

JOB DESCRIPTION

Job Title	Head of Finance
Responsible to	Chief Executive Officer
Responsible for	Finance Team
Hours	Full time permanent, 35 hours per week
Service	Finance and Resources
Location	Based in South East London, hybrid working
Salary	Up to £65k p.a. plus benefits

Organisational Context

Quo Vadis Trust (QVT) is a specialist housing charity in South East London. We provide a service to people living with mental health needs and who need support with their housing and holistic wellbeing. QVT currently provides homes to approximately two hundred people in South East London. Our range of support both on and off the premises helps each individual client to maximise their independence.

Job Purpose

QVT is in a period of expansion and the next five years will see the organisation grow rapidly. As well as increasing our reach we want to improve the quality of the services we provide to our clients. We need a talented, forward-thinking Head of Finance to support the Chief Executive Officer and work within the Senior Leadership Team to achieve the goals of our strategic plan and make QVT outstanding in every area.

Main Responsibilities

- Financial management - reporting, budgets, forecast, supporting the organisation in decision-making, annual accounts and audit
- Financial accounting - maintain accounting records, supplier payments and credit control
- Strategy - work with the SLT to produce and update strategy; specific responsibility for financial plan; prepare and maintain implementation plan
- Risk - own the risk register and report to trustees on changes
- Governance - work with trustees to ensure good governance utilising Charity Commission and NCVO tools
- Property leases - negotiate new leases, support Head of Operations; renew existing leases; work with lawyers
- New business - work with CEO and Head of Operations on new business opportunities; prepare proposals for trustees
- Client licenses - manage all aspects of client license documentation, to include communication with local authorities responsible for funding residents
- Pricing - set and maintain Housing Benefit, Service Charge and rents
- IT - manage all aspects of IT; work with third party support company
- Insurance - renew insurance; ensure adequate cover in place
- Trustees - develop good relationships with Trustees, notably Chair of Audit Committee. Prepare Trustee reports, attend meetings and provide required information
- External relationships - maintain good relations with lawyers, auditors, bankers, insurance broker and all stakeholders, internal and external

- Manage the Finance Team, including all aspects of recruitment, supervision and learning and development

This job description is as it is presently constructed and is not intended to be a complete list of all tasks and responsibilities to be undertaken by the post-holder. It will be updated and amended periodically in keeping with service changes and developments.

PERSON SPECIFICATION

Job Title	Head of Finance
Department	Finance

Qualities	Essential or Desirable
Education	
A qualified accountant with evidence of continuing professional development and up to date knowledge of all appropriate financial reporting standards	E
Experience	
Evidence of achievement in delivering effective financial strategies, across complex customer focussed organisations	E
Evidence of applying commercial principles in a business or not for profit environment	E
Experience of heading up a finance function with a track record of successfully building and leading staff teams	D
Able to show experience of successful engagement in corporate management and participation in the formulation of corporate objectives, policies and strategies	E
Leadership experience within a complex, dispersed organisation, with demonstrable experience of motivating diverse professional staff groups	E
Experience of Governance, insurance and working with trustees	D
Experience of dealing with a range of stakeholders including regulators, funders and professional advisers	E
Able to evidence a commitment to QVT's social purpose	D
Ability to interpret the wider operating environment and economic conditions and to enable the organisation to develop appropriate responses to these	E
Experience of risk management	E
Experience of leading and managing an IT function	E
Good knowledge of accounting systems and experience of upgrades and new installations	E
Experience of property leases, negotiation of terms and working with lawyers	D
Skills/Abilities	
Living our values - Dignity, Excellence, Respect, Integrity and Kindness	E

Provide inspirational leadership and direction - lead, motivate and influence staff at all levels	E
Demonstrate integrity and ownership of issues; making right decisions for the whole business with an inclusive approach	E
Communicate effectively with and influence all stakeholders	E
Work flexibly and collaboratively as an Executive Team member, contributing to the delivery of corporate objectives and challenges	E
Excellent interpersonal, written and presentational skills for varied audiences	E
Other relevant criteria	
Has Enhanced DBS clearance	E
Full, clean UK Driving Licence with access to own vehicle	E