsible to: Chief Executive

Salary: £31,300 per annum + £5,000 retention bonus

Hours: 37 hours per week

Contract Term: Maternity Cover – fixed term to March 2022

Leave: 25 days per annum, subject to local conditions, plus statutory holidays

Springboard operates in a demanding and often changing environment. Members of staff must be flexible, adaptable and willing to face up to changing circumstances and new opportunities. The following list of duties and responsibilities must therefore be taken as a guide and is not intended to be comprehensive.

**Key responsibilities and accountabilities**

* Produce high quality financial reports, budgets, monthly management accounts, draft accounts and other related financial information
* Support the Board of Trustees, Chief Executive and senior management team through the provision of regular reports and information
* Manage and support a small finance team responsible for all aspects of finance with the organisation
* Develop and distribute regular budgets and management accounts to a wide range of projects and services across the organisation
* Respond to requests from funders and tender opportunities for specific finance information
* Manage the charity’s banking, investments and finances
* High quality input into tenders and fundraising applications
* Support the compliance of the charity with input into relevant statutory reporting requirements (eg ESFA, Charity Commission, Companies House)
* Carry out duties in accordance with Quality Systems and procedures
* Ensure the operation of efficient and safe training environments within the guidelines of Springboard’s Health and Safety Policy and Equal Opportunities Policy and with due regard for the health, safety and welfare of all
* Support staff recruitment and development
* Assist in marketing and promotion of Springboard programmes
* Assist in the development of Springboards work including new initiatives and developments as part of the ongoing commitment of the Trust to quality and progress
* To contribute as a member of the senior management team to strategic decision making across the organisation
* Keep abreast of professional trends, developments and networking in the sector
* To carry out any additional tasks as reasonably requested in line with the general responsibility of the role

**PERSON SPECIFICATION**

Essential

* Proven experience of financial leadership in a similar role
* Understanding of the UK learning sector and community development charity finances
* Excellent project management and administrative skills, with the ability to prioritise effectively
* Ability to work independently and as part of a team
* Good interpersonal and communication skills
* Proficiency in Microsoft Office software (especially Excel)
* Resilience and ability to perform in a dynamic and creative organisation
* Able to quickly respond to and utilise emerging opportunities

Desirable

* Accountancy qualification
* Experience of Sage Accounts and Sage Payroll