

## UKCEH

### Head of Finance – Job Description

**Location: Wallingford**

#### Summary

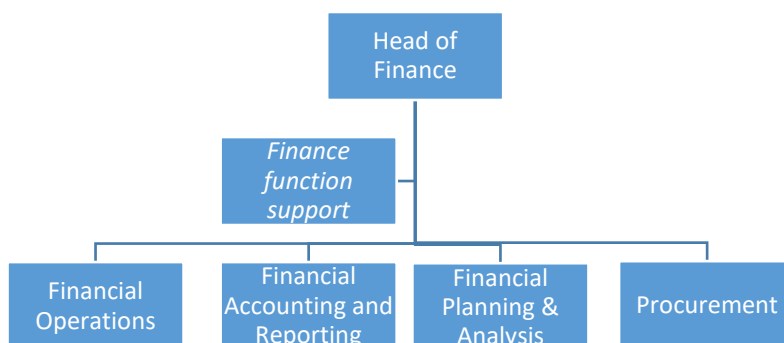
The Head of Finance is a key leadership position in UKCEH with responsibility for managing the financial and procurement service for the organisation, supporting business leaders and managers, and ensuring that business decisions are financially sound and that all financial processes and procedures follow best practice.

The postholder will lead a team of approximately 17 staff, split across four main areas:

- Financial Operations
- Financial Reporting and Accounting
- Financial Planning & Analysis
- Procurement

Reporting to the Finance director, the Head of Finance will also work closely with other department heads on cross functional workstreams.

#### Team structure



#### Responsibilities

1. Financial reporting
  - a. Production of annual report and accounts in accordance with applicable accounting standards
  - b. Work closely with the auditors to ensure a smooth annual audit
  - c. Leadership of month end process and production and presentation of management accounts

- d. Regular financial reporting to the Executive Board and the Finance and Audit Sub committee
  - e. Ensure all finance related returns are completed and filed on a timely basis, including to HMRC, the charities commission, companies house
2. Financial Planning & Analysis
- a. Ensure fit for purpose and insightful financial and management information is provided to stakeholders across UKCEH, enabling budget holders and managers to understand the financial position and make informed financial decisions.
  - b. Oversee the annual and multi-year planning and budgeting cycles, and ensure robust in-year financial forecasts
  - c. Use financial information to give recommendations on key business decisions and provide both support and challenge on Business cases, investment decisions and financial commitments
  - d. Set reserves policy and maintain oversight of organisational reserves, advocating interventions where necessary
  - e. Ensure that fixed asset accounting and the Capital plan supports organisational requirements and makes best use of capital funding
  - f. Provide financial support in securing and managing external funding to the organisation
  - g. Provision of ad-hoc financial analysis as required
3. Financial Operations, compliance and control
- a. Manage banking relationships. Maintain the mandates and control bank charges and foreign exchange fees.
  - b. Ensure good control and oversight of cash position and robust cashflow forecasting managing risk and investment interest
  - c. Ensure up to date policies and procedures are in place for all key financial processes
  - d. Oversee transactional processes (procure to pay, receivables, expenses) and use KPIs to track and improve operational performance
  - e. Ensure VAT compliance and submissions made in accordance with deadlines.
  - f. Responsibility for control environment - investigate and resolve control issues, and implement internal review/audit cycle of key processes. Ensure effective segregation of duties in Workday. Ensure all team receive regular anti fraud training.
  - g. Ensure adherence to all applicable regulations and guidelines including those for charitable organisations
4. Procurement
- a. Oversee procurement function which provides purchasing and supplier contracting support and expertise to all parts of the organisation. Delivery of both day to day purchasing and strategic sourcing; and a joined up 'Procure to pay' process across Procurement and Operational finance.
  - b. Ensure that the Procurement manager and team have the capability to deliver the above, track performance, and ensure identification and delivery of efficiencies via Procurement

- c. Work with Procurement manager as needed on Procurement strategy and associated policies and procedures
5. Other responsibilities
- a. Provide leadership to the whole Finance function, develop staff and ensure appropriate capability in the team. Champion diversity and inclusion across the team.
  - b. Own budget for the Finance team and ensure efficient and effective delivery
  - c. Work closely with Head of Projects support and team to share and build capability and knowledge across both the Finance and Projects Support team. Collaborate on challenges that require both Finance and Projects expertise e.g. developing the organisational approach to pricing and costing for science projects
  - d. Responsibility for financial aspects of the ERP system (workday) working with IT to ensure that the system meets needs of both Finance teams and end users.
  - e. Provide financial support to Head of People and Skills in the monthly payroll sign off process and payroll development
  - f. Provide input on the Due Diligence process for partners and suppliers.
  - g. Identify and manage finance related risks
  - h. Manage relationship with Insurance providers and coordinate annual insurance renewal process
  - i. Promote culture of continuous improvement and business partnering with science teams
  - j. Work collaboratively with the Senior Management Forum and Infrastructure management team

### **Skills & knowledge**

Qualifications

Qualified accountant (ICAEW/CIMA/ACCA/CIPFA)

Demonstrates:

Deep experience & knowledge in financial accounting, reporting and control

Ability to lead and line manage large teams

Ability to work at a detailed level but also see the big picture

Collaborative approach to problem solving and building relationships with stakeholders at all levels

Strong day to day operational focus as well as ability to think strategically for long term success

Clear communication both orally and in writing – can explain financial concepts and figures to a non-finance audience

Able to lead and support others through change

Strong development orientation, willing to grow own skills & knowledge

Models and promotes the organisational values of Integrity, Teamwork and Excellence

A commitment to environmental science and the work of UKCEH

Desirable:

Knowledge or experience of Charity accounting and reporting requirements

Knowledge of public sector funding requirements

Good ERP experience, preferably in Workday

Knowledge of Public and/or private sector approach to Procurement

Experience or knowledge of financial management of scientific research projects