



CHESHIRE CENTRE FOR INDEPENDENT LIVING
Head of Finance

Salary £27,272 – £30,000 per annum.
Full Time (job share considered). Permanent.

Cheshire Centre for Independent Living is a not-for-profit charitable user-led organisation, run and controlled by disabled people. CCIL has been established since 1992, providing a range of support services, driven by the needs and aspirations of disabled people. Our mission is to empower local disabled people to have independence, choice and control over their lives and remove the barriers that exist within society.

Following the retirement of the current post holder, we have an exciting opportunity for a Head of Finance to join our company. The successful candidate(s) will be responsible to the Chief Executive Officer, as part of the Company's Senior Management Team, in leading on delivery of a major function within the Company, within a strategic policy framework agreed by the Board, to ensure that Company finances, strict deadlines and the finance department, are well managed.

You must have management experience and bookkeeping experience, have demonstrable understanding of accounting processes and procedures, and have experience of working within a finance department.

You must also have high standards of integrity, proven finance report writing skills, the ability to communicate effectively at all levels, able to work under pressure and plan own work.

If you are interested in this exciting challenge and think you have the required skills to work in our busy office, please contact diane.christopherson@cheshirecil.org for an application pack.

Cheshire Centre for Independent Living is an equal opportunities employer.

CVs will not be accepted.

Closing Date for completed applications: 23rd January 2019
Interviews will take place: w/c 4th and 11th February 2019



Job Description and Person Specification

Profile

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| Title: | Head of Finance/Chief Finance Officer |
| Grade: | |
| Salary: | £27,000 to £30,000 |
| Hours: | 37 hours per week (Part time hours will be considered) |
| Holiday Entitlement: | Starting at 28 Days per Annum (FTE) |
| Direct Reports: | 2 |
| Reporting to: | Chief Executive Officer |

Purpose

To work as part of the Company's Senior Management Team, in leading on delivery of a major function within the Company, within a strategic policy framework agreed by the Board, to ensure that Company finances, strict deadlines and the finance department, are well managed.

Responsibilities

Strategic scope

- Head of a major function within the Company
- Leads on delivery within major function, following the Company's strategic plan
- Responsible for looking after the day to day business operations, logistics and proper implementation of the Company's policies as per the directions of the Chief Executive Officer
- Has extensive experience of delivering strategy for an entire function and operating at a senior managerial level (but below CEO level) in a Company.
- Makes some operational decisions (within delegated authority)
- Makes recommendations to and acts in an advisory capacity to the Chief Executive Officer in relation to strategic decisions; as well as operational decisions outside of delegated authority.

Business skills

- Oversees a single complex department within the Company.
- Responsible for ensuring delivery of services within allocated budget in several specified areas, covering the entire Company portfolio of £2.4m.
- Has a broad and deep knowledge of their technical or professional specialty and is able to apply that knowledge and its implications to the wider business.

Complexity

- Has supervisory responsibility of a staff team within a single department.

Key Tasks

1. To deliver on designated areas of responsibility to meet the strategic plan and to carry out specific and diverse pieces of finance related work identified.
2. To be responsible for staff leadership, management and administration of the finance department and associated work.
3. To ensure that the CEO receives appropriate advice and information on all relevant finance matters and provide reports for presentation at regular Senior Management meetings.
4. To ensure adherence to and implementation of the Company's aims and objectives and all policies and procedures.
5. To ensure that the Company's Strategic Work Plan is delivered effectively and to provide regular reports to the CEO on performance against relevant finance related key performance indicators.
6. To ensure that all income and expenditure is controlled in line with approved budgets and the Finance Policy.
7. Work closely with and report to the Chief Executive Officer in line with a scheme of delegation, to ensure smooth operation of all finance matters
8. Support the Chief Executive Officer by working on full cost recovery calculations to ensure tender pricing covers all associated costs.
9. Prepare draft annual budgets in line with full cost recovery for scrutiny and approval (in first instance) by the Chief Executive Officer for presentation to the Board of Trustees.
10. To draft and present management accounts to the Finance Committee, including forecast overrun and reserve levels, on a bi-monthly basis.
11. Assist in the production of financial statements and applications, preparation of spreadsheets, reports and correspondence as required.
12. Liaise with all departments within CCIL and external partners in relation to finances and credit control.
13. Liaise with the Company's appointed auditors in relation to finance operations and prepare end of year accounts for audit.
14. To carry out any other reasonable duties as may be required by Cheshire Centre for Independent Living.

