

# Job Description

<b>Job Title</b>	<b>Head of Finance</b>
<b>Location</b>	Ufton Court, Green Lane, Ufton Nerve, Reading, RG7 4HD Hybrid working is available
<b>Salary</b>	Circa £50,000 per annum (pro-rata for part-time)
<b>Contract</b>	Permanent, Full-time or Part-time (Flexible)
<b>Holiday</b>	25 days (pro rata for part-time)
<b>Reporting To</b>	CEO
<b>Direct Reports</b>	Finance Assistant
<b>Closing Date</b>	<b>19<sup>th</sup> November 2023</b>

**About Ufton:** At Ufton, we believe that every child deserves a transformative educational experience. Our mission is to provide young people with the opportunity to learn, grow and thrive in a safe and inspiring environment. Our values drive our actions: agility with consistency, playful and professional, acting today for tomorrow and the belief that curiosity leads to excellence. We're looking for a dynamic Head of Finance to join our senior leadership team, someone who shares our passion for making a positive impact on children's lives.

**Role Overview:** As the Head of Finance at Ufton, you will play a pivotal role in our mission to provide exceptional educational experiences for children and young people. You will lead our finance and technology operations, ensuring the sustainability and growth of our organization. This role offers the flexibility of full-time or part-time work to accommodate the right candidate.

## Key Responsibilities:

### 1. Financial Leadership:

- Lead the development and execution of financial strategies to support Ufton's mission and objectives.
- Provide sound financial advice and guidance to the CEO, Trustees, and senior leadership team.
- Oversee the financial management of Ufton's diverse income streams, including grants, donations, and commercial ventures.

### 2. Budget Management:

- Prepare and manage annual budgets, monitoring performance against financial targets.
- Review and implement robust financial controls and risk management procedures.
- Ensure compliance with relevant financial regulations and reporting standards.

### 3. Financial Reporting:

- Produce accurate and timely financial reports for the SLT, Trustees and external stakeholders.
- Analyse financial and operational data to inform decision-making and provide regular updates on financial and operational performance.

### 4. Team Leadership:

- Lead and mentor the Finance Assistant, fostering a collaborative and high-performance team culture.
- Provide training and development opportunities to enhance the finance team's capabilities, growing it as the charity grows.

### 5. IT Management:

- Oversee the organization's IT infrastructure, ensuring data security and efficient technology operations.
- Collaborate with external IT providers to maintain and enhance IT systems.
- Complete the transfer to Xero and the implementation of BookNow and Salesforce ensuring all staff are trained and confident users of our systems.

### 6. Strategic Planning:

- Contribute to Ufton's strategic planning process, aligning financial objectives with the organization's long-term goals.
- Identify opportunities for financial growth and sustainability.
- Support the Head of Fundraising and Head of Weddings and Special Events to ensure we maximise our income whilst meeting our charitable goals.

### The post holder will also:

- Contribute to supporting the overall achievement of Ufton's strategy
- Undertake any additional and ad hoc tasks as required
- Actively contribute in team meetings and other activities as required
- Monitor and evaluate activities and provide written reports
- Represent Ufton in a professional manner
- Work within an EDI framework, adhere to all the Charity's policies, procedures and working practices
- To promote, monitor and maintain health, safety and security in the working environment
- Ensure all records are held in compliance with GDPR, The Fundraising Regulator Code of Practice and Ufton policies.

Please note that the responsibilities listed are not exhaustive and this job description may be subject to change as the role evolves over time.

## Person Specification:

### Essential:

- Qualified accountant (ACA, ACCA, CIMA, or equivalent).
- Proven experience in a senior financial management role.
- Strong knowledge of financial regulations and reporting standards.
- Excellent leadership and team management skills.
- Exceptional analytical and problem-solving abilities.
- Effective communication and interpersonal skills.
- Commitment to Ufton's mission and values.

### *Desirable:*

- Experience in the charitable or education sector.
- Knowledge of charity accounting and SORP.
- Previous experience with IT management.
- Partial to a homemade flapjack and ability to make a decent cup of tea.

### *Values Alignment:*

You share our values of agility with consistency, playful and professional, acting today for tomorrow, and the belief that curiosity leads to excellence.

To be successful in this role, you will not only be a strategic thinker but also someone who isn't afraid to roll up their sleeves and dive into the day-to-day financial operations. You will have the flexibility and enthusiasm to go beyond your traditional job role, taking on new challenges with gusto and ensuring the health and wellbeing of the organization and our staff team in every way possible.

We are based in a glorious rural location but that does mean you'll need access to your own transport. Whilst on site you'll have lunch provided and there is usually homemade cake around.

You must have the right to work in the UK and to be onsite as often as possible as we are a place-based organisation – you'll soon have FOMO anyway.

Join us at Ufton and be part of a team that is dedicated to making a real difference in the lives of children and young people. If you're passionate about financial leadership, have a strong commitment to our values, and want to work in a flexible and supportive environment, we'd love to hear from you.

To apply, please submit your **CV and a cover letter** outlining your suitability for the role and how you align with Ufton's values to [recruitment@ufton.org.uk](mailto:recruitment@ufton.org.uk)

**Closing date: 11:59pm 19<sup>th</sup> November 2023**

Ufton is an equal opportunities employer and welcomes applications from all suitably qualified candidates, especially those from underrepresented communities. All offers of employment are subject to a satisfactory completed enhanced DBS check (The Disclosure and Barring Service) check and at least three references.