



## JOB DESCRIPTION: HEAD OF FINANCE

<b>Job Title:</b>	Head of Finance
<b>Hours:</b>	21 hours per week (0.6 FTE)
<b>Reports to:</b>	Chief Executive
<b>Salary Banding:</b>	F5
<b>Location:</b>	Riverside House, Edinburgh or Pentagon Centre, Glasgow

### Job context

Corra Foundation exists to make a difference to the lives of people and communities. It works with others to encourage positive change, opportunity, fairness and growth of aspirations which improve lives. Corra wants to see a society in which people create positive change and enjoy fulfilling lives.

In 2020 Corra launched a ten-year strategy. It is long term because making a difference on the big challenges will take time. At its heart is the strong belief that when people find their voice, they unlock the power to make change happen.

Following a period of rapid growth during the Covid-19 pandemic, the potential financial future of Corra needs to diversify its income sources. There is appetite to explore philanthropic giving, as well as making sure that the organisation runs as effectively as possible.

The Head of Finance role is a core member of the senior leadership team contributing to the strategic direction and growth of the charity.

### Job overview

As the Head of Finance, you will be working with the Chief Executive, Senior Management Team and Board of Trustees to implement Corra's long term finance strategy, particularly in relation to cash flow and reserves to ensure we have the resources we need to deliver our charitable objectives. As well as this, your role will entail working alongside the Finance Manager in their role of supporting, managing and training the wider finance team, and improving systems and processes where necessary.

The successful applicant will have a detailed knowledge of accounting principles and relevant qualifications, and a track record of successfully leading and managing a finance team. You will have strong analytical skills and be able to demonstrate strategic thinking. You will have a proficiency in accounting software, and an awareness of the strengths and weaknesses of different accounting packages.

Additionally, you should have excellent communication and presentation skills, and experience of presenting complex financial information to Trustees, Senior Management Team, and non-finance managers.

You will have experience of working in the charitable sector and handling charitable accounts, as well as having a high level of emotional intelligence and interpersonal skills.

You must be a Qualified Accountant (ACA, ACCA, ACMA, CIPFA or equivalent) and have a minimum 3 – 5 years' experience.

This role would be suitable for someone who has extensive experience as a previous charity Head of Finance who has a strong mix of financial accounting, business partnering, and staff management. This role offers flexibility in part-time hybrid or WFH setup.

As with other Corra staff, there will be the requirement to be flexible and to provide support for other aspects of Corra business as and when required.

## Job purpose

- To act as a strategic advisor to Chief Executive and Board.
- To implement Corra's long term finance strategy.
- To oversee systems and process improvements.

## Structure

An organogram showing Corra's structure, and where this role fits, is available.

## Main activities and responsibilities

- To provide an effective financial management service to the charity and to be responsible for all financial operations of the charity.
- To give appropriate professional assurances to the SMT, Board and auditors.
- To work alongside the Chief Executive to ensure that the charity has sound financial control and that all statutory requirements are met.
- Alongside the Chief Executive, to act as the interface between management and trustees on financial matters, advising both of these parties.
- To be part of Corra's senior leadership team and to support the organisation's business efficiency and strategic development.
- To provide effective line management to the Finance Manager.
- To provide strategic guidance and to oversee improvements to financial systems, processes, and reporting.
- To oversee the successful delivery of annual budgeting, cash-flow and quarterly re-forecasting processes
- Oversee management accounts production, presenting reports to the Trustees, Board and Executive
- Oversee all statutory and regulatory tax, VAT and returns
- Draft statutory accounts for Audit and SMT prior to Trustee approval and ensure SORP requirements are met
- Liaising with auditors

## Corra team

Participate fully as a member of Corra's team, demonstrating commitment to the organisation's values, attending staff meetings, support and supervision sessions and training as required. If required, support the work and promotion of any other area of Corra's business in fulfilling its strategic aims.

## Key relationships

- Chief Executive
- Senior Management Team
- Board of Trustees (and Committees)
- Auditors

## Key skills

- Qualified accountant.
- Experience of leading a finance team including staff development and performance management.
- Experience of producing financial reporting and insight for budget holders and external funders.
- Experience of liaising with investment managers and monitoring investment outcomes.
- Experience of successful procurement of a range of goods and services supporting the wider business to achieve best practice.
- Strong experience of implementing process and system change in a transformation / change environment.
- Ideally experience of Charity SORP, Restricted Funds and Gift Aid.
- Experience of Corra's accounting system preferable.
- First-rate interpersonal skills and ability to business partner at all levels.
- Ability to quickly establish trust and instil confidence in senior leadership teams.
- A proactive, creative, and solution-focused mindset.

## Working conditions

This role will be based at Riverside House, Gorgie Road, Edinburgh or Pentagon House, Washington Lane, Glasgow, with a flexible approach to carrying out an element of work from home.

The jobholder is line managed by the Chief Executive. Regular support and supervision meetings as well as bi-annual appraisal meetings will take place.

Corra is committed to its staff, including through a focus on learning and development. Corra is a Scottish Living Wage employer, holds the Healthy Working Lives Bronze Award and is happy to consider flexible working.