

**Head of Finance and Operations**

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| Job Description |

**Salary:**  £42k - £46k p.a. depending on experience.

**Hours per week:** 35 hours Full Time

**Location:** Thames21’s main office at the Guildhall, City of London; frequent home working; occasional attendance at other Thames21 locations in London.

**Responsible to:** Chief Executive

**About Thames21:**

Thames21 is an environmental charity putting healthy rivers at the heart of community life. Through environmental improvements, community engagement, education and advocacy we bring about effective and lasting change by working hand-in-hand with communities to deliver tangible and measurable improvements to our network of rivers. This small, dynamic charity is looking for a key member of the team.

**Purpose of the job:**

We are looking for a qualified accountant with operations experience to provide budgeting and financial services and participate in a busy river environmental charity as part of its Senior Management Team. As an experienced finance professional you will play a crucial role within a charity context with a committed and enthusiastic team. This is an excellent opportunity for you to utilise your skills to make a positive contribution to Thames21’s charitable goals that will include helping recovery from the Pandemic by connecting communities with each other and with the blue/green spaces in their neighbourhood.

**Main duties and responsibilities:**

Accounts Receivable Raise invoices in Quickbooks and manage credit control.

Purchase Invoices Code & input invoices; process supplier payments via online banking;

Treasury Maintain bank reconciliations and cashflow forecasts. Manage bank accounts and be key contact for banking relationship (including foreign currency).

VAT returns Calculate and submit quarterly partial exemption VAT returns.

Management accounts Prepare and present monthly I&E reports. Enter journals (payroll, overhead transfers, accruals & prepayments) and maintain balance sheet reconciliations.

Project budgeting Work closely with project managers to develop budgets and track expenditure against budget. Assist with submitting funding claims.

Statutory accounts Preparation of annual statutory accounts and management of annual statutory audit.

Budgeting Preparation of detailed annual budget.

Payroll Responsibility for payroll processing via outsourced payroll bureau including P11Ds for 2 employees.

Line Management Build a strong finance and operations team including the existing Office Manager and new roles for a CRM Manager and Finance Manager.

Board Reporting Provide quarterly reporting/forecasting for and attend Finance Committee & Board Meetings.

Work closely with the Fundraising Team and Senior Managers to ensure

client invoices are correctly timed and despatched through the appropriate

route and contact.

Work with the Senior Management Team to ensure direct and indirect project

costs are correctly allocated and that Full Cost Recovery calculations are

reviewed annually.

Review and maintain robust financial processes and propose any systems efficiencies that might be introduced.

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This job description cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document

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| **Person Specification** |

**It is essential that in your application you give evidence or examples of your proven experience in each of the following criteria including the competencies.**

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| **Qualification, development & knowledge** | **Essential** | **Desirable** | **Assessed by** |
| Minimum qualification: Fully qualified or qualified by experience. | X |  |  |
| Working Knowledge of IT systems and databases including Microsoft Office | X |  |  |
| Working knowledge of accounting software including Quick Books. | X |  |  |
| Working knowledge of operational functions including outsourced IT. | X |  |  |
| Experience in HR functions. |  | X |  |
| Experience in managing a small team. | X |  |  |
| **Skills & Competencies** |  |  |  |
| Charity finances and systems |  | X |  |
| Working as part of a small team with a variety of skills and roles |  | X |  |
| Working with a broad range of Thames21 partners and stakeholders |  | X |  |
| Good communication, written and presentation skills. | X |  |  |
| Ability to work independently and with little supervision | X |  |  |
| Self-motivated and able to meet reporting deadlines | X |  |  |

**Additional Information**

* 25 days paid annual leave are available pro rata plus public holidays. In addition, the Thames21 office is closed between Christmas and New Year.
* Thames21 operate a flexitime system of working, with Hybrid Office Working.
* Thames21 have an ‘Auto Enrol’ Work Place Pension Scheme with NEST
* Laptop & Mobile phone for company use
* Childcare voucher scheme is available
* The postholder must be willing to travel sensibly throughout London.

**Please submit your CV and a Cover Letter together with confirmation of your entitlement to work in the UK and any dates to avoid for interview to** [**deb.leach@thames21.org.uk**](mailto:deb.leach@thames21.org.uk)

**Interviews are to be scheduled throughout this recruitment process.**

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