

<b>Person specification</b>			
<b>Post Title: Finance Director</b>			
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>EVIDENCE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant professional qualification (eg member of ACCA, ICAEW, CIMA, CIPFA, ICAS)</li> </ul>	<ul style="list-style-type: none"> <li>• Degree</li> </ul>	Application Form
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least 5 years post qualification experience of financial management and reporting.</li> <li>• Extensive experience with using recognized accounting software (e.g. SAGE, QuickBooks, Xero).</li> <li>• Experience of developing and implementing financial policies and procedures to achieve high quality standards.</li> <li>• Experience of managing projects and contracts.</li> <li>• Experience of working in a team-oriented, collaborative environment demonstrating flexibility, drive and initiative required to support projects effectively.</li> <li>• Proven experience of managing, supervising, motivating and developing staff.</li> </ul>	<ul style="list-style-type: none"> <li>• A good understanding of charity accounting including the SORP and the legal framework in the UK.</li> <li>• Experience of financial models and legal structures for trading entities, wholly owned subsidiaries and partnerships.</li> <li>• Experience of infrastructure and housing contracts.</li> <li>• Experience of working with partial VAT exemptions.</li> <li>• Experience of the monitoring and financial requirements of external funding bodies, such as the National Lottery, EU or Local Government.</li> <li>• Knowledge of contract delivery.</li> <li>• Experience of conducting risk assessments.</li> <li>• Proven track record in new partnership development.</li> <li>• Experience of applying for and securing grant funding.</li> <li>• Experience of generating income.</li> <li>• Business Development experience.</li> <li>• A working knowledge of pensions and pension legislation.</li> </ul>	Application Form Interview
<b>Specific Skills/ Knowledge</b>	<ul style="list-style-type: none"> <li>• The ability to present complex financial information in a clear and accessible manner</li> </ul>		Interview

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	<p>to a wide range of audiences both internally and externally.</p> <ul style="list-style-type: none"> <li>• Excellent numeracy skills.</li> <li>• Good communication, both written and verbal skills and ability to engage confidently with stakeholders of all levels using different methods; good telephone manner required.</li> <li>• Proficient in Microsoft Office.</li> <li>• Practical ability to devise, adapt and implement financial systems &amp; procedures.</li> <li>• Good organizational skills and ability to work under pressure.</li> <li>• Ability to work flexibly using your own initiative.</li> <li>• Knowledge of financial legislation and processes.</li> </ul>		
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness and ability to work outside normal office hours and across multiple sites.</li> <li>• Ability to work independently and proactively.</li> <li>• Ability to adapt to a changing environment</li> <li>• Ability to work as part of a team as well as lead a team.</li> <li>• Personal drive for excellence in all things.</li> <li>• Willing to participate in a range of unexpected tasks, for the overall success of the Southmead Development Trust.</li> <li>• Committed to the values of Southmead Development Trust.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to liaise with key stakeholders and users in the promotion of Southmead Development Trust.</li> <li>• Knowledge of Southmead and the issues facing local residents.</li> <li>• Awareness of the factors that affect the health and well-being of a community.</li> </ul>	Application form / Interview

## SOUTHMEAD DEVELOPMENT TRUST

### Job Description

Post: Finance Director

Job Purpose: The post holder will provide the overall leadership and day to day management of all financial operations at the Trust. The post holder will ensure the effective use of all Trust resources to ensure the delivery of the Trust's vision to serve the residents of Southmead. The post holder will provide financial reports and advice to the Chief Executive, the Southmead Development Trust team leaders and the Board of Trustees. An element of this role will be reactive responding to opportunities and situations as they arise.

Responsible to: Chief Executive Officer

Salary: £40-50k (pro rata) depending on experience

Hours: 20 - 37 hours per week, negotiable. Part time and full time equally considered.

Roles and Responsibilities:

#### Financial Management

- Lead and develop Southmead Development Trust's finance team.
- Responsible for implementation of the finance policy and procedures and regularly review this policy taking proposals for improvements to the CEO and Finance Sub-Committee.
- Responsible for the day to day upkeep of all SDT's financial records, transactions and account reconciliation, internal audit and stock checks. Assist the Board and Senior Leadership Team (SLT) in ensuring the safeguarding of all trust assets and ensure all income is correctly recognised and that restricted funds are regularly reviewed and reconciled.
- To provide effective financial support and advice to the CEO, Finance Sub-Committee, SDT Board of Trustees, as well as other team leaders and managers.
- To provide regular timely reports and analysis to team leaders and managers and assist them in understanding the management accounts. Help prepare and review budgets with budget holders and the SLT.
- Work with the CEO, management and relevant Board members to prepare an annual budget for SDT.
- Make the necessary financial claims, returns and reports needed by external funders and contractors.

- To assist in the preparation of financial information for ongoing funding applications ensuring that accounting procedures are in place in compliance with funders' financial recording requirements, and oversee funding claims on externally funded programmes.
- To oversee the monthly payroll and to ensure accurate and timely contributions for Tax, NI and SDT's Pension Scheme (NEST).
- Ensure the appropriate returns are made to Companies House, the charities commission, HMRC and other statutory and government agencies.
- Ensure the Trust correctly calculates its VAT position and submits all returns on time.
- Provide all necessary information to ensure an efficient year end audit and liaise with the auditor over the production of the audited financial statements.
- Lead SDT's relationship with the bank, social investors and other sources of income and all loans.

#### **Other Finance responsibilities**

- To contribute to the overall strategic development of the Trust, through active participation at meetings including the team leaders meeting and SLT.
- Support the CEO and specifically the Housing and Regeneration team in exploring large scale grants and loans including crowd funding, community shares, donations and repayable finance from institutions and high net worth individuals and all forms of social & commercial investment.
- Provide advice on the financial models and legal structures of future projects, trading entities, wholly owned subsidiaries and partnerships.
- Support Team Leaders to ensure we get maximum benefit from our tools and systems.
- To maximise the income potential of the Trust, through advice to management and through appropriate investment policies.
- Support colleagues by developing budgets and cash flow forecasts for new initiatives, from funding applications to trading subsidiaries.
- Occasional attendance at Board meetings.
- Support the Chief Executive and Team leaders in identifying and applying for appropriate funding.
- Implement and monitor secure internal controls and ensure the financial procedure manual is kept up to date particularly around handling cash.

- Credit control management along with monthly update for the SLT.

### **General**

- To ensure the highest standard of Health and Safety at all times
- To comply with all Southmead Development Trust's policies and procedures.
- To maintain a professional attitude and conduct at all times.
- Any other duties as and when required.
- Have a Flexible approach to working which will include occasional evenings and weekends.