

JOB DESCRIPTION – DIRECTOR OF FINANCE

Reports to: CEO

Hours: Part-time – 24 to 30 hours per week

Salary: £55,000 – £70,000 pro rata depending on skills and experience

Direct reports: Bookkeepers

Location: Noa House (Golders Green)

Holiday entitlement: (Taken in hours) 28 days FTE including bank holidays, and Jewish holidays when Noa is closed

General Description

Noa Girls is seeking a collaborative and strategic Director of Finance with strong financial and commercial awareness and significant experience of leading a successful finance function and delivering through a high performing and outcome-focused team. A qualified accountant, you will bring excellent analytical and problem-solving abilities alongside strong relationship building skills.

The Financial Controller/ Director of Finance will play an integral role within the Senior Management Team, bringing a strategic finance perspective to the development of organisational strategy and business planning. Working closely with the CEO and Senior Management Team, you will take responsibility for financial planning and management, strengthening management information, financial analysis and modelling to help achieve ambitious organisation goals. This role will operate at a strategic level, whilst also remaining hands-on in a small team.

The successful candidate, who will have at least three years' experience of working at a senior level within a team, will have solid and up to date knowledge of UK financial and accounting practice as well as audit requirements. They will be practiced at leading and managing budgeting and reporting processes as well as having a track record of managing a complex workload.

Key Tasks and Responsibilities

- Accountable for all accounting, budgeting, reporting and systems in respect of the charity and its contacts, ensuring a robust internal control environment
- Leadership and supervision of Noa's bookkeepers and close liaison with the grants and M&E teams
- Preparation and presentation of Noa's management accounts, annual budget, forecasts and longer-term plans and commentary to the CEO and Trustee board.
- Liaising with auditors, overseeing the audit process and liaising with the CEO, Director of Operations and Trustees
- Operational management and analysis of grant applications and overseeing disbursement of funding in accordance with eligibility
- Preparation of budgets required for funding applications
- Monitoring and managing cash flow in conjunction with CEO
- Submission of annual returns to the Charity Commission, FSA and HMRC as required
- Management of up-to-date payroll information, liaising with HR and outsourced payroll company and reviewing payroll information
- Undertaking various other administrative and financial responsibilities
- To have an understanding of the core business of Noa to ensure a responsive and financial management function that meets the needs of the charity
- Ensuring that there are monthly budget statements for the different programs at Noa
- To ensure that the senior leadership team are provided with regular forecasts on income and expenditure and that they are understood, including identifying what is driving costs.
- To ensure processes and systems are in place that enable effective budgetary control, including the proactive identification of variances to plan
- As a member of the senior leadership team participate in the delivery of Noa's strategic objectives
- Work with the clinical and operational team to ensure that all programmes can be accurately costed

Person Specification

Knowledge and experience

- Qualified accountant (ACA/ACCA/CIMA)
- Experience of working at a senior level within a team
- Experience and knowledge of strategic planning and evaluation
- Experience and ability to use financial management systems
- Experience of leading and managing budgeting and reporting processes
- Experience and knowledge of financial and accounting practice
- Knowledge of key financial information and of audit requirements
- Able to effectively communicate information to finance and non-finance staff at all levels
- Experience of managing bookkeepers

Additional information

- This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post. The Director of Finance will be expected to carry out such reasonable duties as may be requested from time to time by the CEO. The key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder. This Job Description is subject to alteration in response to changes in legislation or Noa Girls' operational procedures.