

Head of Finance

Role Description

Financial

- Lead on sourcing and applications for major funding opportunities, including philanthropic, corporate, government and public sector grants and contracts
- Working with the Head of Digital and Head of Marketing, develop and implement online offering for regular public donations
- Provide expert financial insight and leadership to the CEO and Senior Leadership Team (SLT) on all financial aspects of the charity
- Be responsible for the provision of financial information to assist with efficient decision making
- Be responsible for the development and implementation of effective financial modelling and dashboards to assist with effective strategic planning and the development of new income streams
- Report to, and attend, Trustee committee meetings and lead Finance and Risk reporting
- Monitor and account for the charity's income and expenditure advising the CEO on cash flow, reserves, and changes in legislation drawing attention to any potential opportunities or areas of concern.
- Lead on funding proposals and bid documents, including providing financial data to support subsequent reporting
- With the CEO, lead on major donor and philanthropic fundraising relationships, the budget and forecasts
- Advise on investment policy and lead on the evaluation and improvement of financial policy and processes across the organisation
- Work with the SLT to drive operational financial strategy

Governance

- Actively participate in the decision-making process of the charity, as part of the Senior Leadership Team
- Work with the SLT to translate strategy into actionable goals for performance and growth
- Provide financial reporting to the CEO and trustees
- Lead on annual audit with the CEO
- Lead on the charity's risk management including overall ownership of the risk register and annual reporting to the Trustees.

Leadership and relationship development

- Be a key ambassador for the MCR mission and values with philanthropy, investment and donor organisations

- Establish and maintain partnerships with major donors, trusts and philanthropists
- Alongside the CEO, share and present MCR's financial and sustainability story to potential new investors.
- Create strong and productive working relationships with SLT.
- Line management of 0.6 FTE Accountant/Financial Manager

Other

- Undertake any other reasonable tasks as required by the charity.

Person Specification

Essential	Desirable
<ul style="list-style-type: none"> ● Qualified accountant (CIMA/ACA/ACCA). ● Evidenced experience at senior level, preferably in charity and/or not-for-profit settings. ● Wide and extensive experience of financial management, budget management and strategic planning. ● A proven people leader able to influence, inspire, collaborate and motivate. ● Knowledge of the Charities SORP. ● Experience of public speaking and giving presentations to internal/external stakeholders. ● Experience of operating as an effective member of a senior management and corporate decision-making team. ● Passionate about achieving the aims of the organisation. ● Able to engage varied teams and stakeholders and present complex information to different audiences. ● Able to work effectively under pressure and meet deadlines. ● Self-motivated, committed, flexible and approachable. ● IT competency with all Microsoft packages. 	<ul style="list-style-type: none"> ● IT qualifications = data analytics, IT project management. ● Experienced in charity law and reporting, charity governance and charity accounting regulations.