

## JOB DESCRIPTION & PERSON SPECIFICATION - CHIEF FINANCE OFFICER

Salary/benefits:	£39,600 - £45,540 (pro rata to 35 hrs FTE) + employer pension contribution, starting salary dependant on experience.
Hours:	24 per week, negotiable.
Holidays:	Full time employees are entitled to 28 days annual leave per annum. This is exclusive of the 8 or more public holidays (Bank Holidays) which fall during the year. The charity is closed between Christmas and New Year and employees are not required to work during this period.
Reporting to:	Charity Director.
Main working contacts:	Internal: Charity Director, Head of Infrastructure, Service Managers, finance staff. External: Customer finance, Suppliers.

We contract mainly with the NHS and local authorities and our principal requirement is for a Chief Finance Officer with the skills to be a strong influencer on contract modelling to ensure that service design is financially deliverable within set price envelopes. Other responsibilities include budgetary planning and reporting and oversight of the accounting function.

As part of the Senior Management Team you will have the opportunity to help shape the business moving forward. The role will suit an experienced accountant looking for a fresh challenge.

### JOB DESCRIPTION

#### PURPOSE OF THE JOB

1. Modelling the financial aspects of new and existing service contracts and effectively communicating the options and associated risks.
2. Budget preparation and reporting to the Senior Management Team and the Board of Trustees.
3. Effective management and implementation of Northpoint's financial operations and control systems to ensure accurate management reporting, ongoing financial stability, and effective use of the charity's resources.

#### CONTRACT MODELLING

1. Working closely with colleagues, model new and existing contracts. Advise all relevant parties on the likely financial consequences of all proposed new contracts and service developments etc.
2. Oversee the financial aspects of the organisation's inter-agency contract agreements including Service Level Agreements and the NHS Standard Mental Health Services Contract.
3. Contribute to the development of Northpoint's vision, objectives and strategic business planning processes.

#### PLANNING AND REPORTING

1. Work closely with the Senior Management Team to prepare the organisation's annual budget; obtain the approval of the Board of Trustees for such and make significant amendments where necessary as the year progresses.

2. Provide quarterly management accounts and cash flow projections to the Charity Director and Board of Trustees including accurate ongoing financial analysis.
3. Co-ordinate the year's financial timetable incorporating monthly processing deadlines and monthly management reports. Ensure that audit, budget and year-end account timetables and statutory deadlines are met.
4. Develop and deliver an annual finance work plan for The Board of Trustees.

#### FINANCE AND RESOURCE MANAGEMENT

1. Oversee, co-ordinate and monitor all Northpoint's finances, ensuring the maintenance, implementation and regular review of accounting systems/procedures and internal control mechanisms, in line with good financial practice and in accordance with agreed financial policy and statutory requirements.
2. Take responsibility for accruals and prepayments to ensure income and expenditure are recognised in the correct period.
3. Draft annual accounts at the financial year-end and liaise with the external auditor. Ensure that the agreed recommendations of internal and external auditors are implemented.
4. Support the Head of Infrastructure to ensure the smooth operation of Northpoint's payroll system and all Inland Revenue, National Insurance and pension matters.
5. Liaise with Northpoint's bankers, funders, contractors and other relevant agencies, as required.
6. Provide ongoing supervision of financial administration tasks and contribute to the annual appraisals of any relevant administrative staff.

## PERSON SPECIFICATION

### ESSENTIAL

1. A formal accountancy qualification (either full or part qualified) from a recognised accountancy body, or a minimum of three years' experience in a similar role.
2. A clear understanding of Third Sector funding issues.
3. Aptitude for combining higher-level financial work with some day-to-day financial processing.
4. A proven track-record of building and developing effective working relationships, with excellent communication and problem-solving skills.
5. Ability to take a structured and methodical approach to tasks, whilst being able to work responsively and prioritise competing demands.
6. Experience of delivering accurate management accounts on a quarterly basis to deadline.
7. Self-motivated and pro-active in identifying and explaining financial anomalies.
8. A clear understanding of the working culture of a charity of Northpoint's size.
9. Excellent Excel & MS office skills.

### DESIRABLE

1. Experience of modelling.
2. Experience of using QuickBooks.
3. Experience of staff management.
4. Experience of configuring/using MS Access.