



Job Description

Title:	Head of Finance and Resources
Reporting to:	CEO
Responsible for:	Finance Officer and Facilities Manager
Salary Range:	£48,000 - £52,000 per annum Dependent on experience
Hours:	36 hours per week
Contract:	Permanent
Location:	Main place of work will be: 26 Pampisford Road, Purley, Surrey, CR8 2NE until the end of 2025. The new office location will be in South Croydon.

Mind in Croydon (MiC) is a charity concerned with the welfare of people with mental health problems living in the London Borough of Croydon and the surrounding areas. MiC delivers Mental Health Transformation Program services alongside Croydon BME Forum, these include Croydon Health and Wellbeing Space and Mental Health Personal Independence Coordinators. Other services include Recovery Space, Advocacy, Active Minds, Carers Support, Peer Support In Reach, Social Networking and Counselling.

Purpose of the role

The Head of Finance and Resources is a qualified accountant and project manager responsible for managing and reporting on the charity's accounts. This role oversees a Finance Officer and Facilities Manager, and reports to the CEO and Finance and Risk Sub Committee of the Trustee Board.

Key financial responsibilities include managing daily financial and accounting functions, producing monthly reports and annual accounts with detailed reconciliations, overseeing payroll and pension submissions, managing the annual financial audit and collaborating with the CEO and Treasurer on budgeting.

This role will also have responsibilities to our Board, including attending 3-4 full Board meetings per year as well as quarterly Finance and Risk committee meetings.

In addition, the role has responsibility for managing the following outsourced activities:

- IT (inclusive of monitoring service contracts)
- Data protection and Information Governance

Responsibilities

Financial Accounting

- Ensure prompt and accurate processing of finance transactions
- Ensure all balance sheet accounts are reconciled monthly
- Lead on treasury management, credit card management and bank liaison
- Review and manage aged debtors and aged creditors



- Prepare detailed cashflow and P&L forecasts
- Authorise new suppliers together with change of supplier bank and other permanent details
- Ensure procedures and processes are adequately documented and the financial control environment is sound and meets best practice
- Ensure continuous improvement of finance systems and processes

Management Accounting

- Produce the monthly management accounts pack within agreed timescales, in addition to quarterly and annual management accounts.
- Lead on the development of reports and bids for funders, ensuring users' current requirements are met
- Review and investigate budget variances, including participation in monthly finance review meetings with all budget holders, revising forecasts as necessary
- Actively promote and support budget holders' understanding of finance reports and other finance issues pertinent to their roles
- Support the annual budget setting process ensuring completion within set timeframe
- Lead in the provision of information of the organisation's external auditors, liaising with them on the annual audit and production of the Annual Accounts
- Prepare donor financial reports in line with grant agreements and deadlines.
- Ensure proper allocation of costs and support audit requirements for grants.
- As required, create and present finance papers to other stakeholders including but not restricted to the Leadership team and Finance & Risk Committee

Staff Management

- Provide day to day support and supervision, goal setting and evaluation including regular 1-2-1 meetings, probation and annual reviews the Finance and Facilities Officers reflecting current HR policies and procedures
- Manage Finance and Facilities team reflecting current HR policies and procedures
- Oversee training and professional development of the Finance and Facilities team
- Actively ensure transparent communication within the Finance and Facilities team and the other teams including fostering a collaborative, transparent approach

Monthly Trial Balance and Month/Quarter End Procedures

- Ensure all Balance Sheet control accounts are reconciled on a monthly basis
- Ensure all bank accounts are accurately reconciled at least monthly
- Support CEO in the preparation of annual accounts including production of supporting schedules
- Ensure Gift Aid is claimed quarterly and reconciled to fundraising documentation

Treasury Management

- Ensure there is sufficient cash available in the current account to meet bills as they come due
- Manage external funders to ensure funds are received on time
- Manage cash and cash equivalent balances within the guidelines set by the Finance and Risk Committee and make recommendations to that committee regarding management of cash and cash equivalents

Operations

- Plan and execute projects, ensuring timely completion and within budget.



- Analyse data and trends to make informed decisions and identify areas for improvement.
- Quick and effective in identifying issues and developing solutions to overcome challenges.
- Ability to lead and motivate teams, fostering a positive and productive work environment.
- Efficiently managing time and prioritizing tasks to meet deadlines.
- Identifying and implementing processes and procedures to enhance operational efficiency and effectiveness.
- Manage budgets to ensure cost-effective operations.

Information Technology and Data Governance

- Act as the main point of contact for outsourced IT and DPO service providers.
- Monitor contract compliance, service level agreements and performance metrics
- Work with the Senior Management Team to develop and maintain an IT strategy aligned with MiC's overall mission and strategy
- Oversee IT related projects
- Ensure data protection policies are in place and regularly reviewed
- Work with the DPO to ensure GDPR compliance
- Ensure users receive appropriate IT and data protection training
- Manage the IT and data protection budgets
- Produce the quarterly data governance report for the Finance Risk Committee

Job Description Agreement

The job description is flexible and may change based on service developments, work priorities, or other needs. Any changes will be discussed with the post holder. Mind in Croydon can adjust the duties and responsibilities as needed. The description outlines the main functions and required skills but is not exhaustive. Employees may be assigned additional tasks to cover absences or manage workload.



Person Specification

The following person specification is a guide to the Essential and Desirable attributes that Mind in Croydon believe the successful candidate would need to exemplify to succeed in the post.

The role requires a skilled, knowledgeable, and empathetic person, who enjoys working with a cross-section of stakeholders and thrives in a team.

	Essential	Desirable
Qualifications		
Fully qualified accountant (ACA, ACCA or CIMA)	E	
Practical knowledge of finance systems (Sage50, QuickBooks, Xero etc.)	E	
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Experience		
Previous experience within a similar role within a Charity setting		D
Experience of managing employees	E	
Experience of working in an operations role		D
Ability to deal with a diverse workload	E	
Efficiently managing time and prioritizing tasks to meet deadlines.	E	
Demonstrate a commitment to improvement	E	
Knowledge, Skills and Capabilities		
Ability to analyse data and trends to make informed decisions and identify areas for improvement	E	
Quick and effective in identifying issues and developing solutions to overcome challenges.	E	
Thorough knowledge and experience of financial and management accounting	E	
Knowledge and experience of charity accounting including charity SORP, including restricted/unrestricted funding, donor reporting and grant management		D
Knowledge and experience of payroll and pension administration		D
Ability to manage team including workload and motivate teams, fostering a positive and productive work environment.	E	
Skills to facilitate trusted, productive relationships with colleagues	E	
Excellent attention to detail	E	
Excellent communication skills to convey information clearly and collaborate with team members and stakeholders.	E	



Knowledge and experience of UK GDPR within the context of a medium sized charity		D
Knowledge and experience of managing outsourced IT contracts or an internal IT team		D