


Peer Power Role Description and Person Specification: Head of Finance and Operations

	Role Description
Role	Head of Finance and Operations
Office Base	London (currently Small Works, Victoria)
Salary	£43-45k Pro Rata. Fixed term contract for two years (With the possibility of an extension, subject to further funding)
Hours	17.5 hours per week (flexible hours, to be agreed)
Leave	25 days and 8 Bank Holidays plus 2 personal days plus 3 discretionary days between Christmas and New Year (FTE)
Reporting to:	Chief Executive Officer (CEO)
Key purpose:	<p>This is an exciting and unique opportunity to be instrumental in the growth and development of a new and fast growing social justice children’s charity that is rooted in the promotion of empathy.</p> <p>Reporting to and working closely with the CEO as a senior member of a small but growing staff team, the Head of Finance and Operations is responsible for developing and implementing the financial strategy and management, business analysis and reporting of Peer Power, ensuring ongoing viability and a secure financial future in line with the organisation’s charitable status, mission and values, as well as playing a leading role in the organisation’s human resources strategy.</p> <p>You will be responsible for the preparation of organisational budgets, management and annual accounts, business analysis and management report information maintaining close links and a strong working relationship with the CEO and project leads to ensure appropriate and timely provision of management information and close management of individual budgets. You will also manage the annual audit process, as well as routine reviews and risk assessments.</p> <p>The job holder will manage and receive support from a part-time Office Manager, and work closely with the CEO and trustees to develop and deliver effective finance management, including planning and strategy.</p>

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Finance and Accounts	<ul style="list-style-type: none"> • To provide an accurate and timely financial service including setting and monitoring of budgets, forecasts, cash flow analysis, management and financial accounts and advice and support to inform decision making at all levels • To create regular reports for the Chief Executive and Board of Trustees, and ensure CEO is appraised of key issues relating to the financial position of the charity • To be responsible for all statutory reporting, compliance, annual accounts and VAT, including SORP, SOFA and Charity regulations and to manage the annual audit process • To work with the office team to develop and implement appropriate finance systems, policies and procedures and ensure that these are being consistently followed. • Oversee the monthly payroll, ensuring that all information is up to date and that Peer Power complies with relevant legislation • Directly manage the Office Manager ensuring effective management, supervision and professional development • Provide training to staff in financial management, budgets and grant management as necessary • Monitor expenditure and the procurement of services and equipment to ensure value for money and a continuous drive for efficiency and effectiveness • Work with CEO and other relevant staff to develop systems for the timely and accurate management and reporting of grants and funds received • Work with CEO and other staff to develop realistic budgets for fundraising proposals
Human Resources	<ul style="list-style-type: none"> ▪ Ensure that the Organisation abides by HR Policy, employment and other relevant law; maintaining basic familiarity with developments in the relevant legal framework affecting the charity sourcing additional expertise where needed, and identifying and proposing updates to Peer Power policy and practice where appropriate ▪ Review and update the staff handbook and organisational policy, and monitor this to ensure we deliver on our commitment to be a good, attractive and fair employer ▪ Manage all HR documents (employee and worker contracts, letter of offer etc), setting up appropriate systems where needed, and ensuring compliance with policies and procedures ▪ Oversee performance management and handle employee relations ▪ Lead on Health and Safety Law ▪ Ensure that there is a regular review of salaries and benefits ▪ Provide support to managers regarding change management and organisational development ▪ Manage, advise and monitor the recruitment and selection process, and oversee induction and probation processes for new staff, in conjunction with the Chief Executive and line/project managers ▪ Preparation and overview of all contracts for self-employed associated and business partnerships

