

**Job description**

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| **Job title** | Head of Finance and Resources |
| **Contract** | Permanent |
| **Grade** | 1 |
| **Place of work** | 42 Clerkenwell Close, London EC1R 0AZ |
| **Responsible to** | Director |
| **Responsible for** | Finance Administrator; Executive Assistant; CRM Technical Project Manager |
| **Date** | May 2017 |

**Summary**

The head of finance and resources is a member of the senior management team responsible for the overall strategic direction and management of the finance function. Also responsible for HR, trusts, pensions, premises, health & safety, IT and equipment and the CRM.

**Major activities:**

1. Responsible for the overall financial affairs, including production of accounts, investment and treasury management, budgets, audit and cashflow forecast and analysis
2. As a member of the senior management team, play a role in setting the strategic direction of the organisation
3. Report to the board, through the director, on any financial matters of which they should be made aware
4. Develop financial policies and procedures to meet the changing needs of the organisation
5. Ensure compliance with all HMRC requirements around PAYE, VAT, Corporation tax, etc. keeping up to date with the relevant legislative framework
6. Risk assessment and monitoring
7. Manage the HR including the development of policies to meet the changing needs of the organisation and to remain compliant with current legislation
8. Responsible for health and safety
9. Manage property matters including premises management
10. Manage the provision and support of IT and equipment systems including the CRM
11. Manage trusts and endowments
12. Administer the company pension schemes and acting as company secretary to the MA pension plan
13. Carry out company secretary duties including filing of all returns to the relevant bodies

This list is neither exhaustive nor exclusive and may be changed from time to time.