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Risk Assessment	<ul style="list-style-type: none"> ▪ To be responsible for and report on the overall business risk assessment and management process of the organisation, ensuring with the CEO, that the Board of Trustees adequately assess and document risks faced by the charity in line with the requirements of the Charity Commission
General	<ul style="list-style-type: none"> ▪ To maintain and develop organisational culture, values and reputation with all staff, associates and external stakeholders ▪ To be a member of the PP Leadership Team and work with other senior staff to provide leadership to the organisation and participate in strategic planning ▪ To implement and assist in the development, review and maintenance of organisational policies and strategy ▪ To attend board meetings and the finance sub-committee, and provide relevant reports and updates ▪ To positively promote and support the engagement of young people with the work of PP, being prepared to explain, adapt and collaborate with young people to ensure their meaningful involvement in the organisation ▪ To live the values of Peer Power (Empathy, Respect, Fairness, Open & Honest and Positive) and to abide by them in the work setting through the policies and professional practice of your work ▪ Uphold and work within Peer Power policies and procedures, including Equal Opportunities, Health and Safety and Child & Vulnerable Adult Protection policies ▪ Undertake any other duties, as appropriate to the post, as delegated by the line manager.

Person Specification

	ESSENTIAL	DESIRABLE
Qualifications/ Education/ Knowledge	<ul style="list-style-type: none"> <input type="checkbox"/> Qualified Accountant - relevant graduate qualification and/or equivalent business experience. <input type="checkbox"/> Knowledge of business operations processes <input type="checkbox"/> Knowledge of SORP/SOFA, charitable finance regulations and key strategic finance reporting. 	<ul style="list-style-type: none"> <input type="checkbox"/> CIPD or other higher management or leadership qualification

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<p>Professional experience</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Proven administrative, leadership and management experience in the areas of strategic planning, analysis and organisational development <input type="checkbox"/> Experience in devising and implementing strategic development and resource plans, particularly in the areas of service development and staff development <input type="checkbox"/> Previous experience of running a small finance function including payroll, PAYE, NIC, VAT, payments, accounts receivable, banking arrangements, accounts preparation and audit and other accounting transactions, adhering to proper controls and processes <input type="checkbox"/> Demonstrated experience of using QuickBooks or similar and translating raw financial data into accessible management information and recommendations for action <input type="checkbox"/> Experience of business analysis, budgeting and forecasting, management information and the development, maintenance and monitoring of management information systems and procedures <input type="checkbox"/> Substantial relevant work experience in a resource constrained environment <input type="checkbox"/> Experience of working with a range of stakeholders from different backgrounds 	<ul style="list-style-type: none"> <input type="checkbox"/> Experience of human resources management functions <input type="checkbox"/> Experience of working in a voluntary sector environment. <input type="checkbox"/> Demonstrated experience of managing risk assessment and mitigation for a charitable organisation <input type="checkbox"/> Experience of working with a start up organisation
<p>Abilities and Skills</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ability to work on own initiative, prioritise work, handle pressure and take day-to-day decisions on the running of the organisation <input type="checkbox"/> Able to communicate fluently in English, both verbally and in writing <input type="checkbox"/> Able to motivate, maintain and develop an effective team <input type="checkbox"/> Able to exercise diplomacy and build partnerships and consensus, within teams and among other stakeholders 	<ul style="list-style-type: none"> <input type="checkbox"/> Previous experience of working with funding bodies and fundraising

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	<ul style="list-style-type: none"> <input type="checkbox"/> Excellent organisational, team management and communication skills <input type="checkbox"/> Collaborative team-player, able to play to different people's strengths and make use of their abilities <input type="checkbox"/> Commercially astute and able to effectively communicate technical financial and legal information to non specialists <input type="checkbox"/> Willing to learn quickly and adapt to new situations, seeking appropriate advice and expertise where needed <input type="checkbox"/> Able to bring a strong vision of development, continuous improvement and growth for Peer Power <input type="checkbox"/> Excellent organisational, team management and communication skills <input type="checkbox"/> Very good computer skills, particularly Excel <input type="checkbox"/> Good time management skills and the ability to work pro-actively, meet tight deadlines 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Commitment to and understanding of team work and collaborative working <input type="checkbox"/> Highly motivated self-starter <input type="checkbox"/> Strong commitment to Peer Power values <input type="checkbox"/> High attention to detail and accuracy <input type="checkbox"/> Positive about working alongside and with young people <input type="checkbox"/> A willingness and flexibility to work evenings and weekends occasionally by prior agreement. 	

Created March 2018